

 <p>The College of Nursing</p>	<b>E.1.3 Student Management</b>		<b>Date of issue:</b> Nov 2009
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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 2011**.

Ratified by Academic Council **September 2010**

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 are 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 Sub Committee (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 will make a written to the Director, Education Services.

## **2 – Payment of fees**

- 2.1 Fees must be paid in full before the commencement of all courses.
- 2.2 Fee charges, payment procedures and options will be advertised in the Student Handbook, course brochures and on the website.
- 2.3 Where credit transfer is granted the cost of the course may be reduced accordingly.
- 2.4 Payment by instalment is available in some circumstances.
- 2.5 Where students are suffering genuine financial hardship, after consultation with the Course Co-ordinator, they may apply in writing to the Director, Education Services to arrange a payment schedule. This will incur a bank administrative fee.
- 2.6 Where a student defaults, the College's Accounts Department will be notified for appropriate follow up.
  - 2.6.1 A student default shall be tabled at SMSC and an Academic outcome determined.
- 2.7 Refunds

In accordance with the College's Refund Policy:

  - 2.7.1 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 will be made.
  - 2.7.2 In some instances courses are subject to non-refundable fees.
  - 2.7.3 Details of fees where applicable, are published in the relevant course information and are also available from the College's Student Services Centre.
  - 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 Student Services Centre.
  - 2.7.5 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.

### **3 - Recognition of prior learning, skills recognition and credit transfer**

The granting of recognition of prior learning (RPL), skills recognition (SR) 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, competencies or standards for the course.

The College recognises prior learning and training through its skills recognition (SR) processes. SR refers to prior formal and informal learning and skills. For instance, credit transfer (CT) may be granted where a person has completed equivalent formal training, within the past five years.

Skills recognition also refers to assessment of previously unrecognised skills or recognition of prior learning and knowledge (RPL) that the individual has achieved outside the formal education and training system

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

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

- 3.1 Applications for RPL, SR or CT must be made in writing on enrolment.
  - 3.1.1 Assessment for RPL, SR and CT will be undertaken after fees are paid in full.
  - 3.1.2 Applicants are required to provide documentation as identified on the College's website.
    - 3.1.2.1 Where documents are copies they must be certified by a Justice of the Peace.
  - 3.1.3 Where applications are approved a discount may be offered.
  - 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, SR 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).
  - 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 at least equal to the subject/unit of competence.
  - 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 but 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 For RTO courses where an applicant wishes to apply for more than 50% credit into a course they must apply in writing to the *SMSC*.

#### **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.
- 4.3 Census dates (where applicable) indicate the final date students can withdraw from subjects in which they are currently enrolled without academic penalty. In the circumstances of withdrawal after this date, the academic outcome will be determined by the *SMSC*.
- 4.3.1 Students withdrawing from a course two weeks after course commencement are not eligible for a refund. In extenuating circumstances<sup>1</sup> students may apply in writing to the Director, Education Services for a refund of course fees.

#### **5 – Course requirements**

- 5.1 Students are required to meet all course requirements within the timeframe outlined in course documentation.
- 5.1.1 Graduate certificate courses must be completed within three years of original course commencement.
- 5.1.2 Students enrolled in a single distance education subject must complete the subject within the designated time frame unless there are extenuating circumstances.
- 5.1.3 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.
- 5.1.4 For all other courses students must complete the course within two years unless otherwise stipulated by course documentation or as determined by the *SMSC*.
- 5.1.5 In the event the student does not complete the course requirements an academic outcome is determined by *SMSC*.
- 5.1.6 Where an assessment item has a due date specified in course documentation it is deemed to be the date the item is postmarked if submitted by mail, or date stamped by the College if delivered or uploaded to the College's learning management system by the time specified.

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<sup>1</sup> Extenuating circumstances are unforeseen events that may have an adverse effect on the student's performance or preclude the ability to meet any compulsory course requirements.

- 5.2 Students must maintain registration or enrolment with the appropriate registering authority for the duration of the course<sup>2</sup>.
- 5.3 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.
- 5.3.1 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. Students in a funded course may be required to repay part of the course fee.
- 5.4 Where a student is unable to meet course requirements for legitimate reasons, alternative arrangements may be negotiated. This includes on-campus components and assessment items.
- 5.4.1 Students must attend at least 90% of the on-campus/classroom and/or clinical hours for the course.

## 6 – Confidentiality and privacy

The College of Nursing requires that students comply with State/Territory and Commonwealth privacy legislation in addition to individual health facility policies relating to patient confidentiality.

- 6.1 When on clinical placement students must:
- 6.1.1 gain informed consent from the patient or in the case of minors, from a parent or guardian.
- 6.1.2 maintain confidentiality at all times.
- 6.2 When students are discussing information in the classroom, online or in assessments they must maintain confidentiality.
- 6.3 In the event that a student does not maintain confidentiality, they may receive a fail or not yet competent grade.

## 7 – Student 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 counselling, 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.

<sup>2</sup> 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 programs.

## 7.1 The College's responsibilities

The College acknowledges the following responsibilities towards its students:

- 7.1.1 To provide a work and study environment free from discrimination or harassment on the basis of race, nationality, sex, age, political conviction, sexual preference, marital status, religious belief, disability, family or carers' responsibilities. This environment will take account of the different characteristics of students and their varying cultural and educational backgrounds, including those of Aboriginal and Torres Strait Islander descent.
- 7.1.2 To maintain a safe, positive, harmonious and cooperative teaching and learning environment by ensuring that students have:
- access by appointment to academic staff to discuss program matters;
  - timely, fair and constructive assessment of work;
  - the prompt addressing of concerns and complaints, especially where they relate to academic standing and progress; and
- 7.1.3 To deal with all students and their academic work with honesty and integrity, to maintain ethical academic standards and to provide helpful and appropriate feedback in a timely manner.
- 7.1.4 To create an environment that supports knowledge growth and development and encourages students to achieve their academic potential.
- 7.1.5 To ensure that information about courses/programs are accurate at the time of publication so that students can make informed decisions.
- 7.1.6 To ensure that, if changes are made to courses/programs, adequate arrangements are made so that students are not disadvantaged.
- 7.1.7 To inform students of the common conventions and requirements in relation to proper referencing and acknowledgement of sources as well as providing information on the specific requirements of the college.
- 7.1.8 To make information freely available on policies and procedures
- 7.1.9 To address concerns and complaints of students and to provide access to suitable appeal and grievance mechanisms.
- 7.1.10 To provide support services which take into consideration the needs of equity group students, including Aboriginal and Torres Strait Islander students.
- 7.1.11 To provide access to special consideration rescheduled examination, alternative assessment, replacement assessment or extension of time for assessment where academic performance has been adversely affected by illness or other serious cause beyond the student's control.
- 7.1.12 To ensure that students have the opportunity to provide input into academic staff teaching performance appraisal through feedback procedures

On entry to the course students can expect to receive:

- An introduction to their course materials (may include CIB's, SIAB's CNnect access), a copy of the *Student Guide*, and *this policy*
- 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
- Students required to participate in clinical placements will receive specific information related to their placement

- Access and passwords for the e-learning environment, which aim to facilitate peer support and contact with other students and course/subject coordinators and tutors
- A telephone and email contact address for the course/subject coordinator and tutor/marker 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 course of study including written work if applicable
- Contact from the course/subject coordinator during any clinical component of the course
- 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 (once students have paid their recommencement fee), any new course materials and access to CNnect.

#### Contacts

- 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
- 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
- The College will maintain accurate student records and collect analyse and communicate student evaluation and feedback to staff, students and stakeholders.

## 7.2 Student Responsibilities

The student is required to acknowledge the following responsibilities:

- 7.2.1 To contribute to a work and study environment free from discrimination or harassment
- 7.2.2 To act at all times in a way that respects the rights and privileges of others and shows commitment to freedom of expression; and in particular to be sensitive to cultural diversities
- 7.2.3 To respect knowledge and act with honesty and integrity at all levels of academic life
- 7.2.4 To participate actively and positively in the teaching and learning environment, it is expected that students will:
  - attend compulsory classes and clinical learning experiences as requested
  - maintain steady progress within the unit or course of study
  - comply with workload expectations
  - submit required work on time
  - participate as required in online learning.
- 7.2.6 To monitor their own progress in the teaching and learning environment and the academic program, by way of regular interaction with the course/subject coordinator and/or tutor/marker
- 7.2.7 To cooperate in suggested remedial options to improve their academic performance and maintain adequate progress in a course

- 7.2.8 To be aware of all Colleges rules and regulations pertaining to their rights and responsibilities as students
- 7.2.9 To be aware of their individual rights and responsibilities regarding the proper use of copyright material
- 7.2.10 To be aware of all unit or course information made available to them and to raise any questions or concerns with the appropriate course coordinator in a timely manner
- 7.2.11 To 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
- 7.2.12 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.

### **7.3 Students with special needs**

The College will ensure where reasonable and practical that students with special needs (such as a disability) are able to access and participate in educational courses and use services and facilities of the College.

Students with special needs may have access to specialised support by way of assistive technology, consideration for assessment, equipment and other reasonable adjustments once approved.

Reasonable adjustments are the tangible and practical considerations and measure made to learning and/or in the learning and assessment environment in order for students to fulfil the requirements of the course.

Students requesting special needs must apply in writing to the course co-ordinator prior to the commencement of the course. Students must supply supporting documentation such as a medical certificate with their application.

## **8 – Student code of conduct**

8.1 Students have a responsibility to:

- be familiar with the 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 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 a manner that is conducive to the establishment and/or maintenance of an effective and collegial learning environment when attending on campus sessions, in the library, on the e-learning environment, during clinical components of a course and during any other component of the course
- 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 and legislation relevant to College materials, any other published works and when using the online environment.
- 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
  - keep their password confidential and not share this password with others
  - not 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 you use 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 If a student violates the student code of conduct their continuation in a College of Nursing course will be reviewed.

## **9 – Assessment items – late submissions**

It is the student's responsibility to prove the compulsory assessments items are submitted by the due date to the College. In principle, late submissions are not acceptable.

- 9.1 Extension of time for submission of assessments cannot be assumed. Each request will be considered on individual merit based on the circumstances for the extension request. Requests will be:
  - 9.1.1 made in writing to the relevant course subject/course co-ordinator up to 48 hours before the due date. Requests received after this time will not be considered without appropriate supporting documentation of evidence of extenuating circumstances
  - 9.1.2 documented on the assessment cover sheet in the appropriate section and attached with relevant supporting documentation
  - 9.1.3 considered granted only after notification in writing from the subject/course co-ordinator is received by the student
  - 9.1.4 only granted for one extension of time per submission. Any requests beyond one extension must be accompanied by appropriate supporting documentation. Students, who request repeated extensions, will be identified as an 'At Risk' student.
- 9.2. Following approval for extension for submission of extensions,
  - 9.2.1 the new agreed date becomes the 'due date' and will be communicated to the student in writing
  - 9.2.2 an interim result outstanding (RO) will be given if the new due date extends beyond the course outcome ratification. Once the assessment item has been submitted and assessed, the RO will be amended on the student's record to reflect the appropriate grade
  - 9.2.3 If accepted the highest grade awarded is a pass or satisfactory grade. Late submission of assessment items without prior negotiation, may incur a fail/not yet competent grade.
- 9.3 In the event a student is unable to attend a scheduled assessment/examination date, the student will:
  - 9.3.1 notify as soon as possible, the subject/course co-ordinator and provide appropriate supporting documentation of evidence of extenuating circumstances
  - 9.3.2 negotiate and seek approval from the subject/course co-ordinator for an alternative date for the assessment.
- 9.4 Late submission of course requirements without prior negotiation may not be accepted.

## **10 – Assessment item(s) – Unsuccessful**

- 10.1 A fail/not yet competent grade will be determined when a student has not :
  - 10.1.1 met the assessment criteria
  - 10.1.2 complied with assessment and grading policy
  - 10.1.3 submitted an assessment item on the due date without prior negotiation
  - 10.1.4 attended an assessment/examination without prior negotiation or evidence of extenuating circumstances.

## **11 – Assessment item(s) – Resubmission/reattempt**

In some instances the student will be granted the opportunity to resubmit an unsuccessful assessment item/s or an alternative assessment item/s. In such a situation this will constitute a resubmission.

Resubmissions/reattempts will:

- 11.1 be granted in line with the course documentation
- 11.2 be negotiated between the student and the nurse educator/tutor
- 11.3 for graduate certificate and distance education subjects only be permitted once for each failed/unsuccessful assessment item. For RTO courses students will be supported to reach competency
- 11.4 achieve a pass or competent grade.

In circumstances where the student has failed or has been unsuccessful/deemed not yet competent in a resubmitted/reattempted assessment item the student may

- be ineligible to re enrol in the course
- appeal the outcome.

## **12. Identification of students ‘at risk’**

The course coordinator monitors the progress and outcomes for all students in their course. Subject/course coordinators would be alerted to a student at risk if a student has one or more of the following:

- repeatedly requested extensions
- failed or been assessed as not yet competent on an assessment item
- not submitted all compulsory course requirements by the due date
- unexplained failure to meet course requirements.

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

- offer personal and/or academic support
- offer additional tutorial support
- review the timelines for submission of assessments.

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

## **13 – Clinical assessments**

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

13.1 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.

13.1.1 Student clinical placements in the NSW public health sector (where applicable) are organised by the College through the Clinical Placement Capacity Information System (CPCIS).

- 13.2 To achieve a successful outcome in a clinical assessment/component, the student must fulfil the criteria as specified by the course documentation.
- 13.3 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*.
- 13.4 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.

## **14 – Plagiarism**

Academic integrity is an essential component of teaching, learning and research. The ideas and work of others must be acknowledged rather than claimed as one's own

- 14.1 A charge of plagiarism can be established where a student deliberately:
- 14.1.1 copies or attempts to copy the work of other persons and submits it as their own
- 14.1.2 presents the ideas/thoughts of another author(s) as their own by paraphrasing or summarising without acknowledging the source
- 14.1.3 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
- 14.1.4 colludes when they work with another person or persons to produce work which is then presented as work completed independently by the student
- 14.1.5 presents work previously submitted in the same course or as a requirement of another program of study.
- 14.2 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*.
- Students must provide photo proof of identification when presenting to examinations and clinical assessments to eliminate the possibility of substitution by another person.

- 14.3 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.
- 14.4 All suspected cases will be reported to the *SMSC* for a decision regarding the student's ability to progress. In the case where a charge of plagiarism/cheating is determined, the student will receive a fail/not yet competent grade.

## **15 – Student progression**

- 15.1 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:
- 15.1.1 where a charge of plagiarism/cheating has been brought
  - 15.1.2 where a student has been identified as a student-at-risk
  - 15.1.3 where a student breaches the student code of conduct
  - 15.1.4 where a student during a clinical component is deemed by the clinical facilitator or the clinical facility to be unsatisfactory and/or unsafe.
- 15.2 Withdrawal from a course
- In instances related to 15.1 the *SMSC* reserves the right to withdraw a student from the course. In such an event the College will:
- 15.2.1 inform the student in writing of the *SMSC*'s decision
  - 15.2.2 notify the relevant registering authority in the case of internationally educated nurses or midwives undertaking assessment of competence programs
  - 15.2.3 notify NSW Health and the Area Director of Nursing and Midwifery or their delegate in the case of NSW Health sponsored students
  - 15.2.4 notify an employer or sponsoring organisation.
- 15.3 Students who are withdrawn from a course, instigated by the College, may be excluded from enrolment in a College course for 12 months.
- Students may receive a fail/not yet competent grade for the subjects in which they are enrolled
- 15.4 In the event a student does not meet the requirements for successful completion of a subject/unit of competence, the student :
- 15.4.1 may be offered the opportunity to repeat the subject/unit of competence at their own cost
  - 15.4.2 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
  - 15.4.3 will be responsible for the full payment of fees before commencement
  - 15.4.4 in the case of a failed core subject/unit of competence the student must repeat this subject
  - 15.4.5 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
  - 15.4.6 where a student fails a second time, they will be withdrawn from the course

15.4.7 in extenuating circumstances where a student cannot defer into the next available course but wishes to continue with their study, they may negotiate with the subject/course coordinator enrolment into a later course within the time frame of the course. In this case they will be given credit for subjects/units of competence successfully completed.

15.5 Where a student has incurred a proven case of *Academic or Financial Misconduct* they will be excluded by the Executive from studying at the College for a period of five years.

15.5.1 In the case of financial misconduct where an outstanding debt has been paid in full (or a payment plan agreed) consideration by the Executive will be given for approval of enrollment in further study.

## **16 – Withdrawal from courses**

16.1 Students requesting withdrawal from a subject/course are counselled about their options by the course co-ordinator.

16.2 Where a student intends to withdraw from a course for personal reasons, they must apply in writing to the course co-ordinator. Supporting evidence such as medical certificate/letters must accompany the application.

16.3 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)/not yet competent grade from the subject(s)/units in which they are enrolled and will be withdrawn from the course.

16.3.1 Students will be notified of this outcome in writing.

16.4 If a census date applies refer to section 4.4.

16.5 All withdrawals from subjects/courses will be determined by SMSC.

## **17 – Deferral from courses**

17.1 The request from a student to defer from any course must be advised in writing to the course coordinator. Students requesting deferral should be counselled about their options. Applications for deferral must include supporting documents where appropriate.

17.1.1 If the request is made before census date (if applicable) the decision is made by the course/subject coordinator

17.1.2 If the request is made after the census date (if applicable) the decision is made by SMSC.

17.1.3 Where a census date does not apply, requests for deferral are made to the relevant service manager

17.1.4 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.

17.2 Deferments will not be considered until any outstanding fees have been paid in full.

17.3 Students will be notified in writing of the outcome of their application to defer.

17.4 Deferments may only be granted for up to a twelve month period. Students requesting longer than a twelve month period should withdraw from the course.

17.5 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.

17.6 Graduate Certificate courses and other programs of study that are funded by NSW Health:

17.6.1 Students are not able to defer except under extenuating circumstances.

17.6.2 In cases where deferral is granted the College will inform NSW Health of their deferral.

17.6.3 The student must inform their employer of their request/intention to defer.

17.6.4 Where a student is privately funded by another organisation the funding body may be notified of the student's deferral by the College.

17.6.5 Students will be contacted by the College before the commencement of the course into which they have been deferred.

17.6.6 A recommencement fee may apply to students and is the responsibility of the student.

17.7 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.

## **18 –Academic Appeal**

18.1 An academic appeal is an escalation step which may be open to a student if they are dissatisfied with an adverse decision, or they perceive an adverse outcome

18.2 A student may appeal to the College on the ground that due academic process has not been observed by that College in relation to the academic decision.

18.3 The basis for the student's appeal is considered by the *SMSC*

18.4 After investigation the *MTES* provides the student with a written decision regarding the academic decision.

18.5 If the student is not satisfied with the written decision of the *SMSC* with respect to his or her appeal against an academic decision, the student may appeal to the Director of Education in writing.

18.6 In the case of all appeals 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 *MTES*.

18.7 Students may direct their appeal to the *MTES*.

18.7.1 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 *MTES* will call an *SMSC* to rule on the appeal/grievance/complaint except in the case of an appeal of an individual assessment grade

18.7.2 Where a student is appealing the grade of an individual assessment, the decision of the MTES is final.

18.8 Where no satisfaction is obtained a student may direct the appeal/grievance/complaint, in writing, to the Director, Education Services who will call an extraordinary *EMC*. The student may present their appeal or grievance in person to this committee.

18.9 Where no satisfaction is obtained through 18.8, 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*.

18.9.1 The decision of the Chief Executive is final.

18.10 While an appeal is in progress students may be eligible to continue as a bona fide student in their course. This will be determined by the College Executive.

## 19 – Research

The College and its staff have a responsibility to ensure the safety of all those associated with the research. 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. It is also essential that the design of the project takes account of any relevant ethical guidelines.

19.1 Research must comply with established guidelines such as the

[National Statement on Ethical Conduct in Human Research \(2007\)](#)

*Australian code for the responsible conduct of research* (NHMRC, 2007);

*The National statement on ethical conduct in human research* (NHMRC, 2007)

*Values and ethics: Guidelines for ethical conduct in Aboriginal and Torres Strait Islander health research* (NHMRC, 2003).

[Statement on Consumer and Community Participation in Health and Medical Research \(2002\)](#).

19.2 Ethics Approval

In general, 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.

19.2.1 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.
- provide a copy of the National Ethics Application Form (NEAF) together with the HREC Approval granted by the relevant organisation to the Chief Executive of the College.

- seek written permission from the Chief Executive to use the name of the College (or any of its officers) prior to the proposal is submitted to another institution.
- ensure the confidentiality of all information and not use this information for their personal advantage or that of a third party.

19.3 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. 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.

## **20– Completion of a subject/course**

20.1 To complete any program of study the student must:

20.1.1 meet all subject/course requirements as outlined in course documentation.

20.1.2 return all library books, multimedia resources and other College resources, or pay for the replacement of same. Have paid fees for searches, document delivery and interlibrary loans.

20.1.3 have paid in full all course fees as required.

20.2 The College reserves the right not to issue the final course outcomes, testamurs or transcripts.

## **21 – Notification of results**

21.1 Results will be available to students at the completion of the course, on the official release date, after the subject/course outcome ratification.

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

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

## **22 – Testamurs and transcripts**

### *Issuing*

22.1 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*

22.2 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, Student Services Centre.

## **23 – 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 Student 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

- G.4 Code of Conduct
- G.7a Confidentiality
- G.7e Guidelines for the Conduct of Research
- A.1.1 Intellectual Property and Copyright
- E.1.1 Teaching and Learning
  - E.1.1.1 Assessment and Grading
- E.1.2 Course Development, Accreditation and Evaluation
  - E.1.3.1 Student Clinical Placement
- F.1.4 Refund Policy