



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

REGULATIONS: SCHOOL OF HEALTH SCIENCES FREMANTLE

Purpose:	These School Regulations apply to all students in the courses and units offered by the School of Health Sciences at the University of Notre Dame, Australia.
Responsible Executive:	Dean, Health Sciences
Responsible Office:	School of Health Sciences
Contact Officer:	Dean
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1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations

These School of Health Sciences Regulations apply to all students enrolled in the courses offered by the Schools within the National College of Health Sciences and, as far as is appropriate, to those students enrolled in units which are offered through the School of Health Sciences. These Regulations should be read in conjunction with the General Regulations and specific Course Regulations.

1.2 Course Regulations

In addition to these School of Health Sciences Regulations, all of the courses in the School of Health Sciences have specific regulations which apply to all students enrolled in these courses.

1.3 Interaction of Regulations

In the event of inconsistencies between different sets of regulations, the order of priority of enforceability is as follows:

1. General Regulations
2. Research Degree Regulations
3. School Regulations
4. Course Regulations

1.4 Interpretation

The words and phrases contained in this provision are to be interpreted in the following way throughout the School of Health Sciences Regulations, unless otherwise provided for herein:

“(the) Course Coordinator” – shall mean that person designated by the Dean to be the person in charge of a course and who shall be responsible to the Dean for the overall coordination of the course.

“(the) School Committee” – shall mean have the same meaning as that given to it in the University Statutes.

“(the) Student Consultative Committee” – shall mean the School of Health Sciences Student Consultative Committees as established under these Regulations.

“(the) Unit Coordinator” – shall mean that person designated by the Dean to be the lecturer in charge of a unit and who shall be responsible to the Dean for the overall coordination of teaching and assessment in the unit.

1.5 Amendment of Regulations

- 1.5.1 All proposals for amending these School Regulations must be forwarded by the Dean to the Unit and Course Approval Committee for consideration and to the Vice Chancellor for approval.
- 1.5.2 Unless otherwise specified, amendments to these School Regulations will be deemed to be binding on all students enrolled in units or courses offered by the School as soon as they are approved by the Vice Chancellor.
- 1.5.3 Where the Dean is satisfied that such amendments to these School Regulations will affect an existing student(s) of the School in an unreasonable, prejudicial or discriminatory manner, the Dean may take such steps as are reasonably necessary to avoid or minimise the unreasonable, prejudicial or discriminatory consequences impacting on the existing student(s).

2. GOVERNANCE OF THE SCHOOL OF HEALTH SCIENCES

2.1 Dean of a School

- 2.1.1 Subject to the University Statutes, the Dean of the School on the Fremantle Campus is the senior executive and academic officer primarily responsible for the welfare of a School on that Campus and on the Broome Campus.

2.2 Associate/Assistant Dean of a School

Subject to the University Statutes, the Associate Dean/Assistant Dean of a School assists the Dean with the day-to-day operations of the School with particular responsibility for the oversight of academic programs and student care.

2.3 School Committee

2.3.1 In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus (the 'School Committee').

2.3.2 The School Committee shall hold a minimum of two meetings per year, at which meetings the following rules shall apply:

- (a) The Dean of the School (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the School Committee.
- (b) A quorum consisting of 50 per cent of fulltime and fractional academic staff of that School must be present for there to be a quorum.
- (c) Members of the School Committee will be given notice that a meeting is to be held five working days before it is held.
- (d) If a meeting is to be cancelled, a minimum of 24 hours notice will normally be given.
- (e) Members shall be notified of meeting details prior to the meeting. Such notice may be in writing, orally or electronically.
- (f) The Dean of the School shall appoint a person to record and retain minutes of each meeting.

2.3.3 The Dean shall have regard to the views and determinations of the School Committee; however, the role of the School Committee is advisory to the Dean only and the Dean may act contrary to the advice of the School Committee.

2.3.4 Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Head of Campus of the issues involved.

2.4 School Leadership Committee

2.4.1 The School of Health Sciences shall have a School Leadership Committee, which is composed of the Dean of the School, the Associate Dean(s), Assistant Dean(s), discipline heads, Senior Administration Officer and other such persons as appointed by the Dean of the School.

2.4.2 The School Leadership Committee shall be the main consultative body of the School. Its primary function is to assist and advise the Dean on all major issues of academic policy and discuss strategic and operational planning of the School.

2.4.3 The School Leadership Committee shall hold a minimum of one meeting per calendar month, at which meetings the following rules shall apply:

- (a) The Dean (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the Heads of Program Committee.
- (b) In addition to the Dean (or nominee), 75% of Associate Dean(s), Assistant Dean(s), discipline heads and other such persons as appointed by the Dean of the School must be present for there to be a quorum.
- (c) If a meeting is to be cancelled, a minimum of 24 hours notice will normally be given. Such notice may normally be made in writing, orally or electronically.
- (d) The School Senior Administration Officer shall act as Executive Officer to the Committee and participate as a member of the committee

2.4.4 The Dean shall have regard to the views and determinations of the Leadership Committee; however, the role of this Committee is advisory on the Dean only and the Dean may act contrary to the advice of the Leadership Committee.

2.5 Student Consultative Committee

2.5.1 Each School of Health Sciences shall have a Student Consultative Committee, which is composed of the Dean of the School, an Administrative Officer of the School and one student representative from each discipline of the School and other such persons as appointed by the Dean of the School.

- 2.5.2 The Student Consultative Committee shall be the main consultative body of the School for student feedback as a quality measure.
- 2.5.3 The student representatives from each School may bring matters to the attention of the Dean of the School should consultation with the Dean of School not resolve a concern.
- 2.5.4 The Student Consultative Committee shall hold a minimum of two meetings per year, at which meetings the following rules shall apply:
- (a) The Dean of the School shall chair the meeting.
 - (b) Student representatives will be given notice that a meeting is to be held five working days before it is held. Such notice may normally be made in writing, orally or electronically.
 - (c) In addition to the Dean of the School, one student representative from each discipline and the Senior Administration Officer must be present to make the quorum.
 - (d) In the case where the nominated student is unable to attend, it is the responsibility of the student to seek representation from their Year or discipline.
 - (e) The School Administrative Officer will act as secretary to the Committee.

3. ADMISSIONS

3.1 Special Requirements for Admission

- 3.1.1 Some courses offered by the School of Health Sciences apply specific selection criteria to increase enrolments in the following groups in order to address a current disproportion within the professions:
- (a) Aboriginal and Torres Strait Islander (ATSI) students;
 - (b) Applicants with rural experience or plans to locate in rural settings after graduation.
- 3.1.2 Preferential assessment of applications may be applied to existing Notre Dame students or graduates of particular Notre Dame courses.
- 3.1.3 Special requirements for admission (if any) to a course offered by the School of Health Sciences shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.

3.2 Courses and Quotas

- 3.2.1 The courses of the School of Health Sciences are set out in the School of Health Sciences Course Regulations.
- 3.2.2 Pursuant to the General Regulations and University Policy, the total intake of first year students admitted to a course on a particular Campus may be limited.
- 3.2.3 The total intake of first year students admitted to a course on a particular Campus may be limited specifically by the availability of placements for the practicum component of a course.

3.3 Specific Conditions of Enrolment in Units of a Course

- 3.3.1 Special conditions of enrolment (if any) in units of a course offered by the School of Health Sciences shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.
- 3.3.2 The Dean of a School (or delegate) may impose enrolment conditions on a student based on specific course or unit requirements.
- 3.3.3 The conditions that may be imposed on a student include, but are not limited to:
- (a) the meeting of special requirements of admission;
 - (b) achievement of a passing grade in a prerequisite unit;
- 3.3.4 That a student may enrol in a particular unit only if:
- (a) the student also enrolls in a co-requisite unit at the same time, should a co-requisite be specified; or
 - (b) the student previously achieved a passing grade in the co-requisite unit.
- 3.3.5 The Dean of a School (or delegate) may permit a student to enrol in a unit without having satisfied the conditions listed in 3.3.3 and 3.3.4 if the Dean of a School is satisfied the student has demonstrated sufficient knowledge to undertake the unit concerned.
- 3.3.6 A student with a Commonwealth Supported Place, or who defers their unit fees to the Fee-HELP loan scheme, and who elects to study a unit(s) outside their degree structure must enrol in the unit(s) on a "Not For Degree" basis and shall pay the full fee for the unit(s).

3.4 Enrolment Deadlines

- 3.4.1 Enrolment deadlines for undergraduate and postgraduate units are those proclaimed by the Campus Registrar.
- 3.4.2 Enrolment deadlines for non-standard units are determined by the Dean of a School and advised to the Campus Registrar for publishing on the University's web site.

4. ACADEMIC PROGRESS

4.1 Attendance and Absence

- 4.1.1 Except as is noted in clause 4.1.2, a student who is absent from a unit without the approval of the Course Coordinator or Unit Coordinator for more than 15 per cent of its scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline may be advised to withdraw from the unit for non-attendance or may not be permitted to sit the final examination and receive FN (Fail non-completion) for the unit.
- 4.1.2 Full time attendance at all scheduled clinical placements, practicums or internships, including necessary briefing sessions, is compulsory. A student who fails to meet this requirement may be disallowed from commencing or from continuing the practicum or internship and be required to withdraw from the unit.

4.2 Student Progress

- 4.2.1 A student who fails to complete all of a particular year of her or his prescribed course may be permitted, at the discretion of the Dean of the School, to proceed to the next year of the course provided that the appropriate prerequisites are met and agreement can be reached on how the missing requirements will be completed.
- 4.2.2 A Dean may recommend to the Head of Campus for approval any change to a course regulation for an individual student.

4.3 Graduation

Eligibility for graduation in the courses offered by the School of Health Sciences requires successful completion of all required credit points and course conditions as detailed in the Course Regulations.

4.4 Degrees with High Distinction or Distinction

- 4.4.1 In accordance with the General Regulations, undergraduate courses offered by the School of Health Sciences are eligible to be awarded with Distinction or High Distinction.
- 4.4.2 In accordance with the General Regulations, all postgraduate degrees offered by the School of Health Sciences are eligible to be awarded with Distinction or High Distinction.

4.5 Degrees with Honours

- 4.5.1 An undergraduate degree offered by the School of Health Sciences may be awarded with Honours.
- 4.5.2 In accordance with the General Regulations, degrees with Honours awarded within the School of Health Sciences are detailed in Course Regulations.

4.6 Diagnostic Literacy Assessment

Students commencing studies in any undergraduate course in the School of Health Sciences will be assessed for literacy competency in the foundation unit CO115 Academic Research and Writing in Health Sciences. A student who scores below the required benchmark will be identified as "at risk" and will be required to attend additional or supplementary courses provided by the Academic Enabling Support Centre (AESC). A student will be awarded the mark of Hold for this unit, if they have not attended the required course(s). If after one further semester, the course has still not been completed, the mark may convert to a fail grade.

5. ASSESSMENT AND EXAMINATIONS

5.1 Unit outline

A student will be provided with a unit outline at the commencement of a unit in which he/she is enrolled in a particular semester/term. The unit outline will provide the details of the unit including specified learning outcomes, assessment schedule and required texts (if any).

5.2 Assessment

5.2.1 Assessment criteria for each unit are approved by the Unit and Course Accreditation Committee and are contained in the unit outline of each unit.

5.2.2 A student enrolled in a unit offered by the School of Health Sciences may receive a Fail due to Non-Completion (FN) grade if they do not successfully pass each piece of continuous assessment, including the final examination, within a unit and achieving a passing grade overall for the unit. If there is such a requirement within a unit it will be explicitly stated in the unit outline.

5.3 Conceded Pass

In accordance with the General Regulations, the grade of "Conceded Pass (CP)" may not be awarded to any student enrolled in a unit offered by the School of Health Sciences.

5.4 Extensions on continuous assessment items (excluding examinations)

5.4.1 A student may apply in writing at least 3 days before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Dean (or delegate) setting out the grounds for the application. Such application must be accompanied by appropriate supporting documentation, such as a medical certificate.

5.4.2 The Dean (or delegate) has the discretion to approve or dismiss the application for extension.

5.4.3 If the Dean (or delegate) approves the application for extension, the Dean (or delegate) will set a new due date, "the extended due date".

5.4.4 If the Dean (or delegate) does not approve the application for extension, the Dean (or delegate) will impose the penalty for late submission or non-submission of continuous assessment.

5.5 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)

5.5.1 If a student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:

(a) The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), but 10 percent per calendar day of the mark the student would have obtained will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).

(b) No piece of assessment will be marked or awarded a grade if the piece of assessment is submitted more than five days after the due date (or extended due date if applicable) and the student will be awarded a mark of "0" and grade "F" for that piece of assessment.

5.5.2 The Dean of the School (or delegate) retains discretion to waive or modify the penalties imposed as listed above if the student can establish to the satisfaction of the Dean (or delegate) that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.

5.5.3 The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

5.6 Remarking of pieces of continuous assessment

5.6.1 If the Dean of the School permits a remarking of the piece of assessment, the following procedures will apply:

(a) The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.

- (b) The person undertaking the remarking will recommend to the Dean a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to any marking guidelines or criteria produced by the original marker.
- (c) The person undertaking the remarking will provide a written recommendation to the Dean (or delegate) as soon as is practicable giving an assessment of the piece of assessment and the recommended mark and grade.
- (d) The final mark and grade to be awarded for the piece of assessment will be determined by the Dean (or delegate) based on the person undertaking the remarking recommendations.
- (e) The Dean will advise the Unit Coordinator of the outcome of the remark and if necessary, the Unit Coordinator will amend the student's assessment record.

5.7 Referencing

In the absence of any notification to the contrary, a student enrolled in units offered by the School of Health Sciences must use the APA (American Psychological Association) system for referencing and footnoting pieces of assessment.

5.8 Assessment Coversheets

A student is required to attach a University Cover Sheet to every piece of continuous assessment on which they must declare that the work is all their own, that they have retained an electronic copy of the work, that the work has not been previously submitted for any other unit or at any other tertiary institution, and the total word count (excluding footnotes and bibliography) of the assessment.

6. ETHICAL OBLIGATIONS OF STUDENTS

6.1 Code of Conduct

All students are obligated under the University's General Regulations to act in accordance with the ethical and academic obligations.

6.2 Honour Code

- 6.2.1 The School of Health Sciences may impose a further Honour Code on students detailing behaviour and expectations of the student enrolled in a course offered by the School of Health Sciences.
- 6.2.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Health Sciences include the following:
 - (a) To treat all students and staff of the University, and members of the community with whom they come into contact as a student, with courtesy and respect;
 - (b) To use the resources and property of the University honestly, with care and in accordance with any University or School Regulations and guidelines;
 - (c) To comply with any instructions issued in connection with the use of the University Library; and in particular, not to steal, deface, destroy or conceal from other students any library materials; and
 - (d) To conduct themselves fairly and honestly in connection with examinations and other forms of assessment; and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.
- 6.2.3 Additional professional and ethical behaviour expected of students are detailed in Course Regulations.

7. SPECIAL REQUIREMENTS RELATING TO CLINICAL PLACEMENTS, PRACTICUMS, OR INTERNSHIPS

- 7.1 Prior to being placed on a placement/practicum/internship, students must provide the Dean of the School with special entry documentation and other health information as required and detailed in the relevant Course Regulations.
- 7.2 A student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon the student's capacity to undertake a clinical placement/practicum/internship, to complete that placement/practicum/internship, or to complete it at the assigned agency. Failure to disclose may result in cancellation of enrolment or disciplinary action being taken against the student.

- 7.3 Upon receipt of such information, the Dean of the School will determine what (if any) steps need to be taken to appropriately balance the rights, interests and obligations of all affected parties, including (but not limited to) the student concerned, the University and the agency.
- 7.4 Students undertaking Clinical Education practicums will be required to wear the specified uniform as detailed in the Clinical Education Handbook.

8. FIELD TRIPS

- 8.1 Where applicable, a student participating in field trips conducted as part of a course in the School of Health Sciences must adhere to the requirements of the *Guideline: Field Trip* and *Field Trip Handbook*.
- 8.2 Unless alternative arrangements are approved by the Dean of the School, each student is required to participate in field trips organized for particular units. Failure to do so will result in the awarding of an "F" grade for the unit, regardless of the total marks otherwise accumulated.
- 8.3 Each student participating in a field trip must abide by the School of Health Sciences 'Code of Conduct for Field Trips'.
- 8.4 Each student must complete and return a Biodata and Emergency Contact form and any required Code of Conduct form required to the Administration Officer in the School prior to the first field trip in any given semester.
- 8.5 A student must disclose to the Dean of the School any physical and mental issue that has potential to impact upon the student's capacity to undertake or participate fully in the field trip.
- 8.6 A staff member organising or supervising a field trip must complete a Field Trip Risk Assessment form prior to departure on the field trip, and submit this to the Dean of the School.

9. SCHOOL POLICIES

- 9.1 School of Health Sciences policies are binding on all students enrolled in courses or units within the School of Health Sciences.
- 9.2 School policies must be approved by a majority of the members of the School Committee and endorsed by the Dean.
- 9.3 School policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

10. PRIZES AND AWARDS

In accordance with General Regulations, a student in the School of Health Sciences may be eligible for the awards and prizes listed in Appendix A of these Regulations.

Appendix A: Awards for students of the School of Health Sciences

School level Awards:

School of Health Science Deans Award for Excellence
John Bloomfield Prize in Health and Physical Education

Biomedical Science Graduation Awards:

Perth Scientific Achievement Award
The Professor Greg Tan Award
The Associate Professor Louise Smyth Award

Health and Physical Education Program Graduation Awards:

Karen Garside Endeavour Award
Catholic Education Award

Industry Practicum Award- Health and Physical Education

Exercise Science Awards:

Exercise Sports Science Australia Award

Industry Practicum Award- Exercise Sports Science

Outdoor Recreation Awards:

Mainpeak Award

Industry Practicum Award- Outdoor Recreation

Preventive Health Awards

HBF Award

Industry Practicum Award- Preventive Health