



## **PROGRAM HANDBOOK 2009**

**IMHP Master of Health Science (*Specialisation*)**

**IGHP Graduate Diploma in Health Science (*Specialisation*)**

**ICHP Graduate Certificate in Health Science  
(*Specialisation*)**

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## CONTENTS

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Welcome

Contact Details

Program Schedules

Entry Requirements

English Language Requirements

Other Conditions

Academic Performance

Applications

Credit

University Study Periods

Enrolment

MyUniSA – your records and information

Forms

Graduation

Communication

Courses

Program and Course Evaluation

Graduate Qualities

Academic Integrity

Assessment

Appendix 1 – Study Period Tables

Extra program and course information can be accessed on the following webpages respectively:

[www.unisa.edu.au/hls/studymasters](http://www.unisa.edu.au/hls/studymasters)

<http://www.unisanet.unisa.edu.au/extracourseinformation/>

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## WELCOME

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Welcome to your studies in the suite of postgraduate health science programs, incorporating the Master of Health Science (*specialisation*), the Graduate Diploma in Health Science (*specialisation*), and the Graduate Certificate in Health Science (*specialisation*). Depending on the courses which you choose, you will be interacting, either in person or online, with health professionals from a broad range of professional disciplines, backgrounds and experiences. As a result of collaboration between the Division of Health Sciences and the Division of Business, you are now able to combine studies in health science, business and management. We hope that you will take advantage of the flexibility offered by the programs to align your studies with your current professional and future career interests.

The programs have been designed for practitioners who want to sharpen their business and management skills, health science graduates and others in the sector who want to upgrade and extend their knowledge in business and management, health sector employees who want to advance into administration and management, and practising health professionals who want to complete advanced studies in their respective disciplines.

Overall, these innovative programs aim to develop motivated health science graduates and professionals for leadership in their chosen fields, by advancing relevant discipline knowledge, clinical skills (where appropriate), critical thinking and analytical skills for functioning in a complex health system. The programs are available with or without specialisation. Specialisations include:

- **Health Service Management** – ideal for private practitioners, health executives, leaders, managers and project managers who wish to develop specific knowledge and skills in management and business practices. This specialisation will help you prepare for a senior position in a health organisation. You can choose from a broad range of courses that build on your knowledge of the health sector, how it functions and its current directions. You'll enhance your critical thinking and analytical skills and become a more effective leader through evidence-based practice and management.
- **Occupational Therapy** – as a practising Occupational Therapist, this specialisation will offer you in-depth knowledge of occupation and its relationship to practice. It will make you an effective agent of change within the relevant environments and develop your skills in the process and practice of research.
- **Podiatry** – designed specifically for clinical Podiatrists, this specialisation will increase your knowledge and skills in a broad range of fields related your discipline. At the same time, it will enhance your critical thinking and analytical skills and make you a more informed consumer of research related to evidence-based practice, whilst also introducing you to research opportunities.
- **Research Methodologies (only available at Graduate Certificate level)** – aims to develop foundation skills in research activities which are essential for preparation for higher degree study, early career researchers and consumers of health research.

Alternatively, you may choose a **general/non-specialised** pathway, in which you can access numerous relevant courses within the Division of Health Sciences, the Division of Business and the rest of the University. Students also have the option of enrolling in a number of elective concentrations including: Health Sciences, Health and Ageing, Mental Health, and Business. You are able to construct your own program to meet your professional development, career and/or employment needs. Health professionals from Physiotherapy, Medical Radiation, Nursing, Pharmacy and Medical Sciences may also study approved courses in a postgraduate program in their discipline (on consultation with the relevant Program Director).

A 'nested' model allows you to enter or exit at various levels. If you complete the graduate certificate, you will receive full credit for your studies towards the graduate diploma or the masters. If you enrol in the masters, you may exit after completion of the graduate diploma or graduate certificate levels. Thus you can adjust the length of your program according to your circumstances and interests.

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## CONTACT DETAILS

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## PROGRAM SCHEDULES

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The Program Schedules can be accessed by clicking on the following website links or via the Health and Health Management site at [www.unisa.edu.au/hls/studymasters](http://www.unisa.edu.au/hls/studymasters)

[IMHP](#) Master of Health Science (*Specialisation*)

[IGHP](#) Graduate Diploma in Health Science (*Specialisation*)

[ICHP](#) Graduate Certificate in Health Science (*Specialisation*)

These provide information on the program structure, entry requirements, fees, program rules and notes. Please familiarise yourself with them.

Courses in health sciences will normally comprise at least half of the study program.

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## ENTRY REQUIREMENTS

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Entrants to the program shall normally hold a relevant university degree or equivalent professional qualifications from a recognised university or educational institution. Applicants who do not meet these entry requirements but have other qualifications and/or appropriate demonstrated experience equivalent to the above may be considered for entry. Such applicants may have other qualifications and/or appropriate demonstrated experience considered equivalent to the entry requirements. They will normally have in excess of 6 years of full-time professional, disciplinary, management or clinical experience and a demonstrated capacity to study at postgraduate level. Continuation in the program will depend on achieving a 60% average mark with no more than one Fail grade over the first four courses of the program.

The Podiatry and Occupational Therapy professional streams will normally require one year of work/professional/clinical experience following completion of an undergraduate degree in the professional area.

Applicants for the Podiatry professional stream must also be eligible for professional registration.

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## ENGLISH LANGUAGE REQUIREMENTS

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International students who speak English as a foreign language must have obtained one of the following standards within the last two years prior to admission:

- International English Language Testing System (IELTS Academic) test - an overall score of 6.5 with a minimum of 6.0 in the Reading and Writing subscores; or corresponding results from an equivalent test such as the Test of English as a Foreign Language TOEFL or the appropriate Academic English language level delivered at CELUSA; or
- Successful completion of a tertiary qualification at diploma level or above completed in Australia; or
- Successful completion of at least two years of tertiary study at diploma level or above conducted and completed in English with the last five years in a country in which English is an official language as determined by the University.

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## OTHER CONDITIONS

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### **Clinical placements** (if applicable)

Very few courses in the postgraduate health science programs will require clinical placements.

Where clinical placements are required, the Course Coordinator may request a student to produce a medical certificate of fitness to practise in a practicum, field or clinical placement. In addition, relevant hospital or health service authorities may require students to undergo specific medical examinations or to have particular immunisations before commencing fieldwork, involving contact with patients in hospitals or other treatment centres.

Students will be required to satisfy the standard of dress and behaviour prescribed by the host institutions. Failure to satisfy such requirements may prevent them satisfying the requirements for completion of the program.

Further information is available in the clinical placement section of the *Assessment Policies and Procedures Manual* at <http://www.unisa.edu.au/policies/manual/> and the [Clinical Placement Unit website](#)

### **Police checks**

All students who undertake field or clinical placements, or participate in University clinics as part of their program, must have had a police clearance prior to the commencement of any placement or clinical activity. Students will be precluded from a field/clinical placement if a police clearance has not been obtained.

The process and forms for police checks are available at the [Clinical Placement Unit website](#)

### **First Aid**

In the Podiatry specialisation, students are advised that they must hold a current Cardiac Pulmonary Resuscitation (CPR) Certificate throughout the program.

Some courses require completion of a First Aid Certificate. It is a student's responsibility to arrange this. Information on First Aid courses can be found at <http://www.unisa.edu.au/hls/students/default.asp>

### **Professional Registration**

In the Podiatry and Occupational Therapy streams, students are advised that this award does **not** satisfy requirements for Professional Registration in Australia or its States or Territories.

Please also access [information](#) on professional registration if it applies to your discipline e.g. Podiatry

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## **ACADEMIC PERFORMANCE**

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Academic performance will be monitored by the Program Management Team which reports to School Board. Students must achieve an average mark of 60% (P1) in their courses to be allowed to continue enrolment in the program. This is first measured after the first four courses and continuously thereafter. However, where a student is close to completion of the program, the Program Management Group may make an alternative recommendation. Students who fail more than 3 courses may not continue. Students are limited to three Supplementary Assessments within the whole program.

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## **APPLICATIONS**

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Application for entry to University of South Australia (UniSA) programs can only be completed online and there are different procedures and websites for International and Australian applicants. Australian applicants should apply via the South Australian Tertiary Admissions Centre ([SATAC](#)). International applicants should apply via the [Apply Online](#) site. International applications are processed by international agents and staff of the UniSA International Prospective Students Office.

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## CREDIT

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If you have completed a four-year undergraduate degree (or a three-year degree with honours) in Australia, you will be awarded up to 18 units of credit towards the Master of Health Science. This does not apply to the Graduate Diploma or the Graduate Certificate in Health Science. Students should apply for credit after commencing in the Master of Health Science program.

Credit may also be considered for courses studied at postgraduate level in the same, similar and/or relevant fields. If you think that you have completed studies, which might qualify for credit, please discuss this with the Program Director. Examples of credit arrangements are also provided on the [Health and Health Management](#) website.

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## UNIVERSITY STUDY PERIODS

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The Academic Year is divided into a number of Study Periods:

- Study Period 2 has replaced the previous Semester 1
- Study Period 5 has replaced the previous Semester 2
- Study Periods 1 and 3 run consecutively in the first half of the year and overlap somewhat with Study Period 2
- Study Periods 4 and 6 run consecutively in the second half of the year and overlap somewhat with Study Period 5
- Study Period 7 often starts at the end of the year and may extend into the following year.

Below is a diagrammatic representation of the core teaching and assessment dates for each study period:

<b>Study Period 2</b> 16 February – 3 July		<b>Study Period 5</b> 13 July – 27 November	
<b>Study Period 1</b> 5 January – 10 April	<b>Study Period 3</b> 6 April – 3 July	<b>Study Period 4</b> 15 June – 25 September	<b>Study Period 6</b> 7 Sep – 18 December
			<b>Study Period 7</b> 2 Nov–26 Feb 2010

Many of the courses in Health Sciences are conducted in Study Periods 2 and 5, whereas the courses in Business are often delivered in Study Periods 1, 3, 4 and 6.

For exact dates of the Study Periods (and study breaks!), please consult the [Academic Year Calendar for 2009](#).

This also shows important dates for course or program withdrawal and for fee payments for each Study Period.

Appendix 1 provides tables for each Study Period which you might find useful in planning your workload.

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## ENROLMENT

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Enrolment is another online process which you complete from the [Enrol Online](#) link on the University homepage or via access to [myUniSA](#).

Before you enrol, you will need to know the Study Period in which you want to enrol in a course, the Course Code and the Class Number. You can access these by entering the course code or the course name in the appropriate box on the [Search for Courses](#) webpage. This will take you to the course homepage which will provide the timetable and class details.

NB It also provides information on fees associated with the course.

If you encounter any difficulties, assistance is available from Campus Central staff at the City East Campus:

Email: [campuscentral.cityeast@unisa.edu.au](mailto:campuscentral.cityeast@unisa.edu.au)

Telephone: 08 8302 2511 or 1300 301 704 (cost of a local call)

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## MYUNISA – YOUR RECORDS AND INFORMATION

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[MyUniSA](#) provides you with personal access to study-related information, email, enrol online, personal details and a number of other features. Please familiarise yourself with your site.

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## FORMS

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A number of [student administration](#) forms are available on the Uni website. These must be submitted as hard copies to the Program Director and then to Campus Central e.g.

- Application for Credit
- Change of Personal Details
- Application for Course Substitution (recognition of internal credit)
- Application for Cross Institutional Study (UniSA students wishing to study a course at another institution)
- Internal Transfer between Programs
- Leave of Absence or Withdrawal from Program
- Override Enrolment (to be enrolled in some courses in other divisions)

There are numerous other forms as well. If in doubt about which form to complete, please ask. Always keep a copy of any forms which you submit.

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## GRADUATION

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Normally graduations are conducted twice per year in March and August. An additional graduation ceremony is conducted in December for international students returning home at the end of the academic year. If you are approaching the end of your program, please check the University [Graduations](#) website for graduation dates, how to apply for graduation, and any other administrative procedures required. Campus Central staff can also assist.

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## COMMUNICATION

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Generally, staff can be reached by email or telephone and they will advise of their preferred mode of contact. Individual lecturers may also give some indication of their turnaround times for responses to phone calls and emails. Response times will vary according to staff availability, which will be affected by scheduled teaching activities, on-campus and off-campus meetings, onshore and offshore duties, research commitments, leave, conference attendance as well as whether staff are full-time, part-time, casual or on contract. You can expect a response within a reasonable timeframe but it is difficult to define “reasonable”.

If you leave a telephone message, please speak clearly and slowly and leave your name and contact details. It helps to provide the contact details twice at the end of the message. The University's Voicemail system stores phone messages for about 7 days and so if a staff member is away from their office for this length of time, your message will have been deleted by the time they return. Therefore it is important to follow up on any phone messages to which you do not receive a response.

Occasionally a staff member will provide their personal mobile phone number to be used in emergencies. We ask that you respect their wishes and only call the mobile if absolutely necessary.

Different types of queries are handled by different staff. Some examples follow:

- Divisional Academic Services Officer – admissions, application process
- Campus Central – student records, enrolment assistance, ID cards, letters, forms, University policies and procedures, graduation eligibility, transcripts etc  
Telephone: (08) 8302 2511 or 1300 301 704 (cost of a local call)  
Email: [campuscentral.cityeast@unisa.edu.au](mailto:campuscentral.cityeast@unisa.edu.au)
- Learning and Teaching unit advisors – study skills (e.g. assignment writing), counselling, careers, disability and international student assistance. The [Learning and Teaching Unit](#) homepage describes their services in greater detail.
- Program Support Officer (see Contact Details section) – applications, general program enquiries, program administration
- Program Director (see Contact Details section) – applications (specific queries on eligibility, credit etc), credit applications, study plans for health service management, business, and non-specialised options, elective choices in other schools and divisions

- Discipline Director (e.g. Occupational Therapy and Podiatry) (see Contact Details section) – study plans for occupational therapy and podiatry, queries relating to timetable for the specialised courses
- Course Coordinator – any queries relating to a specific course, its content and assessment, assignment extensions etc

The main method of communication between the University and students is via the Student email system. Please remember to check and clear out your email regularly as there is a memory limit on your email account. It is also a good idea to keep a copy of emails which you send and then resend them if there has been no reply in a reasonable period of time.

Emails can go astray, especially if sent from a personal account. The University has firewalls which prevent the entry of certain types of emails as well as those containing viruses.

### ***Redirecting email***

You can redirect your email to another account if you need to via your [myUniSA](#) site. However if the nominated account does not accept the mail e.g. the mailbox is full or there are network issues, then the message will be lost.

An alternative method is to set a rule through [webmail](#), but if your UniSA email account is full, then a copy will not be sent or retained in the UniSA system.

The first option through MyUniSA is probably preferable.

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## COURSES

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Unless you have received credit for previous studies, you will need to complete:

- the equivalent of 54 units for the Master of Health Science
- the equivalent of 36 units for the Graduate Diploma in Health Science
- the equivalent of 18 units for the Graduate Certificate in Health Science

Although each specialisation has some specific or core requirements, you will have some flexibility in what you study. It is important that you discuss your Study Plan with the Program Director (for the Health Service Management or general/non-specialised options) or the relevant Discipline Director (for Occupational Therapy and Podiatry). A table of courses available during the year has been placed on the [Health and Health Management](#) Website. This table includes courses which have been found to be most relevant but does not include all postgraduate courses across the University. Before attempting to enrol in a course, it is VERY important to double-check the [course homepage](#) for the study period(s) in which it is offered and the timetable as details may have changed since the Table of Courses was last updated.

### Program core courses

These courses address the broad health context, contemporary issues, health research and/or evidence-based practice.

HLTH 5141 Critical Thinking and Reasoning for Health Professionals should be completed as the first course. Please note that this is not the core course for the Graduate Certificate in Health Science – Research Methodologies (IHP). See the IHP [program schedule](#) for information.

All Masters and Graduate Diploma students also complete:

**EITHER** the Research Summer School (9 units) comprising

REHB 5102 Allied Health Evidence Based Theory and Practice

This summer school is conducted as a three-week full-time intensive in Study Period 1 (19 January – 6 February). For people who need to become familiar with the use of Excel for statistical purposes, a one-day workshop is available on 16 January (prior to the intensive) for a cost of AU\$165.

**OR** a total of 9 units chosen from

REHB 5074 Changing Trends in Health

HLTH 5131 Introductory Epidemiology

HLTH 5122 Evidence-Based Practice

## Specialisations

Study Plan Templates for each specialisation in each program can be found on the [Health and Health Management](#) Website. You may find these useful in planning your timetable of studies. When planning your studies, please note that the unit value of courses may vary e.g.

HLTH 5141 Critical Thinking and Reasoning for Health Professionals is 4.5 units while PHAR 5028 Advanced Pharmacology for Podiatrists is 9.0 units.

***During 2007, the Health Service Management specialisation in the Master of Health Science and the Graduate Diploma of Health Science was accredited by the Australian College of Health Service Executives (ACHSE).*** In this process, significant importance was placed on the need for health service managers to demonstrate knowledge in accounting and human resource management. As a result, courses in these areas have been incorporated in the Health Service Management study plans. Students who do not wish to include these in their studies need to transfer to the general/non-specialised option of the award.

In consultation with the Program Director, you may also study one or two courses cross-institutionally at another university, such as Flinders University of SA or University of Adelaide. For example, Health Services Law, Health Economics, Health Systems and Health Policy, Public Health Interventions. There are specific procedures and forms to be completed to enable this to occur.

The general/non-specialised program of study provides the widest range of course choices within health sciences and across university divisions. The only constraint is that at least half the total units of the program (including the program core courses) must be chosen from health science offerings.

## Electives

Electives are chosen in consultation with the Program Director or Discipline Director.

With the approval of the Program Director and Discipline Director, elective courses may include those offered by other schools in the University or by other Universities.

“Approved negotiated studies or electives” in the various specialisations may include further electives from those specialisations but courses in health sciences will normally comprise at least half of the study program.

## **Negotiated Studies**

The Negotiated Study courses enable you to study topics of particular interest to you under the guidance of a discipline supervisor/coordinator. These may take various forms such as:

- Self-directed study in-depth, into a particular topic
- Guided study in specific topics
- Individual or group projects in a discipline area
- Individual or group cross-disciplinary/multi-disciplinary projects
- Action learning projects e.g. in health service management
- Advanced professional practice e.g. in podiatry, physiotherapy, medical radiation/medical sonography, occupational therapy
- Professional development modules extended by an academic component in a particular discipline
- Other forms of Negotiated Study – please feel free to take an innovative and eclectic approach

If you wish to undertake Negotiated Study, you will need to contact the appropriate Discipline Director before you enrol to ensure that there is someone to supervise you. From time to time, the various disciplines will advertise Negotiated Study options such as advanced professional practice workshops, intensives or guided coursework in a topic.

## **Health Science Project**

The Health Science Project enables you to research topics or areas of clinical practice of particular interest to you under the guidance of a discipline supervisor/coordinator. Projects may take various forms.

The pre-requisite courses must be completed before attempting a project

HLTH 5155 Research Process and Proposal

OR appropriate research courses as negotiated with the supervisor.

These are not required if an honours degree or another postgraduate research award or equivalent courses have been completed previously.

If you wish to undertake Health Science Project, you will need to contact the appropriate discipline supervisor before you enrol to ensure that there is someone to supervise you.

## **Modes of study**

Students living in Adelaide may choose to study externally, internally or a combination of these.

International students studying full-time in Adelaide must study internally.

The Occupational Therapy specialisation is only available in online mode and therefore not available to international students studying full-time in Adelaide. However, they can be studied online from an international location, providing the entry requirements for the specialisation are met.

The Podiatry specialisation can only be delivered part-time and so is also unavailable to international students studying full-time in Adelaide. A number of Podiatry courses involve attendance at an intensive workshop in Adelaide.

*Internal* courses are offered on-campus at UniSA. A number of formats might be used

- Traditional lectures and tutorials on a weekly basis
- Seminars and workshops – these could be full days or a combination of evenings and full days over the teaching period or over a few weeks
- Combination of seminars and online delivery

*External* courses do not require regular attendance at the UniSA campus but may involve some periods of block study. Again, a number of formats might be used

- Traditional paper-based delivery, where all materials are mailed to you and contact with lecturers is via email or telephone or group teleconference.
- Completely online, where all materials are online and contact with lecturers and other students is also online. Materials may also be mailed out to you in hard copy.
- Combination of the above with some block study
- Block study – attendance might be compressed into series of full days e.g. over the period of a week or including a weekend to reduce the time away from the workplace or professional practice. Both internal and external students may attend block study sessions.

### ***Please note that:***

Courses vary in their mode of delivery; some are available in a number of modes, others in only one mode e.g. external or internal

Not all courses are available every year.

Courses are offered subject to class size (minimum and maximum), pre-requisites/co-requisites and timetabling. We are not able to offer courses if class sizes are too small and therefore not viable.

The University reserves the right to change the timetable and the courses being offered at any time.

There are limits on cross-institutional and online courses which may be taken by full-time international students. The Learning and Teaching Unit provides information about meeting [Student Visa](#) requirements while studying at UniSA.

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## EXTRA COURSE INFORMATION

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*Extra course information* is available at: <http://www.unisanet.unisa.edu.au/extracourseinformation/> or via [myUniSA](#).

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## PROGRAM AND COURSE EVALUATION

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Courses within the program can be evaluated in a number of ways:

- The Course Evaluation Instrument (CEI) – an online evaluation tool
- An online questionnaire or TellUs survey
- Focus groups
- Other

Normally you will receive details of the evaluation processes at the beginning of the Study Period.

From time to time, you may also be asked to complete an online Student Evaluation of Teaching (SET) survey, in which the course coordinator is looking for more specific feedback relating to the teaching and facilitation of the course.

We rely on your feedback to enable us to make appropriate improvements to the delivery of the courses. Therefore, I strongly encourage you to complete the evaluations when they become available and to provide constructive comments for us to consider.

The program also uses feedback from the Course Evaluations, the Graduate Course Evaluation Questionnaire, the Graduate Destinations Survey and various focus groups to assist with the development and improvement of the program as a whole. The program director, discipline directors, relevant course coordinators and program general staff meet regularly to address any issues arising and to consider improvements to program structure, teaching and administrative processes. Each year an annual report is provided to the Division of Health Sciences and every five years the program undergoes a significant review process.

On a broader industry level, the School of Health Sciences has an Advisory Board which monitors and provides input to all programs within the School. Furthermore, the Health Service Management specialisation has its own industry advisory group which monitors program quality in accordance with the accreditation requirements of the Australian College of Health Service Executives (ACHSE).

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## GRADUATE QUALITIES

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UniSA programs and courses are developed using a set of Graduate Qualities which are valued by employers in industry and the professions and are distinguishing features of our curriculum.

The following table provides a description of each of the UniSA Graduate Qualities. The *course information* booklet for each course will include statements of how these are addressed in the course content and assessment.

No.	Graduate Quality	Description
1	Body of knowledge	operates effectively with and upon a body of knowledge of sufficient depth to begin professional practice
2	Lifelong learning	is prepared for life-long learning in pursuit of personal development and excellence in professional practice
3	Effective problem solving	is an effective problem solver, capable of applying logical, critical, and creative thinking to a range of problems
4	Work autonomously and collaboratively	can work both autonomously and collaboratively as a professional
5	Ethical action and social responsibility	is committed to ethical action and social responsibility as a professional and citizen
6	Communicates effectively	communicates effectively in professional practice and as a member of the community
7	International perspectives	demonstrates international perspectives as a professional and as a citizen

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## ACADEMIC INTEGRITY

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The University is committed to the principles and practices of academic integrity. It has policies and procedures to promote academic integrity and manage academic misconduct.

Academic misconduct includes:

- Plagiarism (refer to 9.2.2 of the *Assessment policies and procedures manual*).
- Breaches of the examination procedures in Section 6: Examination Procedures of the *Assessment policies and procedures manual*, presentation of data with respect to laboratory work, field trips or other work that has been copied, falsified or in other ways improperly obtained.
- Inclusion of material in individual work that has involved significant assistance from another person, where such assistance is not expressly permitted in this booklet.
- Falsification or misrepresentation of academic records.
- Other actions that contravene the principles of academic integrity.

Students' work may be checked for plagiarism using a variety of means, including text comparison software. Assignments checked electronically will be held in a database for future matching processes.

More information about Academic integrity can be found in Section 9 of the *Assessment policies and procedures manual* at: <http://www.unisa.edu.au/policies/manual/> or on the Learning Connection website at: <http://www.unisanet.unisa.edu.au/learningconnection/student/studying/integrity.asp>

### Turnitin self-serve class details

[Turnitin](#) is an electronic tool used to promote [academic integrity](#) at the University of South Australia. The tool enables a student or lecturer to submit work to check for originality.

*Note:* The self-serve class details can only be used by UniSA staff and students and will change from time to time to comply with the requirements of the University's Turnitin licence.

Go to the [Turnitin Web Site](#) to enrol in the self-serve class using the following details. See [Enrol in a Turnitin class](#) for further instructions.

- Class ID: **1461534**
- Enrolment password: **tr1al** (type the number 1 instead of the letter i)

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## ASSESSMENT

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### ASSESSMENT DETAILS

Many postgraduate courses are assessed by assignments, projects, presentations and participation. However a few still have a final examination. This depends on the nature of the course.

The *Course Information* Booklet will provide details of:

- The aims and objectives of the course
- The syllabus
- Each assessment task
- The course objectives and Graduate Qualities assessed by the task
- Marking criteria and standards
- Specific formatting and layout requirements
- Details for remarking and resubmission if they apply
- Conditions under which supplementary assessments will be granted
- The duration of any exam/test
- The standards by which an exam/test will be assessed
- The nature of any resources and/or materials that can be used in the examination where applicable. These items must not be enhanced or tampered with in any way
- The location, process for obtaining and availability of past exam papers
- Instructions for submission and return of assignments

### Important information about all assessment

All students must adhere to the University of South Australia's policies about assessment. Key information can be found in the Assessment section of *Extra course information* at: <http://www.unisanet.unisa.edu.au/extracourseinformation/> which can also be accessed through [myUniSA](#).

### Referencing style

The School of Health Sciences uses the Harvard Author Date for all referencing by staff and students. <http://www.unisanet.unisa.edu.au/learningconnection/student/studying/referencing.asp>

### Assignment Layout

Typically assignments use the following layout – 1.5 spacing, 12 size font, 2.5cms margins all round.

## Variations to assessment tasks

Students may request a variance to assessment methods, tasks and timelines based on medical, compassionate or religious observance grounds, or community services. Such variations must be requested within the first two weeks of the course (or equivalent for accelerated or intensive teaching). Alternative arrangements due to unexpected circumstances should be discussed with the Course Coordinator as required.

## Students with disabilities

Students with disabilities may be entitled to a variation or modification to standard assessment arrangements. Policy for students with disabilities is available at:

<http://www.unisanet.unisa.edu.au/learningconnection/student/defaultdisability.asp>

## Late submission of assessment

A deduction of 10% per day (20% per weekend) is applied for assignments submitted late and without any extension. Students are to clearly date all posted assignments.

## Assessment extensions

Extensions may be granted for a negotiable number of days at the discretion of the course coordinator.

When requesting an extension, written evidence should be provided for medical or compassionate grounds with the School of Health Sciences 'Request for Extension' form. The approved extension form and supporting documentation must be attached to the assignment when submitting on the agreed extended date, either in hard copy or electronically.

<http://www.unisa.edu.au/hls/documents/Request-for-Extension.pdf>

## Submission and return of assignments

The School of Health Sciences Assignment Cover sheet should be attached to the outside front of all submitted assignments. This cover sheet is available on the School website at:

<http://www.unisa.edu.au/hls/documents/HLS-RequestForExtension.doc>

NB Students completing their program externally may need to use a different assignment information sheet, available from the following website

[http://www.unisanet.unisa.edu.au/ExternalForms/#Assignment%20information%20sheet%20\(external%20course\)](http://www.unisanet.unisa.edu.au/ExternalForms/#Assignment%20information%20sheet%20(external%20course))

Most courses will require that assignments be submitted through AssignIT. Instructions can be found at: [http://www.unisanet.unisa.edu.au/AssignIT\\_Students/index.asp](http://www.unisanet.unisa.edu.au/AssignIT_Students/index.asp)

Students are responsible for keeping copies of all assignments and must be able to provide these within 24 hours if required. Receipts will **not** be provided when assignments are submitted.

**Procedures for submission and return of assignments vary from course to course. Details can be found in the *Course Information* booklet for each course.**

**Note:** information on submission and return of assignments in *Extra course information* <http://www.unisanet.unisa.edu.au/extracourseinformation/> is very important. Please read it before submitting assignments.

### **Use of bilingual dictionaries in written exams/tests**

International students from a non-English speaking background who have an Entitlement of Extra Time (ENTEXT) card may bring a bilingual print dictionary into written assessments and examinations (no electronic dictionaries are allowed).

Dictionaries can only have word /word translations. Dictionaries with descriptions of words are not allowed.

Dictionaries may be checked during assessments to ensure there is no extra writing in them, or extra pages inserted.

Students are advised to show their dictionaries to the course coordinator to ensure that they have met the required standard.

## MARKING PROCESS

Options for notifying students about grades and marks vary according to the course and may include (but are not restricted to) the following:

### **Option 1**

Students will receive grades for individual assessment items and a final grade at the end of the study period. Before the final grade is determined marks may be moderated or scaled to ensure consistency between markers.

### **Option 2**

Students will receive marks for individual assessment items and a final grade at the end of the study period. Before the final grade is determined marks may be moderated or scaled to ensure consistency between markers.

## Assessment Notations

The following grade notations are used:

Grade	Notation	Notational Percentage	Grade Point (GPA)
High Distinction	HD	85 - 100	7
Distinction	D	75 - 84	6
Credit	C	65 - 74	5
Pass level 1	P1	55 - 64	4.5
Pass level 2	P2	50 - 54	4
Supplementary Pass	SP	50	3.5
Fail level 1	F1	40 - 49	1.5
Withdraw Fail	WF	N/A	1.5
Fail level 2	F2	0 - 40	1
Non-graded pass	NGP	50 - 100	NGP are only included if the GPA is less than 4.
Fail	F	Below 50	1.5
Withdraw – not fail	W	N/A	N/A

Conceded or Terminating Passes do not apply to postgraduate studies.

Information about grade notations is available at:

<http://www.unisanet.unisa.edu.au/extracourseinformation/assess.asp>

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**COURSE CALENDAR—STUDY PERIOD 1, 2009**

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Study Period 1		Topic	Assessment
week 1	05 – 09 January		
week 2	12 -16 January		
week 3	19 – 23 January		
week 4	26 – 30 January		
week 5	02 – 06 February		
week 6	09 - 13 February		
week 7	16 – 20 February		
week 8	23 -27 February		
week 9	02 – 06 March		
week 10	09 – 13 March		
week 11	16 – 20 March		
week 12	23 – 27 March		
week 13	30 March – 3 April		
week 14	06 – 10 April		

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## COURSE CALENDAR—STUDY PERIOD 2, 2009

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Study Period 2		Topic	Assessment
week 1	16 – 20 February	Pre-teaching week	
week 2	23 -27 February	Pre-teaching week	
week 3	2 – 6 March		
week 4	09 – 13 March		
week 5	16 – 20 March		
week 6	23 – 27 March		
week 7	30 March – 3 April		
week 8	06 – 10 April		
week 9	13 -17 April	mid-break	
week 10	20 – 24 April	mid-break	
week 11	27 April – 01 May		
week 12	04 – 8 May		
week 13	11 – 15 May		
week 14	18 – 22 May		
week 15	25 – 29 May		
week 16	01 – 05 June		
week 17	08 – 12 June		
week 18	15 – 19 June	swot-vac	
week 19	22 – 26 June	Exam week Note: mid-year examinations commence Saturday June 20 and include Saturdays throughout the exam period	
week 20	29 June – 03 July	Exam Week Note: Mid-year examinations end Saturday 4 <sup>th</sup> July	

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**COURSE CALENDAR—STUDY PERIOD 3, 2009**

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Study Period 2		Topic	Assessment
week 1	06 – 10 April		
week 2	13 -17 April		
week 3	20 – 24 April		
week 4	27 April – 01 May		
week 5	04 – 08 May		
week 6	11 – 15 May		
week 7	18 – 22 May		
week 8	25 – 29 May		
week 9	01 – 05 June		
week 10	08 – 12 June		
week 11	15 – 19 June		
week 12	22 – 26 June		
week 13	29 June – 03 July		

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**COURSE CALENDAR—STUDY PERIOD 4, 2009**

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Study Period 4		Topic	Assessment
week 1	15 – 19 June		
week 2	22 – 26 June		
week 3	29 June – 03 July		
week 4	06 – 10 July		
week 5	13 – 17 July		
week 6	20 – 24 July		
week 7	27 – 31 July		
week 8	03 – 07 August		
week 9	10 – 14 August		
week 10	17 – 21 August		
week 11	24 – 28 August		
week 12	31 Aug – 04 Sept		
week 13	07 – 11 Sept		
week 14	14 – 18 Sept		
week 15	21 – 25 Sept		

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**COURSE CALENDAR—STUDY PERIOD 5, 2009**


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Study Period 5		Topic	Assessment
week 1	13 – 17 July	Pre-teaching Week	
week 2	20 – 24 July	Pre-teaching Week	
week 3	27 – 31 July		
week 4	03 – 07 August		
week 5	10 – 14 August		
week 6	17 – 21 August		
week 7	24 – 28 August		
week 8	31 Aug – 04 Sept		
week 9	07 – 11 Sept		
week 10	14 – 18 Sept		
week 11	21 – 25 Sept	mid-break	
week 12	28 Sept – 02 Oct	mid-break	
week 13	5 – 9 October		
week 14	12 – 16 October		
week 15	19 – 23 October		
week 16	26 – 30 October		
week 17	02 – 06 November		
week 18	09 – 13 November	swot-vac	
week 19	16 – 20 November	Exam week: Note: End of Year examinations commence Saturday 14 <sup>th</sup> November and include Saturdays through November	
week 20	23 – 27 November	Exam week Note: End of Year examinations end Saturday 28 <sup>th</sup> November	

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**COURSE CALENDAR—STUDY PERIOD 6, 2009**

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Study Period 6		Topic	Assessment
week 1	07 – 11 Sept		
week 2	14 – 18 Sept		
week 3	21 – 25 Sept		
week 4	28 Sept – 02 Oct		
week 5	05 – 09 October		
week 6	12 – 16 October		
week 7	19 – 23 October		
week 8	26 – 30 October		
week 9	02 – 06 November		
week 10	9 – 13 November		
week 11	16 – 20 November		
week 12	23 – 27 November		
week 13	30 Nov – 04 Dec		
week 14	07 – 11 Dec		
week 15	14 – 18 Dec		

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**COURSE CALENDAR—STUDY PERIOD 7, 2009**

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Study Period 7		Topic	Assessment
week 1	02 – 6 November		
week 2	09 – 13 November		
week 3	16 – 20 November		
week 4	23 – 27 November		
week 5	30 Nov – 04 Dec		
week 6	07 – 11 December		
week 7	14 – 18 December		
week 8	21 - 25 December		
week 9	28 December - 01 January 2010		
week 10	04 – 08 January		
week 11	11 - 15 January		
week 12	18- 22 January		
week 13	25 – 29 January		
week 14	01 - 05 February		
week 15	08 - 12 February	Exam period	
week 16	15 19 February		
week 17	22 – 26 February		

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