



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

REGULATIONS: SCHOOLS OF NURSING FREMANTLE/BROOME AND SYDNEY

Purpose:	These School Regulations apply to all students in the courses and units offered by the Schools of Nursing at the University of Notre Dame, Australia.
Responsible Executive:	Executive Dean, Nursing
Responsible Office:	Schools of Nursing
Contact Officer:	Executive Dean
Effective Date:	1st January 2010
Modification History:	Reformatted November 2006; modified December 2008; modified November 2009

1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations

These School of Nursing Regulations apply to all students enrolled in the courses offered by the Schools within the National College of Nursing and, as far as is appropriate, to those students enrolled in units which are offered through the School of Nursing. 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 Nursing Regulations, all of the courses in the School of Nursing 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. Campus Regulations
3. Research Degree Regulations
4. School Regulations
5. 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 Nursing Regulations, unless otherwise provided for herein:

“(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 Nursing Student Consultative Committees as established under these Regulations.

“(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) 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 Executive Dean to Academic Council 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 NURSING

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 the School on that Campus and on the Broome Campus.

2.1.2 Subject to the University Statutes, the Dean of the School on the Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of the School on that 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.

2.4 School Committee

2.4.1 In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus and a School Committee on the Sydney Campus (the 'Schools Committees').

2.4.2 The School Committees shall each 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 (Fremantle and Broome) 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.

2.4.3 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.

2.4.4 Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Provost of the issues involved.

2.5 Student Consultative Committee

2.5.1 Each School of Nursing shall have a Student Consultative Committee, which is composed of the Dean of the School, the Senior Administrative Officer of the School and one student representative of each Year of the School and one representative of the Nursing cohort in Broome plus 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 Executive Dean should consultation with the Dean of School not resolve a concern.

2.5.4 The Student Consultative Committee shall hold a minimum of one meeting 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 Year 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.

2.5.5 On Fremantle campus, each year student representative will meet the year coordinator at least twice in a semester and once a semester with the undergraduate coordinator.

2.5.6 On Broome campus, each year student representative will meet the Assistant Dean at least twice a semester

3. ADMISSIONS

3.1 Special Requirements for Admission

- 3.1.1 Special requirements for admission (if any) to a course offered by the School of Nursing shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.
- 3.1.2 Successful applicants to undergraduate courses within the School of Nursing are required to provide the following documentation:
- (a) Criminal Record Check;
 - (b) Working with Children Clearance (WA) ; Criminal Record Check (NSW)
 - (c) Senior First Aid Certificate
 - (d) Proof of Current Immunisation Status;
 - (e) A declaration from a care provider of fitness to satisfy job demands (WA) or a signed Health Declaration Form and Job Demands Checklist (NSW);
 - (f) Additional State based requirements may be needed as outlined in the student handbook (see individual School of Nursing Handbook).
- 3.1.3 All documentation must be provided prior to the commencement of the first semester of study. A student who fails to submit the documentation by the end of week 2 of the first semester of study may have their enrolment terminated. Clinical placements will not be made until such official clearances and supporting documents have been provided.
- 3.1.4 In cases where the police clearance reveals a conviction considered by the Dean of the School to bring into question the student's eligibility to be placed, the matter and statement will be referred, subject to the consent of the student, to the relevant employing authority (or authorities if there is more than one) for decision.
- 3.1.5 Should a student initially cleared for placement be charged or convicted subsequently of a criminal offence at any time during the course, this must be brought immediately to the notice of the Dean of the School. If the reported conviction is considered by the Dean to bring into question the student's eligibility to be placed in a health care setting, the matter will be referred, subject to the consent of the student, to the relevant health care agency administration for review.
- 3.1.6 Should a student decide to contest a referral intention of the Dean of the School or to withhold consent for such referral, the student's continuation in the course will be subject to immediate review by the Dean of the School.
- 3.1.7 If, at any time, one or more of the health care agency determines that a student is not eligible to be placed in a health care setting or agency for reasons relating to a criminal conviction or charge, the student's status in the course will be subject to immediate review by the Dean of the School. After due consideration of the case, the Dean may recommend to the Provost that the student's enrolment in the course be:
- (a) terminated; or
 - (b) suspended pending further investigation and/or negotiation with the employer(s) concerned.
- 3.1.8 Any appeal against a decision by the Dean must be in writing to the Provost. The Provost's decision shall be final. The appeal must be received within fourteen calendar days of the date of the decision being made known to the student.
- 3.1.9 Depending on the nature of the conviction or charge, a student terminated from a course offered by the School may be permitted, at the discretion of the Provost to transfer into another course for which the same restrictions do not apply.

3.2 Courses and Quotas

- 3.2.1 The courses of the School of Nursing are set out in the School of Nursing Course Regulations.
- 3.2.2 Pursuant to the General Regulations and University Policy, the total intake of first year students admitted to a course in a on a particular Campus may be limited.

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 Nursing 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 (or delegate) is satisfied the student has demonstrated sufficient knowledge to undertake the unit concerned.
- 3.3.6 A student with a Commonwealth Supported Place 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).
- 3.3.7 A student returning from an approved period of Leave of Absence (as per General Regulations) of more than six months must demonstrate the following before the student can be enrolled in further clinical practicum units:
 - (a) Clinical skills at the level of the last clinical practical unit completed; and
 - (b) Achieve 100% accuracy in medication calculations.

3.4 Enrolment Deadlines

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

4. ACADEMIC PROGRESS

4.1 Attendance and Absence

- 4.1.1 It is compulsory for students to attend all scheduled lectures and teaching sessions.
- 4.1.2 A student who misses more than 10% of lectures, tutorials, or laboratory and workshop sessions within a unit will be deemed not to have met the requirements of the unit. A student who is absent without leave from the unit for more than 10% of its scheduled teaching periods may receive, in accordance with the General Regulations, a Fail due to Non-Completion (FN) grade for the unit.
- 4.1.3 A student who misses more than 10% of a specific unit lectures, tutorials, workshops or laboratory sessions because of a documented illness or misadventure, will need to discuss their ability to meet unit/course attendance requirements with the Dean or Associate Dean.
- 4.1.4 A student missing a lecture, tutorial, laboratory or workshop session must provide in writing the reason for the absence and include supporting documentation to the Unit Coordinator as soon as practicable after the absence. If an extenuating circumstance is evident, missed clinical laboratory sessions will have to be 'made up' and the student will have to apply for a 'make-up' session through the Unit Coordinator.
- 4.1.5 Full time attendance at all scheduled clinical placements, including necessary briefing sessions is compulsory.
- 4.1.6 Student missing shifts or hours due to documented illness or misadventure will be required to organize extra 'make-up' hours with the Clinical Coordinator and Clinical Facilitator. Students not meeting the required clinical practicum hours will be given an Fail due to Non-Completion (FN) grade for the unit of study.
- 4.1.7 A student will be assigned to a Clinical Facilitator or mentor for their clinical practice rotation each semester and it is an expectation of the student that he/she will be available for the same hours the Clinical Facilitator or mentor is rostered. Students can therefore expect to undertake morning and evening shifts across the whole week. Where appropriate the student may work a period of night duty. The student must fulfill all the competency requirements for the practicum. Failure to meet this requirement will result in a Fail due to

Non-Completion (FN) grade. Clinical practicum requirements are detailed in each clinical Unit Outline.

- 4.1.8 A full-time student must undertake the prescribed programme of study for two semesters in any one academic year.
- 4.1.9 A student will not be permitted to undertake clinical placements, practicums or internships unless the prerequisite units have been successfully completed.

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 Provost 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 Nursing 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 Nursing may be awarded with Distinction or High Distinction.
- 4.4.2 In accordance with the General Regulations, all postgraduate degrees offered by the School of Nursing are eligible to be awarded with Distinction or High Distinction.

4.5 Degrees with Honours

There are no degrees with Honours available within the School of Nursing in Fremantle and Broome. A Bachelor of Nursing degree with Honours is only available on the Sydney campus.

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, clinical requirements (if appropriate) and required texts (if any).

5.2 Assessment

Assessment criteria for each unit are approved by Academic Council and are contained in the Unit Outline of each unit.

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 Nursing or in any award or degree offered by the School of Nursing.

5.4 Extensions on continuous assessment items (excluding examinations)

- 5.4.1 A student may apply in writing 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:
- 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).
 - 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:
- The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
 - 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.
 - 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.
 - 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.
 - 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 Supplementary assessment

- 5.7.1 Supplementary assessment is provided to facilitate course completion. All students in Fremantle and Broome will be granted a supplementary exam if eligible.
- 5.7.2 Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to assist students to complete requirements for their qualification, and is thus available for units undertaken in the final year of study only in Sydney.
- 5.7.3 The Dean (or delegate) is responsible for determining eligibility for supplementary assessment guided by advice from the Course Coordinator as to whether, given the student's marks for the unit and the nature of the unit, it is possible for the student to achieve a passing standard through supplementary assessment.
- 5.7.4 The form and type of supplementary assessment is at the discretion of the Dean (or delegate), who will ensure that academic standards are maintained.

5.8 Referencing

In the absence of any notification to the contrary, a student enrolled in units offered by the School of Nursing must use the *School of Nursing Referencing Guide* for referencing pieces of assessment. Referencing must follow the American Psychological Association (APA) style.

5.9 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.

5.10 Examinations

5.10.1 Clinical placement units are exempt from examination as approved by Academic Council

5.10.2 All other units will have a final invigilated examination unless specifically exempted by Academic Council

5.10.3 All undergraduate units offered by the School of Nursing will have a final invigilated examination of no less than two hours and ten minutes duration, with the exception of Nursing Care Clinical Practicum units.

6. ETHICAL OBLIGATIONS OF STUDENTS

6.1 Code of Conduct

All students are obligated under the University's *Code of Conduct* to act in accordance with the ethical and academic obligations.

6.2 Honour Code

6.2.1 The School of Nursing may impose a further Honour Code on students detailing behaviour and expectations of the student enrolled in a course offered by the School of Nursing.

6.2.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Nursing 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 PRACTICUMS

7.1 An interim progress review will be undertaken of a student's marks in the preclinical units prior to commencement of the clinical practicum with a view to determining the student's suitability to progress.

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, to complete that placement, or to complete it at the assigned agency. Failure to disclose may result 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.

8. SCHOOL POLICIES

8.1 School of Nursing policies are binding on all students enrolled in courses or units within the School of Nursing.

8.2 School policies must be approved by a majority of the members of the School Committees and endorsed by the Executive Dean.

- 8.3 School policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

9. PRIZES AND AWARDS

Prizes are awarded at the end of each academic year.