

Faculty of Nursing and Midwifery

Faculty Resolutions Part I

Part I: Admission, enrolment, attendance and progression

1. Admission

- 1.1 Students should refer to the resolutions relating to specific degrees, diplomas and certificates of the Faculty for specific admission requirements.

2. Attendance

2.1 Attendance at units of study other than clinical placements

- 2.1.1 The Dean may call upon any student in the Faculty who has been absent without leave from more than 10 per cent of classes in any one semester in a particular unit of study to show cause why that student should not be deemed to have failed to complete that unit of study.
- 2.1.2 The Dean shall decide whether the cause shown is sufficient.
- 2.1.3 A student who fails to show sufficient cause for absence shall be deemed not to have completed that unit of study.

2.2 Tutorial attendance

- 2.2.1 Satisfactory performance must be achieved in tutorials within a unit of study prior to students being permitted to sit for examination in that unit of study.
- 2.2.2 Within the first two weeks of semester students will be provided with unit of study outlines that clearly state the requirements for satisfactory performance.

2.3 Attendance at residential schools

- 2.3.1 Students enrolled in a distance education unit of study may be enrolled in units that offer residential schools.
- 2.3.2 In some cases these residential schools may be compulsory.
- 2.3.3 Students who are absent from compulsory residential schools without approval or good cause will be awarded a fail grade.

2.4 Attendance and part-time study for research students

- 2.4.1 All research candidates, who reside outside the Sydney Metropolitan area, prior to the commencement of their candidature, submit to the Research Degree Subcommittee for approval an annual plan of their on-campus attendance for their probationary period.
- 2.4.2 Thereafter, candidates are required to submit an annual plan at the Annual Review of candidates.

3. Advisement

3.1 If the matter relates to a unit of study:

- 3.1.1 Students should discuss the matter with the member of academic staff concerned and then if necessary the appropriate unit of study coordinator.
- 3.1.2 If the issue is not resolved, students should discuss the matter with the appropriate Coordinator.
- 3.1.3 If the issue has not been dealt with to the student's satisfaction by 3.1.1 and 3.1.2 above a meeting should be sought with the Associate Dean (Learning and Teaching) who will provide guidance for further action which may include discussion at the Board of Studies or relevant subcommittee of the Board.

3.2 If the matter relates to the overall course or concerns Student Services ~~the Faculty Office~~ or the Library:

- 3.2.1 Students should discuss the issue with the appropriate Coordinator.
- 3.2.2 If the issue has not been dealt with to the student's satisfaction the Associate Dean (Learning and Teaching) should be contacted who will provide guidance for further action which may include discussion and the Board of Studies or the relevant subcommittee of the Board.

4. Credit, advanced standing and exemption and waivers

4.1 Advanced standing

- 4.1.1 Advanced standing provides for admission to a course at the University of Sydney based on previous attainment in another course at a recognised tertiary institution.
- 4.1.2 Advanced standing is granted in the form of credit points, which count towards the requirements for the course.

4.2 Credit

- 4.2.1 Credit is granted for a unit of study based on study undertaken in another course when it is deemed by the Faculty that the unit of study is equivalent to a full unit of study within the relevant course offered by the Faculty of Nursing and Midwifery.
- 4.2.2 In general a student cannot be granted credit for work done in an award that establishes eligibility for admission to the award in which credit or exemption is sought, however, exemption may be appropriate in some cases.
- 4.2.3 Credit cannot be granted retrospectively.
- 4.2.4 Applications are processed at Faculty level and must be lodged with Student Services ~~the Faculty Office~~.

4.3 Exemption

- 4.3.1 Exemption applies to any decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment.
- 4.3.2 The decision to allow an exemption rests with the Associate Dean (Learning and Teaching) and will only be granted in exceptional circumstances.
- 4.3.3 Any unit of study in which exemption is granted receives a result calculated on the basis of performance in assessment completed within the unit of study.
- 4.3.4 Once all the components of the units of study are completed the full credit point value is included in the academic record of the student.
- 4.3.5 Exemptions cannot be granted retrospectively.

4.4 Waivers

- 4.4.1 Waivers apply to the procedure whereby a student is enrolled in a unit of study without having either completed a prerequisite unit of study or enrolled contemporaneously in a corequisite unit of study.
- 4.4.2 The decision to allow a waiver will be made by the Associate Dean (Learning and Teaching).
- 4.4.3 No credit points will be given to units of study that are waived.
- 4.4.4 Waivers will not be given retrospectively.

4.5 Time frames for credit exemptions and waivers

- 4.5.1 Applications must be lodged with Student Services ~~the Faculty Office~~ no later than the first ~~second~~ Friday after the commencement of the unit of study.
- 4.5.2 Late enrolling students will have a deadline of one ~~two~~ weeks after the date of enrolment.
- 4.5.3 Students awaiting the outcome of a 'show cause' will have two weeks from the date they are advised of the final outcome of a 'show cause'.
- 4.5.4 In the last two categories applications must be submitted to allow processing in time to meet government requirements for a particular session.
- 4.5.5 Students should contact Student Services ~~the Faculty Office~~ for advice.

4.6 Appeals against a decision on an exemption, waiver, or credit application

- 4.6.1 A student whose application for exemption, credit or waiver for a unit of study is refused may appeal against the decision.
- 4.6.2 A student who wishes to appeal the decision is required, within seven days of the notification of the decision, to apply to the Associate Dean (Learning and Teaching) for a review of the decision.
- 4.6.3 Students must submit appeals in time for applications to be processed by the HECS census date of the unit(s) of study



- that is, two weeks after the commencement of the unit(s) of study.
- 4.6 ~~Progression from Year 1 to Year 2~~
- 4.6.1 ~~Students who have an outstanding record or who have significant credit/advanced standing may be permitted by the Board to enrol in Year 2 units of study while also enrolled in a normal Year 1 pattern in the Master of Nursing (graduate entry), providing the requested units are available in the required semester.~~
- 4.6.2 ~~Students who are enrolled in a combined degree may not enrol in Year 2 units until they have completed and passed all units in their bachelor's degree.~~
- 5. Enrolment**
- 5.1 Confirmation of enrolment**
- 5.1.1 Students are responsible for ensuring that the information on their course, academic year and units of study are correct at the beginning of the semester and amending them should a change occur in any of the details during the semester.
- 5.1.2 Students should be aware that this information has potential financial implications within the Commonwealth Supported Students (HECS) Scheme.
- 5.1.3 Students will be sent a 'confirmation of enrolment' notice shortly after completion of enrolment which should be checked carefully.
- 5.1.4 Should the notice be incorrect in any detail it is the student's responsibility to contact Student Services the Faculty Office immediately to have the record amended.
- 5.1.5 A new confirmation notice will then be prepared and forwarded to the student.
- 5.1.6 Students will also receive, approximately two months after the beginning of each semester, a statement showing their HECS assessment for that semester.
- 5.1.7.1 To:
- 5.1.7.1.1 change enrolment in a unit of study;
- 5.1.7.1.2 discontinue a unit of study; or
- 5.1.7.1.3 discontinue enrolment totally;
- 5.1.7.2 students should apply to Student Services the Faculty Office for the appropriate form or download it from the Faculty's website and then forward to Student Services the Faculty Office for approval and processing.
- 5.1.8 Unless an enrolment change is approved formally at the Faculty level it will not be accepted by the Registrar and in some cases will incur a financial liability under HECS.
- 5.1.9 Any changes to units enrolled in any session must be made no later than 42 days after the commencement of the unit of study.
- 5.2 Discontinuation of enrolment**
- 5.2.1 Fee-paying students undertaking units of study in the distance mode and who discontinue their enrolment will be refunded 100 per cent of the total fees paid providing the application to withdraw is made prior to the relevant census date.
- 5.2.2 Once the relevant census date has passed, there will be no refunds.
- 6. NSW Health Department Requirements**
- 6.1 Criminal record checks**
- 6.1.1 The NSW Health Department requires all staff, volunteers and students undertaking any kind of work in a NSW owned facility to undergo a criminal records check prior to employment or placement in the NSW Health System.
- 6.2 Responsibilities**
- 6.2.1 Responsibilities of the Faculty**
- 6.2.1.1 The Faculty is responsible for ensuring that the student has a criminal record clearance prior to any attendance at a clinical placement.
- 6.2.2 Responsibilities of the student**
- 6.2.2.1 The student is responsible for completing a Criminal Record Check form and submitting it forward to Student Services the appropriate office for processing.
- 6.2.2.2 It is the student's responsibility to carry their criminal clearance at all times whilst on a clinical placement.
- 6.2.2.3 It is the responsibility of all students to inform the NSW Health Department of any criminal offences of which they are convicted subsequent to the initial criminal record check.
- 6.2.2.4 Students who fail to return the form to the NSW Health Department by the nominated date may be denied a clinical placement.
- 6.2.2.5 Failing to obtain a criminal record clearance may result in a failure in any unit of study where clinical is a component.
- 6.3 Child Protection**
- 6.3.1 The NSW Health Department requires candidates who, as part of their requirements to complete a course or unit of study have the potential to come into contact with children as defined by the law, to complete a declaration confirming a candidate's compliance with the regulations relating to the Child Protection Act.
- 6.4 Vaccinations**
- 6.4.1 Students are required to be immunised adequately against poliomyelitis, diphtheria, tetanus, tuberculosis, hepatitis A, hepatitis B, measles, and rubella.
- 6.4.2 Students are reminded that as health professionals it is their responsibility to maintain their health.
- 6.4.3 In the Faculty of Nursing and Midwifery HIV or Hepatitis B infection status of students is not relevant to their capacity to graduate.
- 6.4.3.1 However, because infection with HIV or HBV may limit students' professional opportunities after graduation, students should be aware that people with HIV or HBV are currently prohibited from performing 'exposure-prone procedure' in N.S.W. health establishments.
- 6.4.4 Further information on the University's policy on students with HIV or Hepatitis B may be found at http://www.usyd.edu.au/ab/policies/HIV_HepB.pdf http://www.usyd.edu.au/su/planning/policy/admin/136_hiv.html.
- 7. International students**
- 7.1 Entry to Master of Nursing (graduate entry)**
- 7.1.1 ~~Applicants with overseas qualifications will be assessed on the equivalence of their qualification to Australian undergraduate degrees.~~
- 7.1.4 ~~International students authorised to practise as registered nurses in their home country, but who are not registered by the Nurses Registration Board of NSW, may be offered places in the Master of Nursing (graduate entry) and may be eligible for advanced standing based on relevant qualifications and nursing experience.~~
- 7.1.2 ~~Unless the final year of schooling was conducted in English, applicants will be required to achieve a prescribed minimum standard in an English proficiency test in accordance with University policy.~~
- 7.1.3 ~~The Faculty of Nursing and Midwifery requires a minimum standard of English proficiency equal to an IELTS score of 7.0 overall with a minimum of 7.0 in each band (or equivalent language qualification accepted by the University).~~
- 8.2 Entry to Bachelor of Nursing (Post-Registration)**
- 8.2.1 ~~International students must be registered to practise nursing in a country other than Australia and must hold a qualification of certificate or diploma (or Australian equivalent) which leads to registration as a nurse in their country.~~
- 8.2.2 ~~International students who wish to establish eligibility to register as a nurse in NSW shall be advised to seek enrolment in the Master of Nursing (graduate entry), providing they meet the entry requirements set down in 8.1 above and those requirements set out in the Faculty Resolutions pertaining to the degree.~~
- 7. Suspension of candidature/course leave and discontinuation of enrolment**
- 7.1 For resolutions relating to Suspension of candidature, course leave and discontinuation of enrolment, please refer to the rules outlined for each course.**
- 7.1 ~~Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance or of a significant nature. Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time. The granting of a suspension of candidature is at the discretion of the Dean.~~
- 7.5 ~~Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.~~

7.6 In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

8. Re-enrolment after an absence

8.1 For resolutions relating to re-enrolment after an absence, please refer to the rules outlined for each course.

8.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:

8.1.1 lodge an application by 30 October in the year prior to that in which re-enrolment is sought;

8.1.2 attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and

8.1.3 ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed);

8.2 Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

Faculty of Nursing and Midwifery

Faculty Resolutions Part II

Part II: Students at Risk

1. Academic Risk (Coursework)

Students and staff should refer to the University policy Identifying and Supporting Students at Risk

1.1 Identifying students 'at risk'

- 1.1.1 The Faculty will use the following triggers to identify students 'at risk'
 - 1.1.1.1 failure by a student to successfully complete 50% of the credit points for which the student was enrolled in the semester or year (as appropriate) just completed;
 - 1.1.1.2 failure ~~twice~~ by a student to pass the same unit of study ~~twice~~;
 - 1.1.1.3 inability of a student to complete their degree within the maximum permitted time for that degree while carrying a normal student load; or
 - 1.1.1.4 failure to meet the requirements of the off-campus ~~a~~ clinical component of a ~~practicum~~ unit of study.

1.2 Satisfactory progress

- 1.2.1 The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
 - ~~1.2.2 A Concessional Pass (PGON) may be considered in circumstances where there is only one failed unit of study in the final year of enrolment and will not apply to any nursing practice unit or to any previously failed unit.~~
 - ~~1.2.3 A PGON will only be awarded where a mark greater than 45% has already been achieved in the unit of study.~~
 - ~~1.2.4 The Faculty will consider the awarding of a PGON without application from the student.~~
- 1.2.2 Full-time ~~or~~ candidates who fail:
 - 1.2.2.1 up to 12 credit points of the units of study in which they are enrolled in any year may progress to a normal full-time load in the subsequent year. In addition, they may be ~~are~~ permitted to enrol in the failed unit of study, where practicable;
 - 1.2.2.2 between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
 - 1.2.2.3 more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit of study that has a clinical component, or who discontinue fail (DF) enrolment in one unit of study twice shall be deemed not to have made satisfactory progress.
 - 1.2.2.4 They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
 - ~~1.2.2.5 under clause 1.2.2.1, 1.2.2.2 or 1.2.2.3 and are enrolled in a combined degree will not be permitted to undertake Year 1 units of study until such time as they have completed all requirements for their undergraduate degree.~~
 - ~~1.2.2.6 All candidates enrolled in the Master of Nursing must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study.~~
- 1.2.3 The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- 1.2.4 The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty as necessary to safe practice to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

1.3 Exclusion from clinical placements

- 1.3.1 A meeting of the Professional Standards Sub-committee shall be convened in circumstances where a student, while undertaking a field experience or clinical nursing placement is:
 - 1.3.1.1 excluded by either University or agency staff from a clinical agency; and/or
 - 1.3.1.2 the subject of an adverse report in writing related to specific incident(s) which, in the opinion of the reporting registered nurse, are sufficiently serious to cast doubt on the student's potential to perform safely as a beginning practitioner in clinical nursing; and
 - 1.3.1.3 will be required to appear before the Professional Standards sub-committee.

2. Faculty Non-Academic 'At Risk' Events - Identifying and Managing Difficult and Challenging Behaviour

Staff and students should refer to the NSW Department of Health Policy and Framework Guidelines on Zero Tolerance: Response to Violence in the NSW Health Workplace], the Nurses and Midwives Board Code of Conduct], and the University of Sydney Student Code of Conduct].

2.1 Identifying Difficult or Challenging Behaviour

- 2.1.1 Difficult or challenging behaviour refers to behaviour by a student that: a) has the potential to harm him or herself, other students, staff, patients or members of the public; or b) constitutes unprofessional behaviour.
- 2.1.2 Difficult or challenging behaviour includes, but is not limited to, behaviour that impinges on or adversely affects nursing practice, or is otherwise inconsistent with nursing practice, whether it occurs in a clinical practice setting or elsewhere.
- 2.1.3 Difficult or challenging behaviour includes, but is not limited to, behaviour that is: (a) socially or contextually inappropriate, or inconsistent with respectful consideration for others (including patients, relatives, fellow workers, students or staff); (b) indicative of a student being affected by alcohol or other mood altering substances; (c) consistent with diminished alertness or awareness; (d) inconsistent with the University of Sydney Student Code of Conduct; (e) inconsistent with the Nurses and Midwives Board Code of Conduct; (f) otherwise inappropriate (such as ~~unexplained lateness, lack of personal hygiene, disorganisation, hyperactivity, aggression toward or intimidation of others, and sexist or racist behaviour~~).

2.2 Managing Difficult or Challenging Behaviour

- 2.2.1 Any staff member who witnesses or otherwise becomes aware of difficult or challenging behaviour by a student that causes the staff member to believe that the student is at risk of: (a) self-harm; or (b) harming other students, staff, patients or members of the public; must, regardless of the severity, notify the Dean immediately.
- 2.2.2 Any staff member who witnesses or otherwise becomes concerned about difficult or challenging behaviour by a student should make a brief memorandum of what has been observed, including an explanation for his or her concern, and forward the memorandum to the Associate Dean (Learning and Teaching) (Academic) or other senior staff member, who will in turn notify the Dean.
- 2.2.3 The Associate Dean (Learning and Teaching) (Academic) or other senior staff member may seek clarification of the observed behaviour from a Faculty staff member who has a professional background in mental health or psychology or has experience in dealing with these matters.
- 2.2.4 Students with apparent behavioural or mental health issues may, taking into account any relevant advice, appropriately be brought to the attention of relevant Unit of Study Co-ordinators and other relevant academic or counselling services staff.



- 2.2.5 All observed events and any action subsequently taken by the Faculty should be documented in an objective manner, and placed in a confidential envelope on the student's file.
- 2.3 **Outcome**
- 2.3.1 Any incident involving alleged difficult or challenging behaviour by a student may be referred to the Faculty's Professional Standards Sub-committee for consideration, by the Dean.

Faculty of Nursing and Midwifery

Faculty Resolutions Part III

Part III: Assessment, examinations, appeals and penalties

1. Appeals

1.1 Appeals against academic decisions

- 1.1.1 Student appeals are dealt with in the first instance by the Board of Studies and the appropriate University By-laws, Rules and Resolutions of the Senate and Academic Board.

2. Assignments

2.1 Submission of assignments

- 2.1.1 All assignments must be placed in the designated area stated in the relevant unit of study outline. Students are advised to retain a photocopy of their assignments.
- 2.1.2 Collection of assignments will be advised by the relevant unit of study coordinator.
- 2.1.3 Advice on collection dates and times will be provided to students at the beginning of each semester.
- 2.1.6 Assignments ~~not collected at the time advised~~ should be collected from Student Services ~~the Faculty Office, Level 5 Ground Floor, Building C, Mallett Street campus.~~
- 2.1.5 Assignments must be collected within one month of the advised collection date, after which they will be destroyed.

2.2 Responsibilities relating to assignments

- 2.2.1 Students are responsible for:
- 2.2.1.1 submitting assignments by the due date; and
- 2.2.1.2 prior to submission, photocopying, or keeping a disc copy of all assignments.

2.3 Penalties for late submission

- 2.3.1 The Faculty of Nursing and Midwifery applies penalties to assignments submitted after the due date.
- 2.3.2 The penalty will be deducted from the mark the assignment would have received had it not been late.
- 2.3.3 Penalties are calculated as a percentage of the total mark available for the assignment as follows:
- 2.3.3.1 Up to 1 week late: 15 per cent
- 2.3.3.2 More than 1 week but less than 2 weeks: 50 per cent
- 2.3.3.3 More than two weeks: 100 per cent

2.4 Extensions

- 2.4.1 Students are expected to work on their assessment/assignments consistently throughout the semester and assessments must be submitted by the due date, unless written approval for late submission has been obtained.
- 2.4.2 Approval for late submission will only be granted where the student can show good cause such as evidence of serious illness, or extreme and unpredictable circumstances.
- 2.4.3 Only one extension of time will be permitted for each assessment/assignment item.
- 2.4.4 An extension may be granted for either one day or up to but no more than one week past the due date.
- 2.4.5 For extensions of one day or one week ~~only~~ requests must be submitted on or before the due date to the relevant person described in the unit of study outline.
- 2.4.6 If submitting your request for extension via email, please use your University of Sydney email address.
- 2.4.7 Students who require an extension of greater than one week past the due date must apply for Special Consideration.

2.5 Documentation required for one day only extensions

- 2.5.1 Students are required to provide an explanation in writing letter outlining the reason (in their own words) why a one day extension is required.
- 2.5.2 This information letter will be kept in an administrative file ~~(in the office of the Learning and Teaching Administrative Officer)~~ for the period of the student's enrolment.

2.6 Documentation required for extensions of more than one day

- 2.6.1 For extensions of more than one day, requests must be submitted in writing together with supporting documentation on or before the due date to the Associate Dean (Learning and Teaching).
- 2.6.2 Students are required to provide appropriate documentation in support of their application and this may be one of the following:
- 2.6.2.1 a medical certificate stating duration of incapacity for study;
- 2.6.2.2 a report from the University counselling service stating impact of situation on ability to complete assessments; or
- 2.6.2.3 a report from a social worker/physiotherapist or other allied health professional stating the extent to which the student's situation has impacted their ability to complete assessments.
- 2.6.3 This documentation will be kept in an administrative file ~~(in the office of the Learning and Teaching Administrative Officer)~~ for the period of the student's enrolment.

2.7 Delivery of late assignments

- 2.7.1 Refer to the submission guidelines as provided in the Student Guide. ~~If sending your assignment via post or facsimile, please follow the guidelines under 'Submission of Assignments' in your unit of study outline.~~

- 2.7.2 Assignments that have been granted an extension should be delivered to the 'Late Assignment' box at Student Services ~~outside the Publications Office, Level 5, Ground Floor Faculty of Nursing and Midwifery (M02).~~

- ~~2.7.3 Assignments sent via email will not be accepted.~~

2.8 Academic dishonesty and Plagiarism

- 2.8.1 These procedures should be read in accordance with the University of Sydney policy *Student Plagiarism: Coursework*. This policy may be accessed on the University's website at: www.usyd.edu.au/policy.
- 2.8.2 Negligent plagiarism means innocently, recklessly or carelessly presenting another person's work as one's own work without acknowledgement of the source.
- 2.8.3 Dishonest plagiarism means knowingly presenting another person's work as one's own work without acknowledgement of the source.
- 2.8.4 Where an examiner or assessor is made aware of alleged plagiarism by a student, they must report it to the Associate Dean (Learning and Teaching).
- 2.8.5 The Associate Dean (Learning and Teaching) will, in consultation with the examiner or assessor, make a preliminary determination as to whether the alleged plagiarism would, if proven, constitute negligent plagiarism or dishonest plagiarism.
- 2.8.6 This determination is to be made on a case by case basis, taking into account factors such as the:
- 2.8.6.1 extent of the plagiarism against the student's original contribution
- 2.8.6.2 percentage value of the work in the unit of study
- 2.8.6.3 student's overall academic performance in the unit of study; and
- 2.8.6.4 circumstances in which the plagiarism is alleged to have occurred.
- 2.9 *Negligent plagiarism*
- 2.9.1 In cases of negligent plagiarism, the Associate Dean (Learning and Teaching) will:
- 2.9.1.1 inform the student of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
- 2.9.1.2 allow them a reasonable period of time in which to respond;
- 2.9.1.3 resolve the matter in a timely manner;
- 2.9.1.4 inform the student of their rights under the University's policy on plagiarism and the University's By-Law; and



- 2.9.1.5 allow them to bring a support person or student representative to any meeting.
- 2.9.2 Following discussion, should the Associate Dean (Learning and Teaching) form the view that the student is guilty of negligent plagiarism, they will counsel the student by explaining the referencing guidelines of the faculty, provide a copy of the University's plagiarism policy and refer the student to services for assistance.
- 2.9.3 The Associate Dean (Learning and Teaching) will also provide the student with a written warning about the consequences of any subsequent breaches of the policy.
- 2.9.4 Where the Associate Dean (Learning and Teaching) forms the view that the student is guilty of negligent plagiarism, they may also take other appropriate action including, but not limited to:
 - 2.9.4.1 requiring the student to resubmit the work for assessment;
 - 2.9.4.2 require the student to undertake another form of assessment;
 - 2.9.4.3 require the student to undertake other remedial action; or
 - 2.9.4.4 apply a fail grade to the work, or part thereof.
- 2.10 **Dishonest plagiarism**
- 2.10.1 In cases of dishonest plagiarism, the Associate Dean (Learning and Teaching) will:
 - 2.10.1.1 inform the student of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
 - 2.10.1.2 allow them a reasonable period of time in which to respond;
 - 2.10.1.3 resolve the matter in a timely manner;
 - 2.10.1.4 inform the student of their rights under the University's policy on plagiarism and the University's By-Law; and
 - 2.10.1.5 allow them to bring a support person or student representative to any meeting.
- 2.11 The Associate Dean (~~Teaching and Learning~~ **and Teaching**) will make a preliminary assessment of whether the alleged dishonest plagiarism is serious enough, if proven, to constitute potential student misconduct under Chapter 8 of the *University of Sydney By-Law 1999 (as amended)*.
- 2.12 In making this assessment the Associate Dean (~~Teaching and Learning~~ **and Teaching**) will take into account:
 - 2.12.1 whether the student has received a previous written warning;
 - 2.12.2 the extent of the dishonest plagiarism against the student's original contribution to the work;
 - 2.12.3 the percentage value of the work in the unit of study;
 - 2.12.4 the capacity of the alleged dishonest plagiarism to adversely affect the student's peers and/or teachers; and
 - 2.12.5 the capacity of the dishonest plagiarism to impact adversely on the actual or perceived academic standards of the University.
- 2.13 Where the Associate Dean (Learning and Teaching) assesses that the alleged plagiarism is not serious enough to constitute student misconduct, the Associate Dean (Learning and Teaching) will, following discussion with the student, counsel the student by explaining the referencing guidelines of the faculty, provide a copy of the University's plagiarism policy and refer the student to services for assistance.
- 2.14 The Associate Dean (Learning and Teaching) will also provide the student with a written warning about the consequences of any subsequent breaches of the policy.
- 2.15 Where the Associate Dean (Learning and Teaching) forms the view that the student is guilty of dishonest plagiarism, but not serious enough to constitute student misconduct, they may also take other appropriate action including, but not limited to:
 - 2.15.1 requiring the student to resubmit the work for assessment;
 - 2.15.2 require the student to undertake another form of assessment;
 - 2.15.3 require the student to undertake other remedial action;
 - 2.15.4 apply a fail grade to the work, or part thereof; or
 - 2.15.5 apply a fail grade to the unit of study.
- 2.16 Where the Associate Dean (Learning and Teaching) assesses the alleged dishonest plagiarism is serious enough, if proven, to constitute student misconduct the matter will be referred to the Registrar.
- 2.17 Cases where a student has received a previous written warning regarding dishonest plagiarism will also be referred to the Registrar, who has the authority to expel the student for a period of time should they deem the actions of the student to be sufficiently serious.

3. Special consideration

- 3.1.1 This resolution applies to assessment and examination for individual units of study, with the exception of the assessment of clinical performance undertaken within an off-campus clinical setting.
- 3.1.2 There will be no special consideration related to clinical performance undertaken within a clinical setting off-campus.
- 3.1.3 Where students are unable to complete a clinical placement due to illness or emergency they will be required to make up all missed time.
- 3.2 **Request for special consideration**
- 3.2.1 The Faculty must be notified of a request for special consideration:
 - 3.2.1.1 in the case of written assessments, where possible prior to the due date of that piece of assessment but no later than seven days after the event; and/or,
 - 3.2.1.2 in the case the date of a written or clinical examination, where possible prior to the day of the examination but no later than seven days after the event.
- 3.2.2 This notification may be in writing, including email, or by telephone to **Student Services** ~~the Faculty Office~~.
- 3.2.3 Should the need for special consideration become apparent on the day of an examination, students should notify the **Course Coordinator**, invigilator, if at the examination or, in any other circumstance, **Student Services** ~~the Faculty Office~~.
- 3.2.4 In cases where a student is not able, because of their circumstances, to request the special consideration in person, another person may lodge the application on their behalf. In this circumstance, the Faculty will require appropriate documentation to establish that this person is acting as an agent of the student.
- 3.3 **Documentation**
- 3.3.1 All original documentation relevant to the request for special consideration must be forwarded to the Faculty within **five** ~~seven~~ working days of notification ~~as specified in 3.1~~.
- 3.3.2 Information on the required documentation may be obtained from the Faculty's website, the **Student Services** ~~Faculty Office~~ and the Faculty Handbook.
- 3.3.3 On submission of their documentation students will be provided with a receipt.
- 3.3.4 Students are advised to retain a copy of all submitted documentation.
- 3.3.5 It is the responsibility of the student to ensure that the supporting documentation meets University criteria.
- 3.3.6 Students will not be asked for additional documentation nor will they be permitted to submit additional documentation at a later date.
- 3.3.7 Applications for special consideration that are rejected on the basis of insufficient or inadequate documentation will not be eligible for appeal.
- 3.4 **Approval**
- 3.4.1 The **Associate Dean (Learning & Teaching)** in consultation with the appropriate Coordinator will determine the outcome of requests for special consideration, and if approved will determine the form that this consideration will take.
- 3.4.2 Notification of approval or rejection will be forwarded to students via their University email address within seven (7) working days of their documentation being received by **Student Services** ~~Faculty Office~~.
- 3.4.3 Students who have their application for special consideration approved will:
 - 3.4.3.1 be offered **an extension of time for their assessment or an additional or alternative assessment**;
 - 3.4.3.2 this additional or alternative assessment will replace any previous attempt; and
 - 3.4.3.3 the original piece of assessment or examination will not be marked.
- 3.4.4 Students registered with the Disabilities Office and who have a request for special consideration approved will have their original piece of assessment marked and if:
 - 3.4.4.1 successful in passing that piece of assessment, will not be required to undertake additional assessment but will be allocated the mark from the original paper; or
 - 3.4.4.2 unsuccessful in passing that piece of assessment or examination will be offered additional assessment.

4. Provision of medical certificates

- 4.1 Students are required to supply medical certificates whenever they are unfit to undertake work related to their candidature, including the following circumstances:
- 4.1.1 cases of special consideration where illness is involved;
- 4.1.2 where a clinical laboratory session and/or a clinical placement day(s) has been missed due to illness;
- 4.1.3 teaching sessions; and
- 4.1.4 extensions for assignments.
- 4.2 Depending upon the circumstance the certificate is to be handed to the following person(s):
- 4.2.1 special consideration, extensions for assignments and teaching sessions - to Student Services ~~the Faculty Office~~ along with any other relevant documentation;
- 4.2.2 where a clinical laboratory session or clinical placement day(s) has been missed - to the unit of study coordinator who will forward the certificate to Clinical Placements ~~Administration~~ Manager;
- 4.3 Certificates are required to follow the Australian Medical Associate guidelines as set out in the AMA Position Statement *Certificates Certifying Illness 1998* and include the following details:
- 4.3.1 name and address of the medical practitioner issuing the certificate;
- 4.3.2 name of the student;
- 4.3.3 date on which the certificate was issued;
- 4.3.4 date(s) on which the student is or was unfit to attend the classes or clinical placement; and
- 4.3.5 any supplementary information of assistance to the student in obtaining the appropriate leave especially where there is a discrepancy in the period for which the certificate is issued and the date of the certificate.
- 4.4 The Faculty reserves the right to reject any certificate that does not meet the requirements set out above. Students will be notified within five working days should their certificate be rejected.
- ~~4.5 The date shown on the certificate must show the date of the day on which the certificate was written.~~
- 4.5 **Responsibilities of the student are to:**
- 4.5.1 consult their medical practitioner in a timely manner when requesting a medical certificate;
- 4.5.2 ensure the requirements of the Faculty have been met; and
- 4.5.3 ensure the certificate reaches the appropriate person.
- 4.6 **Responsibilities of the Faculty are:**
- 4.6.1 to ensure the student is informed in the event their certificate is rejected;
- 4.6.2 to permit the student to keep details of the student's medical condition confidential; and
- 4.6.3 where further clarification is required, to seek written permission from the student to obtain further details from their medical practitioner, whilst at the same time acknowledging the student's right to keep the details of their medical condition confidential.
5. **Marking, double marking, and remarking**
- 5.1 **Marking**
- 5.1.1 It is the policy of the Faculty of Nursing and Midwifery that student work undertaken for assessment purposes will be marked fairly, independently and on the merits of the submitted/performed work.
- 5.1.2 Where written assignment work forms part of the assessment for a unit of study marks will be awarded with respect to how well a student has met the expectations set down for that work including, but not exclusively confined to:
- 5.1.2.1 presentation and layout;
- 5.1.2.2 compliance with academic conventions of acknowledging the work of others;
- 5.1.2.3 academic merit;
- 5.1.2.4 composition;
- 5.1.2.5 expression in written English and readability;
- 5.1.2.6 strength of argument;
- 5.1.2.7 weight of relevant evidence;
- 5.1.2.8 structure and coherence of the work;
- 5.1.2.9 imagination, creativity and original thought; and
- 5.1.2.10 the merits of the submitted work with respect to particular issues in a given topic.
- 5.1.3 Where work undertaken as part of a designated group forms part of the assessment for a unit of study specific criteria by

which the marks awarded to individuals will be determined within each unit of study.

- 5.1.4 Where clinical performance assessed within the clinical nursing laboratories forms part of the assessment for a unit of study specific criteria for the award of marks to individuals will be determined within each unit of study.
- 5.2 **Double marking**
- 5.2.1 Double marking is defined as the practice by which (usually two) members of staff review a piece of assessment prior to awarding a formal mark to the work.
- 5.2.2 It is the policy of this Faculty that there will be no double marking of written assignment work or examinations.
- 5.2.3 Established measures for determining the validity and consistency among markers on the same unit of study within the same academic year will be used, e.g. inter-rater reliability or any other proven method, as determined by the Faculty.
- 5.3. **Remarking**
- 5.3.1 Remarking is defined as an independent assessment of a piece of written work that has already been assessed.
- 5.3.2 The Associate Dean (Learning and Teaching) shall determine whether to allow a remark for a particular piece of written work.
- 5.3.3 Request for a remark will only be considered if the request is:
- 5.3.3.1 made by writing a letter addressed to the Associate Dean (Learning and Teaching) stating the grounds for the request;
- 5.3.3.2 received within five (5) working days of the original result for the particular piece of written work being made available to the student. In the case of international students who are studying by distance education this means within five days of receipt of the piece of work by the student;
- 5.3.3.3 accompanied by a request for remarking form, clean copy of the work, together with the original piece of work as it was marked; and
- 5.3.3.4 submitted to Student Services, ~~received either:~~
- ~~5.3.3.4.1 personally to the Faculty Office; or~~
- 5.3.3.4.1 where a student resides outside the Sydney metropolitan area or is unable to attend Student Services ~~the Faculty Office~~ in person the documentation is mailed and marked to the attention of the Associate Dean (Learning and Teaching), c/- Student Services ~~the Faculty Office~~;
- ~~5.3.4 Students who make a request by mail will be required to provide a signed declaration available from the Faculty website acknowledging their understanding of the Faculty's policy and procedures with respect to remarking.~~
- 5.3.4 In considering an application for a remark, the Associate Dean (Learning and Teaching) will consider the student's case with respect to:
- 5.3.4.1 the stated grounds for the request; and
- 5.3.4.2 any procedural issues that may be relevant.
- 5.3.5 The outcome of the remark will be final.
- 5.3.6 There will be no remarking of clinical performance as assessed within the clinical nursing laboratories or clinical settings.
- 5.3.7 Remarking will not apply in circumstances where a student has applied for special consideration. An approved application for special consideration will take priority over an application for remarking.
6. **Examinations**
- 6.1 **Timetables**
- 6.1.1 Examination timetables are available from the University website ~~Faculty Office~~ approximately two to three weeks prior to the examination period.
- ~~6.1.2 No supplementary examinations or further tests will be conducted in the Master of Nursing (graduate entry) course by the Faculty of Nursing and Midwifery, except where there are extenuating circumstances in particular cases.~~
- 6.1.3 Initially the timetable is published in draft form. Students are responsible to ensure that they check the final form of the timetable.
- 6.1.4 Note that errors in reading timetables are not a valid excuse for missing examinations.
- 6.2 **Timetable problems**
- 6.2.1 Students who find they have two or more examinations scheduled in the same timeslot should apply for a change

- of timetable at Camperdown Campus Student Services as soon as the draft timetable is published.
- 6.3 **Room and seating allocation**
- 6.3.1 All students require a room and seat number for examinations held on main campus and a room number for exams held in the Faculty.
- 6.3.2 These should be checked well in advance of the examination period.
- 6.3.3 Seat numbers and exam rooms will be available from the University website, ~~displayed on the noticeboards in the Quadrangle, Camperdown Campus one to two weeks prior to the examination. This information will also be available from the Faculty Office, Mallett Street a day or two later.~~
- 6.3.4 Seat numbers will also be displayed outside the examination room prior to the exam. Any student who feels they should be sitting the exam but whose name is not displayed, should see the Supervisor-in-Charge of the room.
- 6.4 **Problems with seat numbers**
- 6.4.1 Students should report any problems with seat numbers to the Student Centre, Carslaw Building, Camperdown Campus as soon as possible. These must be reported before the examination.
- 6.4.2 Special examination arrangements can be made for students with illness or disability. Students with a disability should first apply to the Disabilities Services Office who will forward all relevant documentation to the Associate Dean (Learning and Teaching) for consideration.
- 6.4.3 Students who experience illness should follow the guidelines set out in the resolutions relating to special consideration in this document.
- 6.5 **Rules to be observed by candidates for examination**
- 6.5.1 Candidates are required to follow all instructions given by examination supervisors.
- 6.5.2 No papers, books, manuscripts or notes of any kind are to be taken into an examination room (unless expressly permitted in advance by the examiner).
- 6.5.3 No papers may be taken out of the examination room.
- 6.5.4 No mobile telephones, or other means of electronic communication, may be taken into the examination room.
- 6.5.5 Students may take in ~~bottles of ink, pens, pencils and drawing instruments, slide rules, small sweets etc., but not fruit, biscuits or food generally.~~
- 6.5.6 Small handbags (which may be left underneath desks whilst working) may be taken in, but all other bags must be left outside the examination room.
- 6.5.7 All students are warned against leaving money or valuables outside examination rooms. The University can accept no responsibility for the loss of students' personal property.
- 6.5.8 Anything taken into an examination room must be made available for inspection by the examination supervisors or other University staff.
- 6.5.9 Battery operated, non-programmable calculators may be used unless specifically prohibited by an examiner. If students are in any doubt about the use of electronic calculators, they should contact the examiner well before the date of the examination.
- 6.5.10 No candidate may be admitted to the examination room after the expiration of one hour from the commencement of writing, except under very exceptional circumstances, and then only by the express permission of the Examinations Section. Permission cannot be given if a candidate who may have seen a paper has already left an examination.
- 6.5.11 No candidate may leave an examination room (even if entered in error) except under escort, until one hour has elapsed from the time of writing commenced.
- 6.5.12 Students who attend an examination at the wrong time and have entered the examination room, will be required to stay in that room for one hour from the time writing has commenced.
- 6.5.13 No candidate may leave during the last ten minutes of any examination.
- 6.5.14 Ten minutes reading time is allowed for most papers. During this time students may only complete the attendance form and fill in the covers of their answer books. No other writing is permitted.
- 6.5.15 'Confidential' Papers: Most papers of this type (usually multiple-choice papers) are not to be copied, nor removed from the examination room by students or supervisors. The following rules will be observed:
- 6.5.15.1 Any student wishing to leave the examination room early must attract the attention of the supervisor and wait until the supervisor has collected the paper.
- 6.5.15.2 When 'cease writing' is called, students must remain in their seats until all books have been collected.
- 6.5.16 Students are not permitted to loiter in the vicinity of examination rooms; during or at the conclusion of an examination. Nor are they permitted to talk or make noise near such rooms.
- 6.5.17 The attention of all candidates is drawn to the instructions printed on the cover of each examination book.
- 6.6 **Missed examinations**
- 6.6.1 Students who miss examinations because of illness or extenuating circumstances should refer to the resolutions relating to special consideration in this document.
- 6.7 **Notification of examination results**
- 6.7.1 Mid-year examination results
- 6.7.1.1 Mid-year examination results are posted progressively on the University's website during the first class week of the July semester.
- 6.7.2 End-of-year results
- 6.7.2.1 End of year results where possible are posted on the University's website prior to closure of the University for the Christmas break.
- 6.7.2.2 Final results are also sent to students' home addresses via the mail service at this time. Students should ensure that their postal details are kept up-to-date via the Student Portal MyUni, ~~the Faculty Office is notified of any change of address.~~
- 6.8 **Examination feedback**
- 6.8.1 Students may view their examination scripts in the presence of an appropriate lecturer up to three ~~four~~ months following the posting of results.
- 6.8.2 Feedback will be given at this time.
- 6.8.3 Students wishing to view their examination script should make an appointment with the appropriate unit of study coordinator, ~~via the administrative officer attached to the Associate Dean (Academic).~~
- 6.9 **Aegrotat results**
- 6.9.1 In accordance with the Resolutions of the Senate, the Associate Dean (Learning and Teaching) may recommend to the Board of Studies that a candidate, in an pre-registration, post-registration or postgraduate program, be awarded an aegrotat result (including a posthumous degree or diploma) in cases where;
- 6.9.1.1 because of serious illness or misadventure, supported by appropriate evidence, the candidate has been unable to sit for the examination or complete the assessment schedule;
- 6.9.1.2 it is extremely unlikely for the same reasons that the candidate would be able to attempt a further assessment; and
- 6.9.1.3 the Associate Dean is satisfied beyond doubt on the basis of the work performed throughout the year, that, had the candidate been able to sit for the examination or complete the assessment, he or she would have achieved at least the result recommended.
- 6.10 **International students**
- 6.10.1 Examination/assessment
- 6.10.1.1 International students must undertake examination/assessment in the same specified period as other students.
- 6.11 **Re-marking examination scripts**
- 6.11.1 The Faculty, in accordance with Senate Resolutions, has resolved that no provision be made for students to have their examination papers re-marked.
- 6.12 **Retention of academic records**
- 6.12.1 Examination papers will be held at a Faculty level and shredded after a period of 12 months from the date of the last examination in the examination period in question.
- 6.12.2 Raw scores (for individual components and the aggregate of course assessment) and final grades for each course will be held on hard copy ~~at departmental level~~ for a period of six (6) years.

6.13 Retrospective exemption

6.13.1 Claims for retrospective exemptions from units of study will not be permitted.

~~6.14 Supplementary examinations and further tests for the Master of Nursing (graduate entry)~~

~~6.14.1 Students should refer to the resolutions in this document relating to special consideration.~~

6.15 Translation dictionaries

6.15.1 Translation dictionaries may be used in examinations by ESL (English as a second language) students who are sitting for examinations in Year 1 of the Master of Nursing (graduate entry) in the Faculty of Nursing and Midwifery including those enrolled in the Bachelor of Nursing (Post-registration).

6.15.2 Year 2 ESL students are not permitted to use translation dictionaries.

6.15.3 Procedures for applying to use a translation dictionary are set by the Examinations Office and students should seek further information from the Student Centre (Camperdown Campus).

6.16 Online examinations

6.16.1 Students enrolled in either the online or on-campus mode of study may elect to do an online examination providing it is offered in the relevant unit of study.

6.16.2 All online examinations will be treated as open book exams.

6.16.3 Where contact with a staff member is required during the online examination period, access will be via telephone and/or email.

6.16.4 The Faculty will give due consideration to different time zones when determining the commencement time for an examination.

6.16.5 Any issues concerning such matters as typing speed will be considered on a case by case basis using the normal special consideration procedures of the Faculty.

7. Exclusion

7.1 Restriction upon re-enrolment

7.1.1 There are certain circumstances in which students could be asked to show good cause why they should be permitted to repeat any previously attempted unit of study.

7.1.2 Liability for exclusion from re-enrolment is determined by academic attainment during the immediate past one or two academic years (depending upon the faculty or board of studies concerned).

7.1.3 Students who are in any doubt about their liability for exclusion following academic failure or discontinuation of degrees should ask advice of the Exclusions office in Student Services (Main Campus).

7.1.4 Students should refer to the Faculty resolutions relating to show cause in this document.

7.1.5 Students whose attendance at and/or performance in clinical practicum sessions causes doubt in relation to their safety to practise may be asked to show cause why they should be permitted to re-enrol in the course.

8. Exemption

8.1 Partial Exemptions

8.1.1 Upon re-enrolment in a failed unit of study, students will be required to complete the whole unit of study.

Faculty of Nursing and Midwifery

Faculty Resolutions Part IV

Clinical Education Administration Office located within the Faculty Office on the appropriate form by the date indicated at the commencement of the semester.

Part IV: clinical – pre-registration

1. Application

- 1.1 These resolutions apply to pre-registration students and international students who hold a qualification in another country and who are completing requirements to register in NSW.

2. Definitions

- 2.1 Clinical Performance Assessment (CPA) Nursing Assessment by Simulation (NABS) (2002 Resolutions only)

- 2.1.1 CPAs NABS are examinations conducted on the practical clinical skills and are part of the assessment of the clinical component of a unit of study.

- 2.1.2 A student who fails to achieve a passing grade in CPAs NABS will be deemed to have failed the unit of study.

2.2 On-campus clinical assessments (2002 Resolutions)

- 2.2.1 On-campus clinical assessments are conducted as a component of particular units of study.

- 2.2.2 A student who fails to achieve a passing grade in on-campus clinical assessments will be deemed to have failed the unit of study.

2.3 Clinical failure

- 2.3.1 A student is deemed to have a clinical failure if they fail to satisfy requirements for the clinical component of a unit of study either on the basis of attendance and/or performance.

3. Attendance

3.1 Clinical nursing laboratory sessions (on and off-campus)

- 3.1.1 Clinical nursing laboratory sessions form an essential part of the clinical component of the Master of Nursing (graduate entry) and Master of Nursing combined degrees curricula curriculum approved by the Nurses and Midwives Board, NSW.

- 3.1.2 Students are required to attend and participate in each of the clinical sessions and are required to register their attendance at the commencement and completion of each session.

- 3.1.3 Students who are absent for part or all of a clinical session are required to notify the unit of study coordinator within the week of the missed session to arrange suitable make-up.

- 3.1.4 Attendance time is at the discretion of the laboratory facilitator.

- 3.1.5 In the case of prolonged illness or misadventure, subject to the meeting the requirements of the resolutions relating to special consideration in this document, students may book independent practice sessions on return from their absence.

- 3.1.6 These sessions must take place prior to the student's clinical placement and should be arranged with the unit coordinator.

- 3.1.7 Failure to attend all clinical sessions or to make appropriate arrangements with the unit of study coordinator when absent will result in the student not being allowed to attend clinical placements in health service agencies and an Absent Fail grade being awarded.

- 3.1.8 A maximum of two make-up clinical laboratory sessions will be permitted each semester.

3.2 Clinical placements

- 3.2.1 Clinical settings may include community settings, people's homes, hospitals and nursing homes. Attendance at all clinical placements is compulsory.

- 3.2.2 Unsubstantiated absences from clinical placements will result in a Fail grade. The student may will then be deemed as 'at risk, required to show cause'.

- 3.2.3.1 The opportunity for students to indicate a preference for particular clinical placement sites will be available.

- 3.2.3.2 Preferences should be lodged online through the clinical office e-learning site within specified timeframes, with the

- 3.2.4 Staff will endeavour to meet the requests of students who nominate preferences, however places at a specific site cannot be guaranteed. Students may nominate their clinical preferences via the Web.

- 3.2.5 For clinical placements where the Faculty is unable to meet nominated clinical preferences or where no preference is recorded, the Faculty, having given due attention to students' listed home address, will endeavour to place students within a reasonable distance of this address but cannot guarantee any particular placement.

- 3.2.6 If a student is unable to attend a clinical placement for any reason they must:

- 3.2.6.1 contact their ward/placement and notify their clinical supervisor;

- 3.2.6.2 contact Student Services the Faculty Office with the reason for non-attendance; and

- 3.2.6.3 follow the guidelines set out in the resolutions relating to special consideration in this document.

- 3.2.7 Any student who is called for jury duty at the time of a clinical placement should contact Student Services the Faculty Office as a matter of urgency.

- 3.2.8 Hospitals and health care agencies may not accept students for clinical placement who are more than 33 weeks pregnant. Students in this situation are required to contact Student Services the Faculty Clinical Administration Officer.

3.3 Changing a scheduled clinical placement

- 3.3.1 Students are required to be available for clinical placements throughout the specified clinical period as designated by the semester and vacation dates published by the Faculty annually.

- 3.3.2 In normal circumstances variation of scheduled clinical experience will not be possible.

- 3.3.3 In extenuating circumstances requests for specific dates for clinical placements may be made in writing to Student Services the Faculty Office by Week 3 of the relevant semester (except in the event of unforeseen circumstances such as illness where students are advised to contact the appropriate coordinator for assistance).

- 3.3.4 The reason for the request must be clearly stated, and applications submitted with supporting documentation.

- 3.3.5 In extenuating circumstances variation to placement sites may be considered up to 1 week after the advisement of the site on the noticeboard in the clinical laboratory area.

3.4 Infectious diseases

- 3.4.1.1 All students are required to be aware of the NSW Health Department's definition of exposure-prone procedures and note that clinical practice may pose risks of infection.

- 3.4.1.2 The Clinical Education Office is able to provide students with details of these requirements.

- 3.4.2.1 The Faculty of Nursing and Midwifery expects that all nursing students will be aware of their own infectious diseases status and, if necessary, undergo appropriate immunisations.

- 3.4.2.2 Students for whom immunisation is inadvisable on medical grounds should seek advice about alternative preventive measures in the event of exposure.

- 3.4.3 In addition to the personal risks to students there are small risks to susceptible patients from actively infected students.

- 3.4.4 Students who consider themselves at risk should seek advice individually and check their status as often as advised.

- 3.4.5 Students need to be aware that the NSW Health Department has the right to refuse placements to students who are not fully immunised.



3.5 *Length of clinical day*

- 3.5.1 The clinical day can occur between the hours of 7am and 11pm, Monday to Friday, depending on the experience being undertaken, the clinical setting, and the commencement time of the morning and afternoon shifts.
- 3.5.2 Greater variation in the clinical day may occur during Year 2.
- 3.5.3 The length of the clinical day will also vary. Details will be provided to the students as necessary.
- 3.5.4 Many clinical sites have a clear expectation that students on placement will attend for the length of a full shift, i.e. eight hours.
- 3.5.5 The number of days of attendance during the clinical week for each placement will vary between placements.
- 3.5.6 Student Services ~~The Faculty Office~~ will provide details, but students are forewarned that attendance 4 or 5 days per week is usually required.

3.6 *Length of clinical placement*

- 3.6.1 The following periods of clinical placement off campus will be undertaken during a Master of Nursing (graduate entry) course:
 - 3.6.1.1 Year 1: 10 weeks equivalent
 - 3.6.1.2 Year 2: 19.2 weeks equivalent
- 3.6.2 Part-time students will undertake clinical placements during the same periods as full-time students.
- 3.6.3 Students are strongly advised not to organise paid employment or any other extraneous activities until they are aware of their actual clinical experience hours.
- 3.6.4 Students who fail to do so may not be able to have their requests to vary placement granted.

3.7 *Supplementary clinical policy*

- 3.7.1 The Faculty aims to manage clinical placements in an efficient and academically fair manner. Clinical placements will be organised for particular weeks during the calendar year, some of which may be outside the semester periods.
- 3.7.2 Students are advised to ensure they are substantially free from other commitments at those times.
- 3.7.3 Only students who have a genuine illness or misadventure during their original clinical placement are eligible for supplementary clinical.
- 3.7.4 Students who are absent from their assigned clinical placements, and who meet the requirements for special consideration as set out in this document, are required to complete an *Application for a Supplementary Clinical* form and forward to Student Services ~~the Faculty Office~~ within seven days of the completion of the affected clinical placement.
- 3.7.5 Applications will not be considered unless they include the following supporting documentation:
 - 3.7.5.1 for illness, the information supplied on the medical certificate should be sufficient to satisfy the Board of Studies that the condition is of a serious enough nature to merit consideration for a supplementary clinical and should include the likely effect on the student's performance during the clinical placement together with the estimated period of time over which the condition may result in prohibiting the student from completing a clinical placement.
 - 3.7.5.2 for misadventure, the reason for the absence must be beyond the control of the student and outside of normal circumstances expected of student life.
 - 3.7.5.3 Normal circumstances relate to matters that an average student could be expected to encounter in daily life such as:
 - 3.7.5.3.1 difficulty applying oneself to university studies;
 - 3.7.5.3.2 demands of employment including the consequence of promotion, employment transfer or change;
 - 3.7.5.3.3 being temporarily absent from the usual place of residence;
 - 3.7.5.3.4 difficulties in personal relationships;
 - 3.7.5.3.5 the need for financial support; and
 - 3.7.5.3.6 social activities.
- 3.7.6 Completion of an *Application for a Supplementary Clinical* does not guarantee:
 - 3.7.6.1 a place in a supplementary clinical; or
 - 3.7.6.2 a place during the next appropriate clinical placement period.

3.7.7 Generally there will be a limited number of places available to students requiring supplementary clinical in any given semester.

3.7.8 Applications for supplementary clinical will be considered on merit.

3.7.9 Applications will be reviewed by the Clinical Education Office ~~Associate Dean (Learning and Teaching)~~ and students will be notified of the decision.

3.7.10.1 Students who are not granted a supplementary clinical by ~~the Associate Dean (Learning and Teaching)~~ will be deemed to have failed the relevant unit of study.

3.7.10.2 These students will be required to re-enrol in the unit of study.

3.8 *Transport to clinical placements*

3.8.1 It is the student's responsibility to arrive at the designated clinical experience placement on time.

Faculty of Nursing and Midwifery

Faculty Resolutions Part V

Part V: Clinical – postgraduate

1. Attendance

1.1 In order to successfully complete a postgraduate degree, diploma or certificate students undertaking specific majors or units of study may be required to undertake periods of clinical practice during which their performance and attendance are assessed.

1.2 These requirements are set out in the resolutions for the Master of Nursing, Graduate Diploma of Nursing, Graduate Diploma in Midwifery and the Graduate Certificate of Nursing as well as within individual units of study.

2. Assessment of clinical performance

2.1 To achieve a passing grade for their clinical placements students are required to:

2.1.1 meet all attendance requirements; and

2.1.2 be assessed as 'satisfactory'.

2.2 Specific assessment requirements will be communicated to students by the unit of study coordinator responsible for a unit of study which includes a clinical component.

2.3 A student who does not meet the requirements of the clinical component of a unit of study or course will be deemed to have failed that unit or course; such failures are defined as 'clinical failures'.

2.4 A student who is assessed or deemed to be unsatisfactory or unsafe clinically may be asked to show cause why they should be permitted to re-enrol in the course.

2.5 A student who fails to meet the requirements of the clinical component of a unit of study or course shall be deemed not to have made satisfactory progress and shall be required to show good cause why she or he should be permitted to re-enrol in the unit of study.

2.6 Students who have two clinical failures will not be permitted to proceed further with their course unless they can show good cause as to why they should be permitted to continue.



Faculty of Nursing and Midwifery

Faculty Resolutions Part VI

Part VI: Graduate Studies – coursework

1. Suspension of candidature in postgraduate coursework courses

- 1.1 Students will normally only be eligible to apply for suspension of their candidature in coursework postgraduate courses following the successful completion of a minimum of two (2) units of study (equivalent to one (1) semester enrolment in the part-time mode).
- 1.2 Students will be able to suspend candidature for a maximum of two semesters.
- 1.3 During a course of study a student may only be permitted to suspend candidature once.

2. Satisfactory progress

2.1 Candidates who fail

- 2.1.1 up to 12 credit points in which they are enrolled in any semester may progress to a normal full-time load in the subsequent year. In addition, they are permitted to enroll in the failed unit of study.
- 2.1.2 up to 24 credit points study in which they are enrolled in any semester may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously, or
- 2.1.3 more than half of the credit point load (12 credit points in the case of a part-time student and 24 credit points in the case of a full-time student) undertaken during a semester or a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- 2.2 The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- 2.3 The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

3. Award with merit

The following resolutions apply only to students enrolled in degree codes in operation prior to 2004.

3.1 Graduate Diploma

- 3.1.1 All students who achieve a distinction average or better on the basis of all units of study will be awarded their diploma with merit.

3.2 Master of Nursing

- 3.2.1 All students who achieve a distinction average or better on the basis of all units of study undertaken in the course will be awarded their degree with merit.



Faculty of Nursing and Midwifery

Faculty Resolutions Part VIII

PART VIII: Professional development short courses and non-award units of study

The resolutions relating to ~~non-award and~~ professional development short courses and non-award units of study should be read in conjunction with all other Faculty and University resolutions.

1. Admission

- 1.1 Students may undertake courses as formally enrolled non-award students or as professional development short course participants.
- 1.2 Admission is by the completion of the application form and the payment of any fees.
- 1.3 Fees will be charged for both non-award units of study and professional development short courses;
 - 1.3.1 Fees for non-award, assessable units of study courses will be set at the same as a unit of study in a postgraduate coursework program conducted by the Faculty;
 - 1.3.2 Fees for professional development short courses will be set based on the requirements of the particular course.
 - 1.3.3 In some cases fees may be waived at the discretion of the Dean.
- 1.4 Students who enrol in a professional development short course do not formally enrol through the Faculty, do not undertake assessment and may not apply for credit within a formal award of the Faculty on the basis of completion of a professional development short course.
- 1.5 Students who are formally enrolled as a non-award student may be enrolled for a single unit of study course or as part of another degree; and
 - 1.5.1 must abide by all resolutions of the Faculty and University.
- 1.6 A non-award student who is subsequently admitted to an award course of the Faculty may where appropriate and on application, be granted credit for successfully completed non-award units of study courses.
- 1.7 Successful completion of a non-award unit of study course will not guarantee admission to an award course.
- 1.8 A student who is under exclusion from any award course in the Faculty may not formally enrol in a non-award unit of study course while under exclusion; however
 - 1.8.1 a student who is under exclusion from any award course in the Faculty may register in a professional development short course.

2. Assessment

- 2.1 Short courses undertaken for as professional development will not be assessed; and
 - 2.1.1 participants in professional development short courses will be provided with a certificate of attendance upon completion of the course.
- 2.2 Non-award units of study courses in which students are formally enrolled will be assessed in accordance with Faculty and Academic Board guidelines; and
 - 2.2.1 ~~participants will be provided with an official transcript from the University.~~
- 2.3 Assessment guidelines will be published in the relevant course outline and provided to the student at the commencement of the unit of study course.
- 2.4 Procedures and processes for assignments, examinations, appeals, special consideration and remarking may be found in these resolutions in Part III: Assessment, examinations, appeals and penalties.

3. Attendance at residential schools

- 3.1 Students enrolled in non-award, assessable units of study courses with essential residential schools must either attend the residential school; or
 - 3.1.1 achieve the learning objectives of the school in some other way.
 - 3.1.2 If 3.1.1 applies, the relevant co-ordinator must approve an alternative schedule of work prior to the residential school.
- 3.2 Students who fail to obtain approval or who do not satisfactorily complete an approved work schedule will be awarded a Fail (incomplete) grade for that non-award unit of study course.

4. Discontinuation, cancellation or withdrawal

- ~~4. Discontinuation, cancellation or withdrawal~~
 - 4.1 The Faculty reserves the right to cancel a professional development short course or non-award unit of study ~~a course~~ up to 10 ~~5~~ working days prior to the commencement ~~of the course~~;
 - 4.1.1 this applies to both professional development short courses and non-award units of study courses; and
 - 4.1.2 all students will be notified of cancellation in writing and given a full refund of any monies paid to the Faculty.
 - 4.2 Students undertaking a professional development short ~~or non-award~~ course and who discontinue or withdraw their enrolment will be refunded 70% of the total fees paid providing the application to withdraw is received 5 working days before the commencement of the course.
 - 4.2.1 Students withdrawing or discontinuing their enrolment within five working days of the commencement of the professional development short ~~or non-award~~ course will not be refunded any fees paid; and
 - ~~4.2.1.1 at the discretion of the Faculty may be permitted to credit fees paid towards another course taken within 12 months of the discontinuation or withdrawal of the original course.~~
 - 4.3 Local ~~s~~Students undertaking a non-award unit of study course who discontinue or withdraw prior to the relevant census date will be refunded ~~40%~~ 100% of the course fees according to the same rules that apply to award courses, less the cost of unit of study materials. International students should refer to the university refund policy for international students.
 - 4.3.1 Students in a non-award unit of study course who withdraw or discontinue after the relevant census date will not receive a refund.

