SCHOOL REGULATIONS:
School of Nursing
Sydney

Purpose: These School Regulations apply to all students in the programs and courses offered by the School of Nursing at The University of Notre Dame Australia.

Responsible Owner: Dean
Responsible Office: School of Nursing
Contact Officer: Senior Administrative Officer
Effective Date: 1 January 2020
1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations
These School of Nursing Regulations apply to all students enrolled in the programs offered by the School of Nursing, Sydney. These Regulations should be read in conjunction with the General Regulations and specific Program Regulations.

1.2 Program Regulations
In addition to these School of Nursing Regulations, all of the programs in the School of Nursing have specific regulations which apply to all students enrolled in these programs.

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

1.5 Amendment of Regulations
1.5.1 All proposals for amending these School Regulations must be forwarded by the Dean to the Program and Course Accreditation Committee (PCAC) 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 courses or programs 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 Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of the School on that Campus.

2.2 Associate Dean of a School
Subject to the University Statutes, the Associate 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 Sydney Campus.  
2.3.2 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 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.  
2.3.2 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.  
2.3.3 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 **Student Consultative Committee**  
2.4.1 The School of Nursing shall have a Student Consultative Committee, composed of the Dean of the School, the Senior Administrative Officer of the School, and one student representative from each Year group of the School, plus other such persons as appointed by the Dean of the School.  
2.4.2 The Student Consultative Committee shall be the main consultative body of the School for student feedback as a quality measure.  
2.4.3 The student representatives from each School may bring matters to the attention of the Dean should consultation with the Dean of School not resolve a concern.  
2.4.4 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. In the absence of the Dean, the Associate Dean may chair this 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 group 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 Special requirements for admission (if any) to a program offered by the School of Nursing shall be detailed in specific Program Regulations and/or in any relevant Policy of the University.  

3.2 **Programs and Quotas**  
3.2.1 The programs of the School of Nursing are set out in the School of Nursing Program Regulations.  
3.2.2 Pursuant to the General Regulations and University Policy, the total intake of first year students admitted to a program in a on a particular Campus may be limited.
3.3 Specific Conditions of Enrolment in Courses of a Program
3.3.1 Special conditions of enrolment (if any) in courses of a program offered by the School of Nursing shall be detailed in specific Program 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 program or course 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 course;
3.3.4 A student may enrol in a particular course only if:
   (a) the student also enrols in a co-requisite course at the same time, should a co-requisite be specified; or
   (b) the student previously achieved a passing grade in the co-requisite course.
3.3.5 The Dean of a School (or delegate) may permit a student to enrol in a course 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 course concerned.
3.3.6 A student with a Commonwealth Supported Place who elects to study a course(s) outside their degree structure must enrol in the course(s) on a "Not For Degree" basis and shall pay the full fee for the course(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 courses:
   (a) Clinical skills at the level of the last Professional Workplace Experience course completed; and
   (b) Achieve 100% accuracy in Numeracy/Medication calculation exams.

3.4 Requirements to attend Professional Workplace Experience
3.4.1 Successful applicants to programs within the School of Nursing that have a professional workplace experience are required to meet the requirements of the University, NSW Ministry of Health and other health care facilities (see School of Nursing Policy: Professional Workplace Experience).
3.4.2 Students who do not meet the requirements set out by the University, NSW Ministry of Health or other health care facilities are ineligible to progress to the professional workplace experience (See School of Nursing Policy: Professional Workplace Experience)

3.5 Enrolment Deadlines
3.5.1 Enrolment deadlines for undergraduate and postgraduate courses are those proclaimed by the Campus Registrar.
3.5.2 Enrolment deadlines for non-standard undergraduate and postgraduate courses 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 A full-time student must undertake the prescribed program of study for two semesters in any one academic year
4.1.2 It is compulsory for students to attend all scheduled lectures and teaching sessions.
4.1.3 A student who misses more than 10% of lectures, tutorials, or laboratory and workshop sessions within a course will be deemed not to have met the requirements of the course. A student who is absent 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 course.
4.1.4 A student who misses more than 10% of a specific course lectures, tutorials, workshops or laboratory sessions because of a documented illness or misadventure, will need to discuss their ability to meet course/program attendance requirements with the Dean or Associate Dean.
4.1.5 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 Course 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 Course Coordinator.

4.1.6 Students must be available for either morning, afternoon or night shifts during the professional workplace experience.

4.1.7 The student must fulfill the attendance and assessment requirements for the professional workplace experience courses in order to pass. Full time attendance at all scheduled professional workplace experience including any briefing or debriefing sessions is compulsory.

4.1.8 Where a student does not meet the attendance requirements they may receive a fail grade due to non-completion or be required to make up the hours (see School of Nursing Policy: Professional Workplace Experience)

4.2 Student Progress
4.2.1 A student who fails to complete all of a particular year of her or his prescribed program may be permitted, at the discretion of the Dean of the School, to proceed to the next year of the program 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 Program Regulation for an individual student.

4.3 Graduation
Eligibility for graduation in the programs offered by the School of Nursing requires successful completion of all required courses of credit and program conditions as detailed in the Program Regulations.

4.4 Degrees with High Distinction or Distinction
4.4.1 In accordance with the General Regulations, undergraduate programs 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
A Bachelor of Nursing degree with Honours is not available on the Sydney campus.

5. ASSESSMENT AND EXAMINATIONS

5.1 Course Outline
A student will be provided, via an online learning environment (Blackboard), with a Course Outline at the commencement of a course in which he/she is enrolled in a particular semester/term. The Course Outline will provide the details of the course including specified learning outcomes, content, assessment schedule, clinical requirements (if appropriate), readings and required texts (if any). It is the responsibility of the student to review the Course Outline and familiarise him/herself with the content and requirements.

5.2 Assessment
Assessment criteria are contained in the Course Outline of each course.

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 course 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 72 hours before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Course Coordinator (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 Course Coordinator (or delegate) has the discretion to approve or dismiss the application for extension.

5.4.3 If the Course Coordinator (or delegate) approves the application for extension, the Course Coordinator (or delegate) will set a new due date, “the extended due date”.

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

5.4.5 Students may appeal to the Dean if they are not satisfied with the decision of the Course Coordinator for review of the decision.

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 person undertaking the remarking will not consult with the original marker.

(f) The Dean will advise the Course Coordinator of the outcome of the remark and if necessary, the Course Coordinator will amend the student's assessment record.

5.7 Supplementary assessment

5.7.1 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 courses undertaken in the final semester of study.

5.7.2 The Dean (or delegate) is responsible for determining eligibility for supplementary assessment guided by advice from the Program Coordinator as to whether, given the student's marks for the course and the nature of the course, it is possible for the student to achieve a passing standard through supplementary assessment.

5.7.3 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 courses offered by the School of Nursing must use the University Library 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 hard copy assessment submissions only. 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 course or at any other tertiary institution, and the total word count (excluding footnotes and bibliography) of the assessment. Assessments submitted electronically to either Blackboard or Turnitin are not required to have a University Cover Sheet (Students must follow the submission requirements outlined in the Course Outline). It is deemed that when a student submits work electronically this constitutes a declaration that it is their own work and that the work has not been previously submitted for any other course or at any other tertiary institution.

5.10 Examinations
5.10.1 Professional practice courses are exempt from examination as approved by the Program and Course Accreditation Committee.
5.10.2 All other courses will have a final invigilated examination unless specifically exempted by the Program and Course Accreditation Committee.
5.10.3 All undergraduate courses 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 Professional practice courses.
5.10.4 Students must achieve no less than 50% in the final invigilated exam to pass the course unless the Dean applies discretion.

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. Where a student breaches the University Code of Conduct the matter will be dealt with as a matter of misconduct under the University General Regulations.

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 program 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.
   (e) To abide by the Nurses and Midwives Board of Australia Code of Conduct for Nurses
   (f) During the clinical practicum, abide by the New South Wales Ministry of Health Code of Conduct
6.2.3 Additional professional and ethical behaviour expected of students are detailed in Program Regulations.
7. **SPECIAL REQUIREMENTS RELATING TO PROFESSIONAL PRACTICE COURSES**

7.1 In order to progress to the Professional Practice courses students must achieve a Non Graded Pass (NGP) in the Clinical Skills Examination and 100% in the Numeracy/Medication Calculation exam in the theoretical courses according to the following table:

<table>
<thead>
<tr>
<th>Theoretical course</th>
<th>Professional Practice Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS1002 Nursing Practice 1</td>
<td>NURS1005 Professional Practice 1</td>
</tr>
<tr>
<td>NURS1007 Nursing Practice 2</td>
<td>NURS1010 Professional Practice 2</td>
</tr>
<tr>
<td>NURS2002 Acute Care Nursing Practice 1</td>
<td>NURS2004 Professional Practice 3</td>
</tr>
<tr>
<td>NURS2006 Acute Care Nursing Practice 2</td>
<td>NURS2008 Professional Practice 4</td>
</tr>
<tr>
<td>NURS3002 Assessing and Managing the Deteriorating patient</td>
<td>NURS3004 Professional Practice 5</td>
</tr>
</tbody>
</table>

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 or complete a clinical placement. 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 In the case of clinical safety concerns, a clinical incident, misconduct or unprofessional conduct of a serious nature the student may, on the recommendation of the Clinical Coordinator or Course Coordinator, be removed from the workplace under instruction from the Dean or delegate.

8. **SCHOOL POLICIES**

8.1 School of Nursing policies are binding on all students enrolled in programs or courses 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 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.