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Definitions

**Academic misconduct:** a student cheating or assisting to cheat in an examination or assessment item.

**ANMAC:** (Australian Nursing & Midwifery Accreditation Council) is the independent accrediting authority for nursing and midwifery education under Australia’s National Registration and Accreditation Scheme and is the skills assessing authority for nurses and midwives wishing to migrate under the Australian Government’s General Skilled Migration program.

**Assessment extension:** a student being granted extra time to submit their assessment item without penalty.

**Assessment resubmission:** resubmission of an assessment item, whereby the student has made an effort to complete the assessment item but fails to meet the required standard. The Course Coordinator may ask the student to resubmit the assessment item in response to the marker’s feedback.

**Attendance:** this relates to physical attendance on campus and students’ requirements to log on to the ACN learning platform – CNnect.

**Census date:** the final date students can withdraw/defer from a course in which they are enrolled without academic or financial penalty. This occurs after the commencement of a program of study, approximately 20% of the course/term total. Please refer to ACN’s website for exact dates. Immunisation, PEC and other non-award courses do not have a census date.

**Course:** Award levels such as Graduate Certificate, Advanced Diploma, and Certificate courses and non-award courses such as Immunisation and Principles of Emergency Care. All graduate certificates units of study or units of competency within the award courses. All workshops, programs and professional events unless otherwise stated.

**Course requirements:** all requirements needed to successfully complete a course, including online engagement/compulsory attendance, assessment items (both graded and non-graded), on-campus components, clinical placements, and any other requirement to complete a course.

**Deferral:** once a student has accepted an offer to commence a course, the students may defer commencement of a course from one initial intake to another. The request for deferment must be made prior to census date. Immunisation students are allowed to defer to another course in the first ten (10) days. The student’s place in a course is held for a nominated length of time.

**EDE:** Executive Director Education

**EMC:** Education Management Committee

**Extended timeline:** if a student cannot meet the required timelines for a course, after census, and can show evidence of extenuating circumstances, an extended timeline can be granted by the Student Management Subcommittee. The parameters of the extended timeline will be negotiated on a case-by-case basis with the course coordinator.

**Extenuating circumstances for extended timeline:** a situation where it is impossible or impractical for the student to complete the course requirements such as:

- Undertake the necessary study required in the stipulated timeframe.
- Completing the course requirements as stipulated. (e.g. on-campus attendance, clinical placement)
- Completing the assessment items within the stipulated timeframe.
- Sit the required examination.

Examples of extenuating circumstances may include:

- A significant medical condition
  - That existed prior to census date, but has deteriorated past census date to the extent that the student is unable to complete or continue with their study.
  - That only became known after census date and the student is unable to complete or
continue with their study.

- **Family or personal reasons**
  - A family member has a severe medical condition that requires the student to care for the family member as the full-time carer and precludes the student from completing or continuing with their study.
  - A family member or close friend dies and the effect precludes the student from completing or continuing with their study.
  - The student’s financial circumstances change unexpectedly, which has a significant impact on the student completing or continuing with their study.

- **Employment-related reasons**
  - The student’s prerequisite employment changes and they are no longer working in a speciality area to continue or complete their study.
  - A student’s employment status significantly changes, whereby they are seconded to another position that will preclude them from continuing or completing their study in the specified time for example acting in a higher grade position.

**Fail**: A fail grade is awarded when the student has attempted but not met all unit requirements.

**FEE-HELP**: An Australian Government loan scheme to assist eligible fee-paying students undertaking higher education courses, at approved institutions, with paying their tuition fees.

**Financial misconduct**: refers to any intentional misuse or conversion of ACN resources to acquire financial gain. Financial misconduct typically involves theft, forgery, or embezzlement. This includes the misuse of scholarship monies.

**Leave of absence**: Pre census: Formal adjournment of study from normal student progression prior to census date following commencement of the course, i.e. one or more units of study have been completed.

**Misconduct**: conduct which is prohibited under this policy and other ACN regulation.

**Plagiarism**: occurs when a student or someone uses resources without proper acknowledgement, citation or documentation. Academic integrity is an essential component of teaching, learning and research. The ideas and work of others must be acknowledged rather than claimed as one’s own work.

**RTO**: is a registered training organisation of vocational education and training in advanced diploma and certificate level courses.

**Supporting documentation** – students will need to provide supporting documentation for their claim of extenuating circumstances to be considered and includes official, signed and dated documents.

Examples of supporting documentation include a medical certificate or a letter from the employer.

**Student support agreement** – is offered to a student who for any reason is not, or potentially not, meeting the course requirements. ACN uses the following triggers to identify a student requiring support:

- Failure to successfully achieve a satisfactory grade and submit the necessary assessment items for the course.
- Failure to achieve a satisfactory pass grade in a course.
- Failure to complete a compulsory requirement of the course
- Two failed attempts to complete a course.
- Unsatisfactory attendance online and on campus.
- Inability to complete a course within the specified timeframe.

**Student Management Subcommittee (SMSC)** – is a subcommittee of the Education Management Committee. Its primary function is to manage student progression issues.

**Withdraw fail grade**: is written on academic transcripts if a student does not complete all essential elements of a course
Withdraw grade: is written on academic transcripts if a student asks to withdraw from a course after census.

Policy Statement

All Education staff, education contractors and students are required to read and understand the policy and agree to abide by it. If there are any queries in relation to this policy, clarification should be sought by contacting ACN.

Intent:
- To assist students by establishing guidelines relating to all aspects of their course.
- To ensure equity of administrative practice across all courses conducted by ACN.
- To provide students with the correct procedures for overall student progression, grievances and appeal.

1. ACN's responsibilities

ACN acknowledges the following responsibilities towards students:

1.1. To provide a work and study environment free from discrimination or harassment on the basis of race, nationality, sex, age, political conviction, sexual preference, marital status, religious belief, disability, family or carers’ responsibilities. This environment will take account of the different characteristics of students and their varying cultural and educational backgrounds, including those of Aboriginal and Torres Strait Islander heritage.

1.2. To maintain a safe, positive, harmonious and cooperative teaching and learning environment by ensuring that students have:
   1.2.1. Timely access by appointment to academic staff to discuss program matters.
   1.2.2. Timely, fair, relevant and constructive assessment of work.
   1.2.3. The prompt addressing of concerns and complaints, especially where they relate to academic standing and student progress.

1.3. To deal with all students and their academic work with honesty and integrity, to maintain ethical academic standards and to provide helpful and appropriate feedback in a timely manner.

1.4. To create an environment that supports knowledge growth and development and encourages students to achieve their academic potential.

1.5. To ensure that information about courses is accurate at the time of publication so that students can make informed decisions.

1.6. To ensure that, if changes are made to courses adequate arrangements are made so that students are not disadvantaged.

1.7. To inform students of the common conventions and requirements in relation to proper referencing and acknowledgement of sources as well as providing information on the specific requirements of ACN.

1.8. To make information freely available on policies and procedures.

1.9. To address concerns and complaints of students and to provide access to suitable appeal and grievance mechanisms.

1.10. To provide support services which take into consideration the special needs of students, including Aboriginal and Torres Strait Islander students.

1.11. To provide access to special consideration rescheduled examination, alternative assessment, replacement assessment or extension of time for assessment where academic performance has been adversely affected by extenuating circumstances beyond the student's control.

1.12. To ensure that students have the opportunity to provide input into academic staff teaching performance appraisal through feedback procedures.

1.13. To provide students with access to all course materials:
   1.13.1. Students will receive a login and password for CNnect.

1.14. ACN will maintain accurate student records and collect, analyse and communicate student evaluation and feedback to staff, students and stakeholders. Throughout the
course, students can expect to receive:

1.14.1. Formative and summative feedback from the course coordinator or tutor about their participation and progress in the course of study including written work if applicable.
1.14.2. Contact from the course coordinator during any clinical component of the course.
1.14.3. Feedback on and following each assessment item within two weeks (10 working days) of submission.

2. **Student’s responsibilities**

ACN acknowledges and values the previous educational and clinical experience of students. Course coordinators remain aware and responsive to individual differences, however there is an expectation that as adult learners, students will understand and agree to the specific conditions required for progression in their course.

Students’ responsibilities are to:

2.1. Adhere to all ACN Policies and Procedures.
2.2. Contribute to a work and study environment free from discrimination or harassment.
2.3. Act at all times in a way that respects the rights and privileges of others and shows commitment to freedom of expression; and in particular to be sensitive to cultural diversities.
2.4. Respect knowledge and act with honesty and integrity at all levels of academic life.
2.5. Participate actively and positively in the teaching and learning environment. It is expected that students will meet all course requirements as indicated in course documentation, which will include:
   2.5.1. Attendance at all compulsory classes, online learning and clinical learning experiences as required.
   2.5.2. Maintenance of normal progression within the course of study.
   2.5.3. Compliance with study workload expectations.
   2.5.4. Submission of all assessment items in the specified timeframe using the specified format as outlined in the study schedule and student guides.
   2.5.5. Initiate and maintain online engagement with fellow students.
2.6. Monitor their own progress in the teaching and learning environment and the academic program, by way of regular interaction with the course coordinator and/or tutor.
2.7. Cooperate in suggested remedial options to improve their academic performance and maintain adequate progress in a course.
2.8. Be aware of all ACN rules and regulations pertaining to their rights and responsibilities as students.
2.9. Be aware of their individual rights and responsibilities regarding plagiarism and the proper use of copyright material and intellectual property.
2.10. Submit clinical placement documentation, where applicable, within timeframes set by ACN.
2.11. Provide ACN with personal email account details and ensure that the email account is monitored weekly whilst they remain enrolled in a course

3. **Student Code of Conduct**

Students have a responsibility to:

3.1. Adhere to the student management policy and student guide.
3.2. Submit original work free from plagiarism and maintain academic integrity in all coursework.
3.3. Be familiar with the requirements (including timelines and on-campus requirements) of their course.
3.4. Be punctual for on-campus timetables, clinical placements (if applicable) and meetings with ACN staff (if applicable).
3.5. Initiate and maintain regular contact with staff (including tutors/markers) for the duration of the course.

3.6. Meet deadlines for course requirements as set out in course information books.

3.7. Conduct themselves in a manner that is collegial in a learning environment, regardless of the learning environment (on-campus, online, or clinical placement).

3.8. Respect other students and staff at ACN in all modes of communication.

3.9. Abide by Library lending rules and conditions including timely return or renewal of borrowed items.

3.10. If on clinical placement comply with the uniform, immunisation and vaccination requirements as stipulated in the clinical placement policy.

3.11. Be familiar with the expectations of conduct whilst on clinical placement - refer to the clinical placement policy E.1.6

3.12. Comply with copyright regulations and legislation relevant to ACN materials, any other published works and when using the online environment. ACN owns any copyright created in pursuit of studies unless there is a signed agreement relinquishing such ownership.

3.13. Passwords issued to students are for their access only. A student is responsible for protecting any passwords issued. This password provides access to ACN intellectual property but does not permit the unlawful copying, sharing or distribution of material owned by ACN.

3.14. Misuse of access privileges will result in access rights being revoked and bring into question a student’s ability to continue in the course as a bona fide student and the student may be liable to prosecution.

3.15. CNnect:

ACN’s electronic learning management system, called CNnect, is provided to students to support their educational experience. Use of CNnect is under the following conditions. Students must:

3.15.1. Be enrolled in an ACN course.

3.15.2. Be responsible for all activity in CNnect that occurs with their log on.

3.15.3. Keep their password confidential and not share this password with others.

3.15.4. Not allow others to use their account.

3.15.5. Respect the privacy of others and keep all discussions confidential.

3.15.6. Respect other users and not abuse, harass, threaten or intimidate other users.

3.15.7. Not use offensive language or behave in a way that may cause offence to other students.

3.15.8. Maintain an attendance in CNnect.

3.15.9. Log on to CNnect at least twice a week to check for updates and participate in course activities.

3.15.10. Not use CNnect for any purpose other than education in an ACN course.

3.15.11. Not knowingly create or submit any unwanted emails or transmit any worms, viruses or other code that may be detrimental to ACN’s computer system.

3.15.12. Maintain confidentiality when discussing patients, families, carers, colleagues or workplaces and de-identify any reference to the same when writing assessment items or discussion in the online environment.

3.16. Confidentiality and privacy:

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

3.16.1. When on clinical placement students must gain informed consent from the patient or in the case of minors, from a parent or guardian, and maintain confidentiality at all times.

3.16.2. When students are discussing information in the classroom, online or in assessments they must maintain confidentiality. This includes participants in the discussion group, real patient and/or hospital names, medical record numbers and any reference to health facility staff.
3.16.3. Any student who breaches confidentiality will be referred to the SMSC for an academic outcome – this may be a fail grade.

3.17. Misconduct
Students must not intentionally or recklessly:
3.17.1 Interfere with the freedom of other persons to pursue their studies, carry out their functions or participate in ACN activities.
3.17.2 Disrupt or hinder the exercise of the right to freedom of expression of any ACN student or staff member.
3.17.3 Engage in disorderly conduct including:
   fighting with any person;
   disrupting a class, meeting or other ACN activity; or
   by doing anything that disturbs the peace.
3.17.4 Actdishonestly in relation to an application for admission to ACN.
3.17.5 Alter or attempt to alter any document or record of ACN, or cause or attempt to cause any unauthorised alteration of such a document or record.
3.17.6 Alter or falsify any document that ACN requires of the student (e.g. medical certificate, professional authority form or other supporting documentation).
3.17.7 Knowingly, provide false or misleading information to an ACN member of staff.
3.17.8 Refuse to identify themselves when asked lawfully to do so by an ACN staff member.
3.17.9 Impersonate another student, or arrange for anyone to impersonate a student, in an examination, assessment task, an assessment requirement or in any other ACN related activity.
3.17.10 Publish material which is abusive, offensive, vilifying, harassing, discriminatory or inappropriate about ACN, another student, or an ACN staff member, in any forum or media, including but not limited to print, internet, social media, email, digital or electronic communications and broadcasting forums.
3.17.11 Steal, destroy or damage ACN property, or any other property of any other person within the ACN premises.
3.17.12 Misuse an ACN facility in a manner which is illegal or which is or will be detrimental to the rights or property of others.
3.17.13 Do anything which may endanger the physical or mental health, safety or wellbeing of another person.
3.17.14 Engage in violent or threatening behaviour including by using threatening or abusive language.
3.17.15 Engage in sexual misconduct including sexual assault, sexual harassment, indecent assault or any other conduct of a sexual nature that is non-consensual or has the purpose or effect of threatening, intimidating or coercing a person.
3.17.16 Harass or engage in any form of improper or discriminatory behaviour towards another student or staff member; such misconduct may relate to, but is not limited to, another person’s race, ethnic or national origin, gender, marital status, sexual preference, disability, age, political conviction or religious belief.

3.18. Penalties for misconduct
3.18.1. Allegations of misconduct will be referred to the relevant Manager of Education for investigation.
   Any student found to have engaged in behaviour that constitutes misconduct will be referred to SMSC for disciplinary action.
3.18.2. SMCS may impose one or more of the following penalties on a student found guilty of misconduct:
   3.18.2.1. a formal reprimand
a fail grade and result of zero for a unit of study
3.18.2.3 exclusion from ACN for a period of 12 months
3.18.2.4 permanent exclusion from ACN
3.18.2.5 rescission of an academic award conferred by ACN where the award is as a result or partly as a result of fraud or serious misconduct committed by the student before the award was conferred.

3.18.3 ACN will inform the student in writing of SMSC’s decision. Where a decision is made to withdraw a student from a course of study, ACN will follow the ‘Withdrawal from a course by ACN procedure’ outlined in clause 11.2 of this policy.

3.19. Misconduct Appeals
3.19.1 A student has a right of appeal in response to misconduct findings or to the penalty or penalties imposed by SMSC on the grounds that:
3.19.1.2. the decision was based on a material mistake as to the facts which led to misconduct findings;
3.19.1.3. fresh relevant evidence has become available to the student, being evidence that was not available or known to the student at the time of the decision and which would be likely to have affected the outcome of the proceedings;
3.19.1.4. the penalty or penalties imposed on the student were manifestly excessive or inappropriate.

3.19.2 An appeal must be made within 20 working days after the notice of the decision is provided to the student. Refer to the Student Grievance Handling - Academic and Non Academic policy and procedure for further information.

4. Student support

There are two main types of student support: academic and personal.

**Academic support:** provides students with support in the skills required to successfully progress and complete a program of study within the nominated timeframe and to the expected academic standard. This may include assistance with interpreting expectations for assessments or tasks, writing skills, information literacy and accessing appropriate resources, using information technology, mathematical problem-solving or referencing.

**Personal support:** is non-learning support that assists students who are undertaking study. Forms of personal support include counselling, advice regarding employment or disability, career planning, finance. In this regard, course coordinators at ACN are able to assist with personal support in the form of:
- Offering extended timelines.
- Advising on deferral from program of study prior to census.
- Withdrawal from course.
- Recommending access to Employee Assistance Programs (EAP) for personal counselling.

Students can access EAP at their place of employment, or if not employed, a referral can be made to the Education Managers who can discuss possible alternative strategies.

Both types of support are offered by ACN.

Your Tutor is the first point of contact for support. Students are also advised to contact their Course Coordinator if there are any issues with any part of their study.

4.1 Identification of student requiring support
The course coordinator monitors the progress and outcomes for all students in their course and would be alerted to a student requiring support if a student has one or more
of the following:
4.1.1. Repeatedly requested extensions.
4.1.2. Failed or been assessed as not yet competent on an assessment item.
4.1.3. Documented evidence of extenuating circumstances affecting normal progression.
4.1.4. Unexplained failure to meet course requirements.

In these cases, or where a student self-identifies that they are having difficulties in a course, the course coordinator would:
4.1.5. Offer personal and/or academic support in the first instance.
4.1.6. Offer additional tutorial support.
4.1.7. Review the timelines for submission of assessments.

Where a student is identified, they will be notified in writing with the detail of why they have been identified and what measures are in place to finalise the support, for example completion of a learning contract and successful submission of assessment items.

5. Fairness and equal opportunities

5.1. ACN treats equally and fairly, all students and individuals seeking to enrol in a course or unit of study by having open, fair and transparent procedures.

5.2. Fairness must be considered in the context of all the relevant circumstances. There will be situations in which the fair treatment of students may result in students in varying circumstances being treated differently, particularly with regard to FEE-HELP.

5.3. ACN will consider each application for FEE-HELP in an open, fair and transparent manner. The application of merit in decision-making processes involves ACN considering each application on a case by case basis and not applying inflexible policies that preclude eligible applicants from having their application considered.

5.4. ACN will not apply an income test when making decisions about which students are eligible for FEE HELP assistance.

6. Student admission

6.1. Potential and existing students seeking to enrol in a course or unit of study regardless of their background, circumstances or eligibility for FEE-HELP assistance, will be assessed for entry to study through the same published eligibility requirements and through the same process. In making decisions about student selection, ACN shall consider each application on a case-by-case basis and not apply inflexible policies that preclude eligible applicants from having their application considered.

6.2. Students applying for admission to an ACN course of study must meet eligibility criteria as advertised in current ACN publications.

6.3. Applications may be made up to the final enrolment date published on the ACN website.

6.4. Students will be notified in writing of the outcome of their application.

6.5. Students who have a clinical placement component within their course must submit all compliance documentation prior to being enrolled into the course. If the documents are absent upon application the course coordinator will contact the student to ensure that all documentation requirements are understood. Students have to be deemed as compliant prior to enrolment into the course.

6.6. Students with special needs:
6.6.1. ACN will ensure where reasonable and practical that students with special needs (such as a disability or illness) are able to access and participate in educational courses and use the services and facilities of ACN.

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

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

7. **Payment of fees**

7.1. For courses where a student is paying for the course, fees must be paid at least 1 week prior to the commencement date of the course.

7.2. Fees paid by FEE-HELP need to be applied for prior to the census date of the course, if applicable.

7.3. Fee charges and payment procedures will be advertised in course brochures and on the ACN website.

7.4. Where a student defaults, the Finance Department will be notified for appropriate follow up. The student’s progression will stop at this point until such time as the account is settled. If an account remains unsettled, after census date, ACN reserves the right to withdraw a student with a fail grade.

7.5. **Refunds:**

   In accordance with ACN's Cancellation and Refund Policy:

   7.5.1. ACN reserves the right to cancel a course or program prior to commencement due to low enrolments or other circumstances which have made it unavailable. In this instance a full refund will be offered.

   7.5.2. Wherever possible ACN will endeavour to give appropriate and timely notification to participants. After consultation with the relevant Manager, Customer Services (CS) will advise the participants of the options available to them.

   7.5.3. Intention of withdrawal from all courses prior to census must be notified in writing via email to the course coordinator or customer services. Timeframes are published in relevant on ACN’s Website, on the learning management system and also are available from ACN’s Customer Services Centre.

   7.5.4. ACN will not provide a refund past census date for courses with a census date.

   7.5.5. Refunds will be processed within 14 days by Finance upon receipt of a request for refund form and will normally be made by EFT except in the case of a payment originally made by credit card. In that instance the refund will be made by credit card. Refund by cheque will only be made where there are extenuating circumstances.

   7.5.6. Students withdrawing from a course after census are not eligible for a refund. In extenuating circumstances students may apply in writing to the EDE for a refund of course fees.

   7.5.7. Refunds are applicable for deferred students prior to census date.

8. **Recognition of prior learning (RPL) and credit transfer**

ACN recognises prior learning and training offered by other registered training organisations and accredited higher education providers through credit transfer (CT) or advanced standing. RPL is granted on an individual basis, whereby the individual’s formal and informal learning, is assessed against ACN’s course learning outcomes.

Students applying for entry into the Graduate Certificate in Nursing (Bridging and Re-entry) are not eligible for any advanced standing, credit transfer or recognition of prior learning. Students must, according to ANMAC accreditation standards, complete all course requirements including the mandated minimum hours of workplace experience.

For graduate certificate courses, Advanced Standing will appear on an academic transcript Statement of Attainment to indicate that RPL has been granted for that subject/unit. ACN courses use a formal assessment process for granting RPL. When assessing equivalent formal education for credit transfer, only courses offered in the last five years will be considered. Where an applicant is applying for RPL or CT they must provide sufficient, valid, authentic and current evidence to satisfy the SMSC that through their education, life and work experience
they meet the required knowledge and skills of the subject/unit of competency for which they are seeking RPL or CT.

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

8.1. Applications for RPL or CT must be made in writing on enrolment:
   8.1.1. Assessment for RPL and CT will be undertaken after course fees are paid.
   8.1.2. Applicants are required to provide documentation as identified on ACN’s website.
   8.1.3. Where documents are copies they must be certified by a Justice of the Peace.
   8.1.4. Applicants will be advised of the outcome of their application via email.
   8.1.5. Applications will not be considered once the course has commenced or census date has occurred for those courses with a census date.

8.2. Where an applicant is applying for RPL or CT the following criteria apply:
   8.2.1. The course was from an appropriately accredited organisation.
   8.2.2. There is similarity in learning outcomes. All learning outcomes for ACNs courses are available on the website
   8.2.3. The course studied was at the appropriate/equivalent level. For example: Australian Qualifications Framework (AQF).
   8.2.4. The content of the course is congruent.
   8.2.5. The workload of the course must be at least equal to ACNs course.
   8.2.6. The applicant must demonstrate they have successfully passed the course.

8.3. As a general rule, applicants may apply for up to 50% credit into a graduate certificate course:
   8.3.1. Where an applicant wishes to apply for more than 50% credit into a graduate certificate course they must apply in writing to the Manager Education at customerservices@acn.edu.au.

9. Course requirements

9.1. Students are required to meet all course requirements within the timeframe outlined in course documentation to successfully complete the course and be eligible for the issue of a statement of attainment or testamur.
   9.1.1. All ACN courses must be completed within the specified timeframe unless there are extenuating circumstances approved by the EMC.
   9.1.2. Graduate certificate courses must be completed within three (3) years of original course commencement date.
   9.1.3. Nurses referred by a registering authority for enrolment into the Graduate Certificate in Nursing (Bridging and Re-entry) must complete the course within one year or as determined by the registering authority.
   9.1.4. In the event the student does not complete the course requirements an academic outcome will be determined by SMSC.
   9.1.5. Where an assessment item has a due date specified in course documentation the item is to be uploaded by the student only to ACN’s learning management system.

9.2. Students must maintain registration or enrolment with the appropriate registering authority for the duration of the course.

9.3. Where the course admission criteria require the student to be employed in a specified area of practice, the student must maintain employment in this area for the duration of the course.
   9.3.1. Where a student is no longer employed in the area they must notify ACN in writing and the SMSC will determine the student’s eligibility to continue in the course.

9.4. Where a student is unable to meet course requirements for extenuating circumstances, alternative arrangements may be negotiated; this may include alternative assessment items or simulated learning.
9.4.1. Students must attend at least 90% of the on-campus/classroom/online and/or clinical hours for the course.

10. Assessment items

10.1. Assessment Extensions:
Students are responsible for ensuring compulsory assessments items are submitted by the due date. Extension of time for submission of assessments cannot be assumed.

Requests for extensions may affect your progression in the course, therefore any request for an extension must be due to extenuating circumstances and will be at the discretion of the course co-ordinator.

10.1.1. Requests for extensions will be considered on an individual basis.
10.1.2. Requests for extensions will be made to the course co-ordinator.
10.1.3. Requests to the course co-ordinator must be made by email or CNnect message at least 48 hours prior to the due date.
10.1.4. Evidence of extenuating circumstances must be provided for extensions greater than two (2) days beyond the assignment due date.
10.1.5. It is the student’s responsibility to keep an electronic copy of all assessment items.
10.1.6. Extensions granted beyond the course completion date will be recorded as a result outstanding (RO). When the assessment item has been submitted and marked, the ‘RO’ will then be amended on the student record to reflect the appropriate grade. In the event that a student fails to submit an assignment by the new due date they will be subject to the normal penalty applied for late submission as set out below.

10.2. Late submission of assessment item(s):

10.2.1. Late submissions will incur a penalty.
10.2.2. A penalty will apply for submission of assessment items after the due date unless a formal extension has been granted and authorised. The following late penalties will apply:
  • Five (5) marks (for that assessment item) will be deducted for each day the assessment item is late (including weekend days and public holidays)
  • No assessment item will be accepted if the assessment item is submitted more than five (5) working days after the due date; in this case a fail grade will be awarded for this assessment item unless extenuating circumstances can be proven.

10.3. Assessment Grading:
Where applicable, all assessments will be graded within a two (2) week period from assessment due date. It is the student’s responsibility to review all feedback provided by the marker.

10.4. Unsuccessful assessment item(s):
A fail/not yet competent grade will be determined when a student has not:

10.4.1. Met the assessment criteria.
10.4.2. Submitted an assessment item more than five (5) days late.

10.5. Resubmission/reattempt:
After an assessment item has received a fail/ not yet competent grade there may be provision for a student to resubmit their work for the purpose of improving the quality of the submission. Resubmission of assessments will:

10.5.1. Be limited according to course requirements.
10.5.2. Be considered on a case-by-case basis by the course coordinator.
10.5.3. Only be awarded a pass grade as a maximum. For Graduate Certificate subjects a maximum grade of 50% can be awarded for a resubmission.

10.6. Grade review and re-mark of a specific assessment item:
A student may apply for a review of a grade or a re-mark of an assessment item providing they have completed all the assessment requirements for that item within the set
timeframe stipulated within the course outline issued at the commencement of the course. Application for the review of a grade for a specific assessment item must be made within five (5) working days of the student receiving the grade via the learning management platform.

10.6.1. Grounds for granting a review of a grade or a remark include:
- The assessment requirements in the course were unreasonably or prejudicially applied to the student.
- A student is of the view that a clerical error has occurred in the computation of the grade.

10.6.2. Decisions regarding the approval of a remark or review of grade will be at the discretion of the course coordinator in consultation with the relevant manager of education.

Students should be advised that:
10.6.3. The assessment will be marked by an independent marker who may be internally employed or externally contracted by ACN
10.6.4. The revised grade or mark will be the final grade or mark.
10.6.5. This may mean that the student will actually receive a lesser grade/mark than originally awarded.
10.6.6. The Review of Grade Process is located at the end of this document – Appendix Two.

11. Student progression

11.1. Where normal student progression does not occur the SMSC will determine the student’s eligibility to continue the course in the following instances:
11.1.1. Where a student requests a deferral or leave of absence from a course.
11.1.2. Where a substantiated claim of plagiarism/cheating has been brought.
11.1.3. Where a student has been identified as a student-requiring support.
11.1.4. Where a student breaches the student code of conduct.
11.1.5. Where a student during a clinical component is deemed by the clinical facilitator or the clinical facility to be unsatisfactory and/or unsafe.
11.1.6. Where a student has not submitted any assessment items or completed any course work.

The Student Fails to Meet Elements of the Course or Unit of Student Process is located at the end of this document – Appendix Three.

11.2. Withdrawal from a course by ACN
In instances related to 11.1 the SMSC reserves the right to withdraw a student from the course. In such an event ACN will:
11.2.1. Inform the student in writing of the SMSC’s decision.
11.2.2. Notify the relevant registering authority in the case of students undertaking a Graduate Certificate in Nursing (Bridging and Re-entry).
11.2.3. Notify any appropriate person if the course is being offered under contract.
11.2.4. Consider granting the student the opportunity to continue with the remaining courses and/or repeat the failed course at their own cost, when it is next available (unless it is a prerequisite). Alternative courses may be offered if available and it is a core component of a course.
11.2.5. Exclude a student from studying at ACN for a period of 12 months where there is a proven case of Academic or Financial Misconduct.

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

11.3. Withdrawal from a course (post census) requested by a student:

11.3.1. Students requesting withdrawal from a course are counselled about their options by the course coordinator.

11.3.2. Where a student intends to withdraw from a course for personal reasons, they must apply in writing (email is acceptable) to customerservices@acn.edu.au. Supporting evidence such as medical certificate/letters must accompany the application.

11.3.3. The course coordinator will present the request to EMC for a determination. The student and tutor will be notified (in writing) of the outcome from their request.

11.4. Deferring from a course or leave of absence

11.4.1. Extended timelines can be negotiated for students who are able to show evidence of extenuating circumstances upon review of supporting documents

11.4.2. All requests for extended timeline will be referred to the EMC for determination.

11.4.3. If a request is granted the student will be notified of the outcome (in writing) and the new study timeline will be outlined.

11.4.4. Leave of absence for a course is available for students prior to the census date.

11.4.5. Leave of absence may only be granted to a maximum period of 12 months from the request date and the course must complete within the recommended timeframe. Please see your course co-ordinator for further clarification.

11.4.6. A student must have at least one (1) active enrolment in a unit of study every 12 months.

11.4.7. Deferment for courses 046, 296 and 297 will be granted to a maximum of six (6) months from the request date.

11.4.8. A maximum of three (3) consecutive leave of absences are allowed. For more than three (3) leave of absence requests, a student will be advised to withdraw from the current course and enrol in a new course.

11.4.9. For units of study completed in a previous deferred course, a student may only request advanced standing for two (2) units of study.

11.4.10. Students will be advised to enrol if the next available course in the following circumstances:

12. Academic Appeal

12.1. An academic appeal is an escalation step which is open to a student if they are dissatisfied with a decision made in relation to their progression, or they perceive an adverse outcome

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

12.3. The appeal must be made within 20 working days of the date on the letter of the original assessment decision by the relevant committee.

12.4. Academic Appeal may not proceed if:

12.4.1. The appeal is lodged outside the time stipulated in the above point.

12.4.2. There are no reasonable grounds for the appeal.

12.4.3. No new or different grounds are stated for the appeal other than those previously considered by the original Committee.

12.4.4. The student has not advised ACN of changes to contact details, whereby any correspondence has not been received.

Refer to the Student Grievance Handling – Academic and Non Academic Policy and Procedure for further information.

The Academic Appeals Process is located at the end of this policy – Appendix One

13. Completion of a course
13.1. To complete any course the student must:
   13.1.1. Meet all course requirements as outlined in course documentation.
   13.1.2. Return all library books, multimedia resources and other ACN resources, or pay for the replacement of same.
   13.1.3. Have paid in full all course fees as required.

13.2. Notification of results:
   13.2.1. Results will be available to students at the completion of the course where applicable.
   13.2.2. Processing of student results can take 6 – 8 weeks from the completion of the course.
   13.2.3. Applicants who fulfil the course requirements and are eligible to graduate will be sent a letter confirming completion of their qualification and an invitation to attend a graduation ceremony.
   13.2.4. For courses leading to registration or enrolment as a nurse with the relevant registering authority a recommendation will be made to the EDE. A report/letter will be forwarded to the appropriate registering authority. Participants will receive a letter indicating completion of the course and recommendation to the registering authority.

13.3. Testamurs and transcripts:
   13.3.1. Official transcripts of all award courses will have the ACN Seal affixed.
   13.3.2. Transcripts, Testamurs and Australian Higher Education Graduation Statements (AHEGS), will be presented to students during the Graduation Ceremony. If students do not attend the graduation ceremony, ACN will send their graduation documents to the postal address recorded in the student management system after the graduation ceremony has taken place.
   13.3.3. Replacements can only be issued upon receipt of a written request, and a statutory declaration stating that the student has lost or is not in possession of the document. A fee applies for the issue of the replacement documents. The replacement is not issued until the fee has been paid. Applications and enquiries should be made to Manager Customer Services.

13.4. Transition and Teach Out Arrangements
   13.4.1. This is required when an accredited course has expired and is no longer being taught, or in RTO programs where the training package (TP) or unit of competency (UOC) has major changes. In both instances the major aim is to ensure students are not disadvantaged.
   13.4.2. Transition
      Expired accredited programs: On expiry of the planned program of study, enrolled students may be transitioned into the next available accredited program. If there are major differences to the newly accredited program, then ‘teach out’ conditions must be considered.

      For RTO programs – when training package or UOC changes occur ‘prior’ to course commencement, enrolled students should be transitioned into the most current accredited course prior to commencing study. Where changes occur ‘during’ the course, students will continue in the commenced course and ‘teach out’ conditions applied. However relevant changes must be made to the program within 12 months.

      Where changes occur to a course or subject during a teaching period, students may be offered additional gap training to meet the new credential / course requirements. A fee will apply to this additional training.

   13.4.3. Teach Out
      In accredited courses, ‘teach-out’ arrangements will vary depending on the length of the program (based on full time study):
      • Programs of 12 months or less: Length of program after expiry + ½ the length of the program;
• Programs of 18 months: Length of program plus the length of program from beginning of 5th year of accreditation;

For RTO programs - ‘teach out’ can only be used if it is determined that the Student would genuinely be disadvantaged in transferring to the new program according to the above transition conditions. A further period to teach-out the student in their existing qualification is allowed; however, the RTO (ACN) must retain evidence to prove how the student would have experienced genuine disadvantage if not transitioned earlier. Approval must be sort from Australian Skills Quality Authority to ‘teach out’ students from a superseded or deleted qualification or unit of competency.

14. Plagiarism

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

Plagiarism occurs when a student or someone uses resources without proper acknowledgement, citation or documentation. When a case of plagiarism occurs, the marker will notify the course coordinator who will present that case at SMSC for determination of plagiarism.

14.1. A charge of plagiarism can be established where a student:
14.1.1. Copies or attempts to copy the work of other persons and submits it as their own (this includes online and hard copy).
14.1.2. Presents the ideas/thoughts of another author(s) as their own by paraphrasing or summarising without acknowledging the source.
14.1.3. Copies segments of a book, article, or any other media resource including the internet and/or non-written material and presents it as their own as evidenced by:
   • the use of direct quotes, paragraphs and sentences, or parts thereof, without the use of quotation marks or other appropriate forms of acknowledgement plus appropriate acknowledgement in the reference list in accordance with ACN referencing style; and/or
   • the changing of another writer’s words and/or sentences to a different sequence without appropriate acknowledgement within the body of the assessment item in accordance with ACN referencing style (for example, quotation marks and in text referencing).
14.1.4. Colludes with another person or persons to produce work, which is then presented as work completed independently by the student.
14.1.5. Presents work previously submitted in the same course or as a requirement of another program of study. It is the student’s responsibility to ask for RPL if they are repeating the same course and have already successfully completed an assessment item.

14.2. When submitting items of work all students are required to fully reference all sources of information/resources, using ACN referencing style, as published on CNnect.
14.3. Students must provide photo proof of identification when presenting to examinations and clinical assessments to eliminate the possibility of substitution by another person.
14.4. Student submissions will be processed through an originality software. If there are issues resulting from this the student will be informed.
14.5. All suspected cases of plagiarism or cheating or academic misconduct will be reported to the SMSC for a decision regarding the student’s ability to progress. ACN consider each case of presumed plagiarism individually and has a staged management approach which is outlined in appendix four.
14.6. In the case where a claim of plagiarism/cheating is determined, the student will receive a fail/not yet competent grade for the course and will be excluded from further study with
ACN for a period of one year.
The Academic Integrity at ACN Plagiarism Policy for Students is located at the end of this document – Appendix Four.

15. Management of complaints

ACN is committed to reviewing complaints in accordance with its Student Grievance Handling – Academic and Non Academic Policy and Procedure.

Should you have a concern in the first instance, please speak with your course coordinator or clinical facilitator.

16. Research

ACN has a responsibility to ensure the safety of all those associated with research. Students enrolled in a course that includes the development of a research proposal and/or the conduct of research must comply with the standards that are summarised in ACN’s Conduct of Research Policy. It is also essential that the design of the project takes account of any relevant ethical guidelines.

16.1. Research must comply with established guidelines such as the National Statement on Ethical Conduct in Human Research (2007) Australian code for the responsible conduct of research (NHMRC 2007); The National statement on ethical conduct in human research (NHMRC 2007); Values and ethics: Guidelines for ethical conduct in Aboriginal and Torres Strait Islander health research (NHMRC 2003).

16.2. Ethics Approval

16.2.1. In general, formal ethical approval by a registered Human Research Ethics Committee (HREC) is not usually required for student projects unless there is possibility of harm (physical, psychological, financial, political or social) to the human participants or vulnerable groups. Under normal circumstances, formal HREC review would not be required if the research:

- Is anonymous or confidential, for example, surveys using anonymous questionnaires;
- Constitutes subject matter being investigated that is a matter of public record or;
- Is for normal assessment, evaluation or quality purposes and is unlikely to be published or used (‘secondary purpose’) outside the institution or organisation.

16.2.2. Where ethics approval is required, the student must:

- Provide evidence that their proposal has been approved by a HREC registered with the NHMRC before commencing the project.
- Provide a copy of the National Ethics Application Form (NEAF) together with the HREC approval granted by the relevant organisation to the CEO of ACN.
- Seek written permission from the CEO to use the name of ACN (or any of its officers) prior to the proposal being submitted to another institution.
- Ensure the confidentiality of all information and not use this information for their personal advantage or that of a third party.

16.3. Students from other institutions who wish to conduct research with staff or students of ACN must provide a copy of their proposal and evidence that the project has been approved by a registered HREC at their own institution (if applicable). Approval to conduct the research must be sought in writing from the CEO who if approved will enter into a formal agreement with the student for the purposes of the research.
References
National Health and Medical Research Council 2003, Values and ethics: Guidelines for ethical conduct in Aboriginal and Torres Strait Islander health research, Commonwealth of Australia, Canberra.

National Health and Medical Research Council, Australian Research Council and Universities Australia 2007, Australian code for the responsible conduct of research, Commonwealth of Australia, Canberra.

National Health and Medical Research Council, Australian Research Council and Australian Vice-Chancellors’ Committee 2007, National statement on ethical conduct in human research, Commonwealth of Australia, Canberra.

Australian Nursing and Midwifery Council (ANMAC) 2013, Transition and Teachout Arrangements on Expiry of Accreditation Period, ANMAC.

Australian Skills Quality Authority (ASQA) 2014, General direction: Transition and teach-out, ASQA.

Appendices
Appendix One - Academic Appeals Process
Appendix Two - Review of Grade
Appendix Three - Student Fails to Meet Elements of the Course or Unit of Study
Appendix Four - Plagiarism Policy for students

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APPENDIX ONE: Academic appeals process

Reference: Student Management Policy

Manager of Education:
- Investigates situation
- Makes recommendation to Executive Director of Education (EDE)

Executive Director Education (EDE) makes decision

Appeal upheld?

Letter sent from EDE notifying the student of decision and entitlement to appeal.

Student submits appeal in writing to the CEC.

Appeal upheld?

CEO or delegate informs student of decision

Procedural Matter or Extenuating Circumstances or Multiple Factors?

Manager of Education informs the student of the date of the next scheduled EMC Meeting.

Extenuating Circumstances and Multiple Factors

Education Management Committee (EMC) makes decision.

Appeal upheld?

Letter sent from EDE advising of outcome and re-submission or re-attempt (clinical placement)

Outcome recorded in the:
- Student Management System
- Minutes of EMC Meeting
- Student Progression form (filed in their Course Report).

The student should receive written advice regarding the outcome of the appeal within one week of the next scheduled EMC Meeting.
APPENDIX TWO: Review of grade

Reference: Student Management System
FileMaker Pro

**Student** makes request in writing (eg email) to Unit or Course Coordinator for a review of grade awarded for an assessment item.
- Cut-off five working days from grade release date on the Learning Management System. (Student receives automatic email when results are uploaded onto the learning Management System.
- Grounds for review of grade are defined in the Student Management Policy.

**Unit or Course Coordinator** acknowledges receipt of request and emails student (using template email response) bringing to the attention of the student that the revised grade or mark will be the final grade/mark and that this may actually be a lesser grade.

**Unit or Course Coordinator** reviews the request and recommends (by email) to the Manager Education whether or not a review of grade should be approved and if so, nominates an independent reviewer/marker.

**Manager Education:**
- makes decision; and
- emails decision to Unit or Course Coordinator.

**OUTCOMES**
**Unit or Course Coordinator:**
- arranges for independent review of grade/s;
- if the grade is different, updates the new grade/mark onto the Learning Management System;
- uploads the feedback to the student into the Learning Management System; and
- informs Manager Education of the outcome.

If there is a significant difference between the two grades (ie > 20%) the Unit or Course Coordinator:
- arranges for further moderation; and
- takes appropriate action when required (eg, hard marker).

**Unit or Course Coordinator** notes action taken in the Subject Report.
APPENDIX THREE: Student fails to meet elements of the course or unit of study

Reference: Student Management Policy (e.g. for Plagiarism, Extended Absences etc.)
Student Management System = FileMaker Pro
Student Management Form
Student Contract/Student at Risk Letter

Students who have failed in either a unit of study or a course are presented to the Student Management Sub-committee (SMSC) by the Unit or Course Coordinator (after email is sent to the student stating this is happening).

Outcome recorded in the:
Student Management System
Minutes of SMSC Meeting
Student Management form (filed in their Course Report) in FileMaker Pro.

Yes
Chair of SMSC emails letter using approved template notifying student they have failed and informing them of their right to a formal appeal within 10 working days.

No
Unit or Course Coordinator informs the student that they will be given another attempt to complete the elements of the course.

Yes
Student appeals?

No
SMSC determines student has failed?

No
Resubmission of Assessment Item or Re-attempt of Clinical Placement Process

Yes
Academic Appeals Process (see separate flowchart)

Student can re-enrol or apply to repeat the unit/course as applicable.

Outcomes:

Yes
Student can re-enrol or apply to repeat the unit/course as applicable.
APPENDIX FOUR: Academic Integrity at Australian College of Nursing Plagiarism Policy for students

Introduction
The purpose of this document is a guide for staff and students for the management of plagiarism. This document will work in conjunction with the Australian College of Nursing, Student Management Policy E.1.3.

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

Plagiarism
Plagiarism occurs when a student or someone uses resources without proper acknowledgement, citation or documentation.

Definitions of plagiarism
Australian College of Nursing views plagiarism as (but not limited to):

Copying - Copies or attempts to copy the work of other persons and submits it as their own.

Inappropriate paraphrasing - Presents the ideas/thoughts of another author(s) as their own by paraphrasing or summarising without acknowledging the source.

Collusion - Colludes with another person or persons to produce work which is then presented as work completed independently by the student.

Inappropriate citation - The use of direct quotes, paragraphs and sentences, or parts thereof, without the use of quotation marks or other appropriate forms of acknowledgement plus appropriate acknowledgement in the reference list in accordance with ACN referencing style.

Self-plagiarism - Presents work previously submitted in the same subject, course or as a requirement of another program of study. There may be some negotiation with the course co-ordinator with the possible granting of recognition of prior learning (RPL).

Contract cheating – Purchasing essays or other work from someone or from a website with the intention to deceive.

Infringement of copyright - Downloading information, text, computer code, artwork, graphics or other material from the internet and presenting it as one’s own without acknowledgment.

Turnitin
As a higher education provider we must have in place mechanisms for detecting and managing plagiarism and academic misconduct.

ACN uses Turnitin originality checking software for the purpose of vetting assignments submitted by students against original material found in a repository of previous student papers, journal articles, websites and other resources.

In agreeing to (opt-in) Turnitin terms and conditions, you are agreeing to your assignment being added to the Turnitin repository.

If you do not agree (opt-out) with the terms and conditions, you must contact your unit coordinator to discuss your options.
Levels of plagiarism
ACN has a staged management approach to plagiarism and defined it as 3 levels:

**Level 1**
- Unintentional first instance of the following:
  - Self-plagiarism
  - Inappropriate paraphrasing
  - Inappropriate citation
  - Infringement of copyright
  - Breach of confidentiality

- Letter of warning
- Incident recorded on the academic integrity register
- May be required to resubmit assessment. Resubmission awarded at a maximum of 50% of the total possible marks for the assessment item.

**Level 2**
- Second instance of a Level 1 offence.
- First instance of collusion
- ‘Some’ sections copied intentionally

- Breach of academic integrity
- Incident recorded on the academic integrity register.
- Must re-write and resubmit assessment. Resubmission awarded at a maximum of 50% of the total possible marks for the assessment item.

**Level 3**
- Intentional contract cheating
- Third instance of level 1
- Second instance of level 2
- Large sections copied from other sources and presented as own without citation or reference

- Academic misconduct
  - Automatic fail grade for the course of study
  - 12 month ban from any ACN course.

---

**Level 1**

ACN recognises that sometimes students are unfamiliar with academic writing. This can be evident in poor paraphrasing, incorrect citation, inappropriate referencing skills and unintentional self-plagiarism. If the student is new to ACN or this is their first plagiarism offence, then this is seen as ‘Level 1’.

Level 1 is not considered a breach of academic integrity but is not tolerated at ACN.

Penalties may include:

- A warning letter
- Appropriate feedback will be given and students may be required to resubmit the assessment work. As per the student management policy resubmissions are awarded a maximum of 50% of the total possible marks for the assessment item.
- The student may also be requested to complete the referencing and paraphrasing sections and academic integrity quiz within the student support centre and CNnect prior to any future submissions.
- The student may also be deemed as a student at risk by their unit/course coordinator.
The offence will be recorded on the academic integrity register.

Students who fail to correct and resubmit their work will receive in a Fail grade of 0% for that assessment and may be failed from the unit of study or course.

**Level 2**

If inappropriate examples listed under level 1 are found within subsequent assessment submissions’, the student may face a case of more severe plagiarism.

Level 2 is considered to be a breach of academic integrity.

Penalties may include one or more of the following:

- The student will be asked to resubmit the assessment and an academic penalty will be applied. As per the student management policy resubmissions are awarded a maximum of 50% of the total possible marks for the assessment item.
- The student may also be requested to complete the referencing and paraphrasing sections and academic integrity quiz within the student support centre and CNnect prior to any future submissions.
- The student will be deemed as a student at risk and will be asked to sign a learning contract which will be formulated by their tutor or unit/ course coordinator.

A further record will be added to the academic integrity register.

**Level 3**

This is the most serious breach of academic integrity. This is deemed as academic misconduct.

If it is deemed that the student has deliberately intended to defraud ACN by, directly copying large sections from other sources and presented as their own without citation or reference contract copying, or repeated level 1 or 2 offences, they are likely to face a case of Level 3 plagiarism.

Penalties may include:

- An automatic Fail grade for the course.
- A ban from any ACN course of study for 12 months.

All findings of violations of academic integrity matters dealt by the student management sub-committee will be recorded in the academic register, including all penalties imposed in respect of such findings.

**Appeal**

Please see the ACN Student management policy E.1.3, Section 11 – Academic appeal