



Code and Number	E.1.3.X
Title of Document	Student Admission and Progression Procedure

PURPOSE

The purpose of the Student admission and progression procedure is to ensure equity of administrative practice across all courses conducted by ACN and to set out:

- ACN's requirements for determining admission to an ACN course;
- the steps of finalising an enrolment into the course; and
- the process for monitoring student progression throughout the duration of study.

Student admission

- Students applying for admission to an ACN course of study must meet eligibility criteria as advertised in current ACN publications.
- Applications may be made up to the final enrolment date published on the ACN website.
- Students will be notified in writing via email of the outcome of their application.

Payment of fees

- 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.
- Fees paid by FEE-HELP need to be applied for prior to the census date of the course, if applicable.
- Fee charges and payment procedures will be advertised in course brochures and on the ACN website.
- 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.

Fee HELP

- Potential and existing students seeking to enrol in a course 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.

Refunds

In accordance with ACN's Cancellation and Refund Policy:

- 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.
- 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.
- 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 on ACN's Website, on the learning management system and are available from ACN's Customer Services Centre.
- ACN will not provide a refund past census date for courses with a census date. Refunds after census date, will only be made where there are extenuating circumstances.

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

Recognition of prior learning (RPL) and credit transfer (CT)

- ACN recognises prior learning offered by other accredited higher education providers through Credit Transfer (CT).
- ACN will grant Recognition of Prior Learning (RPL) 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, RPL or CT. Students must, according to ANMAC accreditation standards, complete all course requirements including the mandated minimum hours of workplace experience.
- Applications for RPL or CT must be made in writing
- Assessment for RPL will be undertaken after the RPL assessment fee has been paid.
- As a general rule, applicants may apply for up to 50% credit into a graduate certificate course:
- Where an applicant wishes to apply for more than 50% credit into a graduate certificate course, they must apply in writing to the MED via customerservices@acn.edu.au.
- Applicants are required to provide supporting documentation as identified on ACN's website.
- The following criterion apply:
 - The course was from an appropriately accredited organisation.
 - There is similarity in learning outcomes. (All learning outcomes for ACNs courses are available on the website)
 - The course studied was at the appropriate/equivalent level. For example: Australian Qualifications Framework (AQF).
 - The content of the course is congruent.
 - The workload of the course must be at least equal to ACNs course.
 - The applicant must demonstrate they have successfully passed the course.
- Where an applicant is applying for RPL or CT they must provide, valid, authentic and current evidence to satisfy the course coordinator and Manager of Education Development (MED) that through their education, life and work experience they meet the required knowledge and skills of the course for which they are seeking RPL or CT.
- Please refer to the **RPL Mapping Template ED092. For Immunisation courses please refer to Immunisation RPL Application ED092**
- Applicants will be advised of the outcome of their application via email. Applications will not be considered once the course has commenced or census date has occurred for those courses with a census date.
- For graduate certificate courses, Advanced Standing will appear on an academic transcript, to indicate that RPL or CT has been granted for that unit of study (UOS).
- When assessing equivalent formal education for credit transfer, only courses offered in the last five years will be considered unless the student can demonstrate ongoing continual professional development in the area of study.

RPL of assessment items

A student repeating a unit of study may be eligible for RPL for an assessment item successfully completed as part of their initial enrolment attempt provided that:

- The student is repeating the unit of study within the last year of the initial enrolment and;
- The assessment item within the unit of study has not been changed or updated since the initial enrolment attempt.
- Students who withdraw or fail from a unit of study will be given a letter outlining their options for repeating the unit and will be advised of their eligibility for RPL (if applicable) and the application process.

Clinical placement compliance

- 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 must be deemed as compliant prior to enrolment into the course.

RPL of clinical placement

- Students can apply for RPL of clinical placement if they are currently employed in a role in the area of speciality being studied.
- Students must have been working in the area for at least six months full time and can demonstrate exposure to the clinical skills.
- Students must provide documentation to verify employment such as a letter from your employer or a current job description.

Students with special needs

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

Course requirements

- Students are required to meet all course requirements within the timeframe outlined in the course documentation to successfully complete the course and be eligible for the issue of a statement of attainment or testamur.
- All ACN courses must be completed within the specified timeframe unless there are extenuating circumstances approved by the course coordinator (Refer to **Student Management Policy E.1.3** for list of extenuating circumstances).
- Graduate certificate courses must be completed within three (3) years of original course commencement date.
- 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. Students must attend at least 90% of the on-campus/classroom/online and/or clinical hours for the course.
- In the event the student does not complete the course requirements an academic outcome will be determined by the course coordinator.
- 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 CNnect.
- Students must maintain registration or enrolment with the appropriate registering authority for the duration of the course.
- 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.
- Where a student is no longer employed in the area of practice, they must notify ACN in writing and the course coordinator will determine if they are eligible to continue in the course.
- 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.

Student progression

- Where normal student progression does not occur the course coordinator will determine a student's eligibility to continue the course in the following instances:
- Where a student requests a deferral or leave of absence from a course.

- Where a substantiated claim of plagiarism/cheating has been brought.
- Where a student has been identified as a student-requiring support.
- Where a student breaches the **student code of conduct**.
- Where a student during a clinical component is deemed by the clinical facilitator or the clinical facility to be unsatisfactory and/or unsafe.
- Where a student has not submitted any assessment items or completed any course work.

Withdrawal from a course by ACN

The course coordinator reserves the right to withdraw a student from the course if they do not follow normal progressions. In such an event ACN will:

- Inform the student of the decision in writing via email.
- Notify the relevant registering authority in the case of students undertaking a Graduate Certificate in Nursing (Bridging and Re-entry).
- Notify any appropriate person if the course is being offered under contract.
- 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.
- Exclude a student from studying at ACN for a period of 12 months where there is a proven case of Misconduct (including 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 EDE will be given for approval of enrolment in further study.

Withdrawal from a course or unit of study (post census) requested by a student

- Students requesting withdrawal from a course or unit of study are counselled about their options by the course co-ordinator.
- Where a student intends to withdraw from a course or unit of study for personal reasons, they must apply in writing (email is acceptable) to the course coordinator
- Students who withdraw from a course or unit of study after the census date will incur a financial penalty.
- Students who withdraw from a course past 50% of enrolment will incur a fail grade.
- Where a student intends to withdraw from a course or unit of study without incurring a financial or academic penalty supporting documentation detailing extenuating circumstances, such as medical certificate, must accompany the application.
- The student and tutor will be notified (in writing) of the outcome from their request.

Deferring from a course or leave of absence

- Extended timelines can be negotiated for students who are able to show evidence of extenuating circumstances upon review of supporting documents
- All requests for extended timeline will be referred to the course coordinator for determination.
- If a request is granted the student will be notified of the outcome (in writing) and the new study timeline will be outlined.
- Leave of absence for a course is available for students prior to the census date.
- 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.
- 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.
- A student must have at least one (1) active enrolment in a unit of study every 12 months.

Assessment items

- It is the student's responsibility to keep an electronic copy of all assessment items.

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 will be at the discretion of the course co-ordinator and considered on an individual basis.
- Requests to the course co-ordinator must be made by email at least two (2) working days before the assessment date.
- Evidence of extenuating circumstances must be provided for extensions greater than two (2) days beyond the assignment due date.
- If 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.
- Extensions granted beyond the course completion date will be recorded as a result outstanding (RO).

Late submission of assessment item(s)

- Late submissions, without permission, will incur a penalty.
- Five (5) marks (for that assessment item) will be deducted for each day the assessment item is late (including weekend days and public holidays)
- Assessment items submitted more than five (5) days after the due date will be awarded a fail grade unless extenuating circumstances can be proven. This may mean that the student fails the course.

Assessment Grading

- 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.

Unsuccessful assessment item(s)

A fail/not yet competent grade will be determined when a student has not:

- Met the assessment criteria.
- Has not shown academic integrity
- Submitted an assessment item more than five (5) days late.

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 must be submitted within seven (7) days from the date that the assessment is marked, and the student is notified by the course coordinator.
- Resubmission of assessments will:
 - be considered on a case-by-case basis by the course coordinator.
 - be awarded a maximum grade of 50%

Grade review and re-mark of an 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.

- An application for the review of a grade of an assessment item must be made within five (5) working days of the student receiving the grade via CNnect
- Grounds for granting a review of a grade 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.
- Decisions regarding the approval of a review of grade will be at the discretion of the course coordinator in consultation with the MED.
- Students should be advised that:
 - The assessment will be marked by an independent marker who may be internally employed or externally contracted by ACN
 - The revised grade will be final.
 - This may mean that the student may receive a lesser grade than originally awarded.

Student support

There are two main types of student support: academic and personal. Both types of support are offered by ACN.

- **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 can 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.
- Please refer to the student support procedure for more information.

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:*
 - Repeatedly requested extensions.
 - Failed or been assessed as not yet competent on an assessment item.
 - Documented evidence of extenuating circumstances affecting normal progression.
 - 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:
 - Offer personal and/or academic support in the first instance.
 - Offer additional tutorial support.
 - 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.

Supporting Students affected by sexual assault and/or sexual harassment

- ACN will support students affected by any incident of sexual assault and/or sexual harassment, regardless of the location of the incident/s or timing of the incident/s or whether or not the incident/s occurred during ACN activities. Support provided by ACN may include:
 - assisting a student to make a complaint or disclosure of sexual assault or sexual harassment to ACN or by making a complaint or disclosure to ACN on behalf of the student;
 - referring a student to external support and counselling services listed on the ACN website;
 - helping a student to access adjustment to their studies due to extenuating circumstances, to support their safety, wellbeing or academic progress; and
 - ensuring that the application of such adjustments are made without the student having to further disclose the reasons of the extenuating circumstances.

Completion of a Course

To complete any course the student must:

- Meet all course requirements as outlined in course documentation.
- Return all library books, multimedia resources and other ACN resources, or pay for the replacement of same.
- Have paid in full all course fees as required.

Notification of results

- Results will be available to students at the completion of the course where applicable.
- Processing of student results can take 6 – 8 weeks from the completion of the course.
- 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.
- 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
- ACN Student Management V20 September 2019 Uncontrolled when printed Page 16 of 26 recommendation to the registering authority.

Testamurs and transcripts

- Official transcripts of all award courses will have the ACN Seal affixed.
- 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.
- 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.
- A re-issue of an original testamur can only occur under strictly limited circumstances including:
 - Where the spelling or the sequence of the graduate's name is incorrect due to an administrative error; or
 - Where the testamur has been issued with the incorrect award or level of the award due to an administrative error.

Transition and Teach Out Arrangements

- This is required when an accredited course has expired and is no longer being taught, the major aim is to ensure students are not disadvantaged.
- 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.
- 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.

RELATED POLICIES AND PROCEDURES

[E.1.3 Student Management](#)

[E.1.3.X Student admission and progression procedure](#)

[E.1.3a Academic Appeals procedure](#)

[E.1.1.5 Clinical Training Room](#)

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

[E.1.6 Student Clinical Placements](#)

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

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

[E.1.14 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](#)

RELATED FORMS

[ED079 Consent to Disclose Personal Information](#)

[ED080 International Student Refund Request](#)

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

[ED091 306 Immunisation - RPL Application](#)

[ED092 RPL Mapping Template](#)

Responsibility for Review	Education Management Committee
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