



POLICY AND PROCEDURE

Code and Number	E.1.3
Title of Document	Student Management Policy

PURPOSE

The purpose of this policy is to give ACN students and staff, internal and external, clear information about the management of student progression.

This policy aims to:

- To assist students by establishing guidelines relating to all aspects of their course/unit.
- 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.

DEFINITIONS

1	AAC	Academic Appeals Committee
2	Academic misconduct	A student cheating or assisting to cheat in an examination or assessment item.
3	Australian Nursing & Midwifery Accreditation Council (ANMAC)	ANMAC are 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.
4	Assessment extension	A student being granted extra time to submit their assessment item without penalty.
5	Assessment resubmission	Resubmission of an assessment item, whereby the student has attempted to complete the assessment item but fails to meet the required standard. The Coordinator may ask the student to resubmit the assessment item in response to the marker's feedback.
6	Attendance	This relates to physical attendance on campus and students' requirements to log on to the ACN learning platform – CNnect.
7	Census date	The final date students can withdraw from a unit of study without incurring a financial penalty. This occurs after approximately 20% of the course/term total. Please refer to ACN's website for exact dates. Immunisation, Principles of Emergency Care (PEC) and other non-award courses do not have a census date.
8	Course	Award levels such as Graduate Certificate, Advanced Diploma, and Certificate courses and non-award courses such as Immunisation and PEC. All graduate certificates units of study or units of competency within the award courses. All workshops, programs and professional events unless otherwise stated.
9	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.
10	Credit Transfer	See Recognition of Prior Learning (RPL)

11	Deferral	Once a student has accepted an offer to commence a course, the student may defer commencement from one initial intake to another. The request for deferment must be made prior to census date. Immunisation students are allowed to defer once in the first ten (10) working days of commencing the course for within six (6) months. Not applicable to PEC students.
12	DAS	Director Academic Studies
13	Extended timeline	If a student cannot meet the required timelines for a unit of study, after census, and can show evidence of extenuating circumstances, an extended timeline can be granted by the coordinator. The parameters of the extended timeline will be negotiated on a case-by-case basis.
14	Extenuating circumstances	<p>A situation where it is impossible or impractical for the student to complete the course requirements such as:</p> <ul style="list-style-type: none"> • 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. <p>Examples of extenuating circumstances may include:</p> <ul style="list-style-type: none"> • A significant medical condition <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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. • Where the student becomes a victim of a crime <ul style="list-style-type: none"> ○ The student becomes a victim of domestic violence. ○ The student becomes a victim of sexual assault or sexual harassment. ○ The student becomes a victim of any other crime that endangers their physical or mental health, safety or wellbeing. • Employment-related reasons <ul style="list-style-type: none"> ○ 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.

		<p>Environmental reasons</p> <ul style="list-style-type: none"> • The student becomes personally affected by fire, flood or drought. • The student's access to placement is affected by fire, flood or pandemic restrictions
15	Fail	A fail grade is awarded when the student has attempted but not met all unit/course requirements or who has not attempted or submitted an assessment within five (5) days of the submission due date.
16	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.
17	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.
18	GC	Grades Committee
19	Generative AI (Gen AI)	A type of artificial intelligence (AI) that uses machine learning algorithms to produce or remix content. This content output can be text, imagery, audio, code, or other formats.
20	Last date to withdraw without incurring an academic penalty	The final date students can withdraw from a course or unit of study without incurring an academic penalty. This occurs after approximately 50% of the course/ term total. Please refer to ACN's website for exact dates. Not applicable to Immunisation, PEC or RTO courses.
21	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. Not applicable to Immunisation, PEC and other non-award courses.
22	MED	Manager of Education Development
23	Misconduct	Conduct which is prohibited under this policy and other ACN regulation.
24	NDE	National Director Education
25	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.
26	Recognition of Prior Learning (RPL)	Is a process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning to determine the credit outcomes of an individual application for credit (Australian Qualifications Framework Council, 2012). Credit granted for a unit of study may reduce the timeframe required for a student to achieve a graduate certificate qualification.
27	Self-plagiarism	Occurs when a student uses their own written work, either in part or as a whole, that has previously been submitted for another course of study. This includes, but is not limited to, assessments submitted to other education providers and to students who are repeating a unit of study.
28	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.

		<ul style="list-style-type: none"> Examples of supporting documentation include a medical certificate or a letter from the employer.
29	Student requiring support	A student identified as being at risk of failing to make satisfactory academic progress. Students requiring support are notified and measures are put into place to improve academic performance.
30	Student support agreement/ learning contract.	<p>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 at risk, requiring support:</p> <ul style="list-style-type: none"> 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. Repeated extension requests Identification of Plagiarism Inability to complete a course within the specified timeframe.
31	Teach out	Where no new students can be enrolled in a course of study, and arrangements are in place to ensure that all existing enrolled students can either complete the course of study or transition to a mutually agreed course at no disadvantage to the student.
32	Transition	Where current enrolled students are assisted to transfer to an equivalent course of study at another mutually agreed higher education provider.

ACN's responsibilities

ACN acknowledges the following responsibilities towards students:

- To provide a work and study environment free from discrimination or harassment based on 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.
- To maintain a safe, positive, harmonious and cooperative teaching and learning environment by ensuring that students have:
 - Timely access by appointment to academic staff to discuss academic matters.
 - Timely, fair, relevant and constructive assessment of work.
 - The prompt addressing of concerns and complaints, especially where they relate to academic standing and student progress.
- 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.
- To create an environment that supports knowledge growth and development and encourages students to achieve their academic potential.
- To ensure that information about courses is accurate at the time of publication so that students can make informed decisions.
- To ensure that, if changes are made to courses adequate arrangements are made so that students are not disadvantaged.
- 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.
- To make information freely available on policies and procedures.
- To address concerns and complaints of students and to provide access to suitable appeal and grievance mechanisms.

- To provide support services which takes into consideration the special needs of students, including Aboriginal and Torres Strait Islander students.
- To provide access to special consideration and 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.
- To ensure that students can provide input into academic staff teaching performance appraisal through feedback procedures.
- To provide students with access to all course materials:
- Students will receive a login and password for CNnect.
- 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:
- Formative and summative feedback from the coordinator or tutor about their participation and progress in the course of study including written work if applicable.
- Contact from the coordinator during any clinical component of the course.
- Feedback on and following each assessment item within two weeks (10 working days) of submission.

Fairness and equal opportunities

- ACN treats equally and fairly, all students and individuals seeking to enrol in a course by having open, fair and transparent procedures.
- 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 regarding FEE-HELP
- 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.
- ACN will not apply an income test when making decisions about which students are eligible for FEE HELP assistance.

Student responsibilities

Students' responsibilities are to:

- Adhere to all ACN Policies and Procedures.
- Contribute to a work and study environment free from discrimination or harassment.
- Always act in a way that respects the rights and privileges of others and shows commitment to freedom of expression; and to be sensitive to cultural diversities.
- Respect knowledge and act with honesty and integrity at all levels of academic life.
- 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:
 - Attendance at all compulsory classes, online learning and clinical learning experiences as required.
 - Maintenance of normal progression within the course of study.
 - Compliance with study workload expectations.
 - Submission of all assessment items in the specified timeframe using the specified format as outlined in the study schedule and student guides.
 - Initiate and maintain online engagement with fellow students.
- Monitor their own progress in the teaching and learning environment and the academic program, by way of regular interaction with the coordinator and/or tutor.
- Cooperate in suggested remedial options to improve their academic performance and maintain adequate progress in a course.
- Be aware of all ACN rules and regulations pertaining to their rights and responsibilities as students.

- Be aware of their individual rights and responsibilities regarding plagiarism and the proper use of copyright material and intellectual property.
- Submit clinical placement documentation, where applicable, within timeframes set by ACN.
- Provide ACN with personal email account details and ensure that the email account is monitored weekly whilst they remain enrolled in a course

Confidentiality and privacy:

- ACN requires that students comply with State/Territory and Commonwealth privacy legislation in addition to individual health facility policies relating to confidentiality.
- When on clinical placement students must gain informed consent from the person in their care or in the case of minors, from a parent or guardian, and always maintain confidentiality.
- When students are discussing information in the classroom, online or in assessments they must maintain confidentiality. This includes participants in the discussion group, people in their care, hospital names, medical record numbers and any reference to health facility staff.

Breaches of privacy and confidentiality may constitute misconduct. Any student who breaches confidentiality in an assessment item or forum will be reviewed by the coordinator – this may result in a fail grade for the assessment item.

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.

A charge of plagiarism can be established where a student:

- Copies or attempts to copy the work of other persons and submits it as their own (this includes online and hard copy).
- Presents the ideas/thoughts of other author(s) as their own by paraphrasing or summarising without acknowledging the source.
- 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).
- Colludes with another person or persons to produce work, which is then presented as work completed independently by the student.
- Presents work previously submitted in the same course or as a requirement of another program of study.

When a case of plagiarism occurs the course coordinator will follow the Student Code of Conduct. Please refer to [E.1.3b Student Code of Conduct](#) for more information.

Academic Appeal

An academic appeal is an escalation step which is open to a student if they are dissatisfied with an academic decision or finding made while studying with the Australian College of Nursing (ACN). An academic decision is one that affects a student's academic assessment or progress within the award course and includes a decision:

- about an overall fail grade for the course/unit;
- about special consideration or special arrangements;
- relating to credit transfer (CT) or recognition of prior learning (RPL);
- not to re-admit or re-enroll a student following exclusion;
- to remove a student from clinical placement;
- to exclude a student from studying with ACN.

ACN is committed to fair academic decision making. A student who is dissatisfied with an academic decision and believes that they meet eligible grounds for contesting a decision may apply for an academic appeal. Refer to [E.1.13a Academic Appeals procedure](#) for further information.

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.

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).

Ethics Approval

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.

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.

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 Academic Council who if approved will enter into a formal agreement with the student for the purposes of the research.

APPENDICES

[Appendix One - Transition and Teach Out Arrangements](#)

RELATED POLICIES AND PROCEDURES

[E.1.3a Student Admission and Progression Procedure for Graduate Certificates](#)

[E.1.3b Student Code of Conduct](#)

[E.1.3c Student Admission and Progression Procedure for Professional development](#)

[E.1.6 Student Clinical Placements](#)

[E.1.7 Student Sexual Assault and Sexual Harassment](#)

[E.1.8 E.1.1.5 Clinical Training Room](#)

[E.1.12 Student Privacy and Personal Information](#)

[E.1.13 Student Grievance Handling - Academic and Non Academic](#)

[E.1.14 E.1.13a Academic Appeals policy and procedure](#)

[E.1.15 Course Withdrawals and Refunds](#)

[E.1.14a International Student Course Withdrawals and Refunds](#)

[E.1.15 Re-Crediting a Student Fee Help](#)

[E.1.17 International Student Transfer and Release](#)

[E.1.18 Deferring Suspending or Cancelling Enrolment - International Students](#)

[E.1.19 E.1.19 Critical incident - Students](#)

RELATED FORMS

[ED079 Consent to Disclose Personal Information](#)

[ED080 International Student Refund Request](#)

[ED095 Request for an Appeal of an Academic Decision form](#) (website form only)

Responsibility for Review	Manager Customer Service
Ratification	Education Management Committee
Date of Issue	January 2020
Date Last Reviewed	October 2023

APPENDIX 1

Transition and Teach Out Arrangements

ACN's approach to the transition and teach out process for the cessation of a graduate certificate course is guided by the *Higher Education Standards Framework (Threshold Standards) 2021* (HES Framework) to ensure that students are not unreasonably disadvantaged by the discontinuance of a course of study.

As soon as a decision is made that a course of study will be discontinued, each student affected will be contacted personally. All details of the teach out period will be communicated to students including:

- the reasons for discontinuance;
- the steps to be taken by ACN to mitigate disadvantage to affected students; and
- the options for teach out or transition.

ACN is committed to providing targeted and specialised support for those students in teach out mode to maintain a positive student experience and to enable completion of the qualification. No new students will be enrolled into a course of study once teach out arrangement have been implemented. Transition and teach out arrangement may be implemented under the following circumstances:

1. Provider initiated teach out

Following a decision that a course of study will no longer be offered, all enrolled students will be given the opportunity to complete their studies in 'teach out' mode, or transition to an equivalent higher education course with the assistance of ACN.

2. TEQSA Initiated teach out

In the unlikely event that ACN is no longer able to deliver a course of study due to a TEQSA decision to not renew or to cancel accreditation of a course while students are currently enrolled or to not accredit a course intended to replace an existing course that ACN has sought to reaccredit, students will be given the opportunity to complete their studies in 'teach out' mode, within two years, or to transition to an equivalent higher education course with the assistance of ACN.

ACN Transition Arrangements

ACN will maintain a transition register of alternative graduate certificate courses with similar learning outcomes, graduate attributes, duration and study mode at alternative higher education institutions.

Following a decision that a course of study will no longer be offered, ACN will notify affected students of the option to transition into an alternative course listed on the transition register. ACN will ensure that students who choose to transfer to an alternative course with a different provider will not be unreasonably disadvantaged.

ACN will assist students to transition successfully to an equivalent course by providing advice and support with:

- Course application forms and processes
- Applications for credit and recognition of prior learning.