



**UNIVERSITY OF SOUTH AUSTRALIA**

**SCHOOL OF HEALTH SCIENCES**

# **OCCUPATIONAL THERAPY PROGRAM**

## **STUDENT HANDBOOK 2009**

<http://www.unisa.edu.au/hls/progscourses/ot.asp>



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## WELCOME

Dear commencing Occupational Therapy students,

I would like to welcome you to the School of Health Sciences and the Occupational Therapy Program. I hope that your time with us will be personally satisfying, productive and challenging. I also hope that you come to appreciate the wonderful opportunities a career in occupational therapy can offer.

Within the School of Health Sciences there are undergraduate and post graduate programs in the following areas: Health Science, Human Movement/Physical and Outdoor Education, Medical Radiation, Physiotherapy, Podiatry and Occupational Therapy. The programs are strong and well-respected for providing quality teaching and learning, research and community service. We encourage all involved with our School to join together as a strong team – as a student you will find that you will need to be able to work collaboratively in a team, as well as by yourself, using your own initiative and skills.

We value communication within the School and so if there is anything that you think we should know about, either about the way we are interacting with you and providing you with information or anything else, please feel free to come forward and speak with a staff member or leave us a note. Email is also an important communication tool that is used extensively within the University and you will find that most information will be sent to you through this medium.

I look forward to seeing you around the School during the course of your studies and having the opportunity to work with you.



**Susan Gilbert-Hunt**

Program Director – Occupational Therapy  
School of Health Sciences  
University of South Australia  
GPO Box 2471  
ADELAIDE SA 5001  
Phone: (08) 8302 2692  
Fax: (08) 8302 2645  
Email: [susan.gilbert-hunt@unisa.edu.au](mailto:susan.gilbert-hunt@unisa.edu.au)

## CONTACT DETAILS FOR THE OCCUPATIONAL THERAPY PROGRAM

**Postal Address:** School of Health Sciences  
Occupational Therapy Program  
University of South Australia  
GPO Box 2471  
ADELAIDE SA 5001

**School Office:** Centenary Building Level 8, Room 61  
(C8-61)

**Office Hours:** 8.45am to 4.45pm, Monday to Friday

**Telephone:** (08) 8302 2425

**Facsimile:** (08) 8302 2766

**Web Page:** [www.unisa.edu.au/hls/](http://www.unisa.edu.au/hls/)

**Email:** [healthstudy@unisa.edu.au](mailto:healthstudy@unisa.edu.au)

## OVERVIEW OF THE OCCUPATIONAL THERAPY PROGRAMS

The Occupational Therapy Programs are offered from within the University's School of Health Sciences. About 310 students are enrolled across the four year undergraduate program, and we also have a graduate entry program which commenced in 2003. In addition, we have postgraduate students who are working towards a Graduate Certificate or coursework Masters Degree in Occupational Therapy, and a number of students undertaking research to complete a Masters degree or PhD.

The original School of Occupational Therapy was established in 1971 at the then South Australian Institute of Technology, after intensive efforts by the profession to begin training in this State. The first Head of School was Miss Cecilie Bearup, who held the position from 1971 until her retirement in 1986. The School was initially located at Glenside Hospital, with some subjects being taken at the North Terrace campus. The intake to Occupational Therapy at that time was 15 students.

Our current undergraduate program and graduate entry programs are recognised by the World Federation of Occupational Therapy and lead to career opportunities world-wide. Our programs are recognised for the emphasis on human occupation as the basis for working with clients, and for the focus on developing in its students, strong skills and experience in community orientated practice. Another feature of the Occupational Therapy Program is the problem-based learning approach that you will use to develop your occupational therapy theory and practice skills.

Each year in the undergraduate program a small number of students are invited to undertake Honours research during the third and fourth year of their studies, to graduate with a Bachelor of Applied Science in Occupational Therapy (Honours). In addition, those students who complete the program with a credit average are eligible to apply for a one year honours program; the Bachelor Health Science/Applied Science (Honours).

The academic staff of the Occupational Therapy Program is made up of a core of full-time and part-time staff. Staff from other areas of the University are also involved in coordinating and teaching some courses within the programs, especially in the foundation sciences. There are a number of other staff members who contribute administrative and technical expertise within the Program. Details about the contact details for individual staff members can be found on their staff home pages, via the School home page <http://www.unisa.edu.au/hls/>.

In addition to personal communication with program staff, the Occupational Therapy Students' Association (OTSA) also takes an active role in representing students' interests within the School and University, as well as organising social activities and resources for students. The OTSA Committee has regular meetings to discuss issues and organise events. Occupational Therapy students are encouraged to join OTSA and attend the meetings – you will find details of each meeting time and location posted on all the Occupational Therapy notice boards prior to meetings. The Occupational Therapy Programs are located at the City East Campus of the University of South Australia, and are conducted predominantly on Level 2 of the Bonython Jubilee Building.

# THE ON-CAMPUS OCCUPATIONAL THERAPY PROGRAMS

## ***Bachelor of Applied Science (Occupational Therapy)***

The Bachelor of Applied Science (Occupational Therapy) is normally undertaken by four years of full-time study. The program comprises five streams. Each stream is developed over the four years of the program.

The streams are:

- Professional Practice Skills
- Field Practice
- Research
- Enabling Occupation
- Foundation Sciences.

Courses within the undergraduate program are delivered using a variety of teaching and learning strategies. These include lectures, tutorials, self directed studies, practical classes, workshops and Internet based delivery. Courses within the Enabling Occupation Stream of the program are delivered using problem-based learning. This approach involves students working in learning groups or individually to explore learning issues identified from practice scenarios.

## ***Master of Occupational Therapy (Graduate Entry)***

The Master of Occupational Therapy (Graduate Entry) is normally undertaken by two years of full-time study commencing mid-year. The program comprises four streams.

The streams are:

- Field Practice
- Research
- Enabling Occupation
- Foundation Sciences.

Courses within the Graduate Entry program are delivered using a variety of teaching and learning strategies. These include lectures, tutorials, self directed studies, practical classes, workshops and Internet based delivery. Courses within the Enabling Occupation Stream of the program are delivered using problem-based learning. This approach involves students working in learning groups or individually to explore learning issues identified from practice scenarios.

## **Program Recognition**

The University of South Australia's programs in Occupational Therapy have been developed in accordance with the requirements of the WORLD FEDERATION OF OCCUPATIONAL THERAPISTS. The programs are reviewed by OT AUSTRALIA periodically, as part of its accreditation processes. The undergraduate program received re-accreditation from OT AUSTRALIA in 2003 and Graduate Entry program received full accreditation in 2005.

Graduates of the programs are eligible for registration with the OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF SOUTH AUSTRALIA, and other Australian registration boards. Students are eligible to join OT AUSTRALIA as student members, and upon graduation, to become full members. Membership of OT AUSTRALIA is generally required to work in those Australian states which do not have registration for Occupational Therapists.

## Graduate Qualities

The University of South Australia has recognised that certain qualities should be developed to prepare graduates for successful practice. The qualities which a University of South Australia graduate should possess have been summarised as:

- Operates effectively within and upon a body of knowledge of sufficient depth to begin professional practice
- Is prepared for lifelong learning in pursuit of personal development and excellence in professional practice
- Is an effective problems solver capable of applying logical, critical and creative thinking to a range of problems
- Can work autonomously and collaboratively as a professional
- Is committed to ethical action and social responsibility as a professional and citizen
- Communicates effectively in professional practice and as a member of the community
- Demonstrates international perspectives as a professional and as a citizen.

These graduate qualities are developed within the programs, with particular emphasis on how they apply to occupational therapy practice. You will see them reflected in course documentation, and in the assessment of individual courses. You can find more information about graduate qualities on the University's website at <http://www.unisanet.unisa.edu.au/gradquals/>.

## Prizes and Awards

***Accredited Occupational Therapy Program (AccOT) Prize.*** Awarded annually to the final year student in the Bachelor of Applied Science (Occupational Therapy) who has evidenced significant personal and professional development activities through a self-nomination process.  
*Prize: 1 year membership to Accredited Occupational Therapy Program*

***Australian Association of Occupational Therapists (SA Inc) Communication and Management Award.*** Awarded annually to the fourth year student in the Bachelor of Applied Science (Occupational Therapy) with the highest aggregate score and peer assessment in the communication/management stream over the whole of the program.  
*Prize: \$100 plus certificate*

***Cecilie Bearup Prize in Occupational Therapy.*** Awarded annually to the student who, on completion of the program for the Bachelor of Applied Science (Occupational Therapy), is perceived by School staff members, clinicians and student peers to embody the highest professional qualifications.  
*Prize: Parchment and a gift*

***Konekt Prize.*** Awarded annually to the final year student in the Bachelor of Applied Science (Occupational Therapy) who has demonstrated the highest academic performance in courses related to injury management and worker rehabilitation.  
*Prize: \$150*

**Marjorie Black Prize.** Awarded to the most successful student in the psycho-social sections of the Bachelor of Applied Science (Occupational Therapy).

*Prize: \$200 and Certificate*

**Occupational Science Prize.** Awarded annually to the final year student in the Bachelor of Applied Science (Occupational Therapy) who has demonstrated the highest academic performance in courses related to occupational science.

*Prize: 1 year subscription to the Journal of Occupational Science*

**Occupational Therapists Registration Board of South Australia - Ethical and Clinical Practice Prize.** Awarded annually to a final year student in the Bachelor of Applied Science (Occupational Therapy) who has demonstrated the highest academic and practical performance in the courses relating to enabling occupation studies and occupational therapy field work practice over the 4 years of the degree course.

*Prize: \$500 and Certificate*

**OT AUSTRALIA SA – Research and Evidence Based Practice Award.** Awarded annually to a final year student in the Master of Occupational Therapy (Graduate Entry) who has demonstrated the highest academic performance in the courses relating to research and evidence based practice over the 2 years of the degree course.

*Prize: \$100 and Certificate*

**Occupational Therapists Registration Board of South Australia - Ethical and Clinical Practice Prize (Graduate Entry).** Awarded annually to a final year student in the Masters of Occupational Therapy (Graduate Entry) who has demonstrated the highest academic and practical performance in the courses relating to enabling occupation studies and occupational therapy field work practice over the 2 years of the degree course.

*Prize: \$500 and Certificate*

## **PROGRAM REQUIREMENTS**

### ***Student Professional Registration***

Under new legislation governing professional registration, you are required to be registered on the Student Register of the relevant Registration Board before you may commence classes. The University is required under the new legislation to ensure that all students studying in your program are registered and therefore cannot allow you to commence or continue in classes if you are not registered with the Board.

Section 27 of the Act states that a person is not entitled to:

- undertake a course of study that provides qualifications for registration as an occupational therapist; or
- provide occupational therapy as part of a course of study related to occupational therapy being undertaken in a place outside the State,
- unless the person is registered as an occupational therapy student.

A person is eligible for registration as an occupational therapy student if that person satisfies the Board that he or she:

- genuinely requires registration on that register to either undertake a course of study that provides qualifications for registration, or to provide occupational therapy as part of a course of study being undertaken in a place outside the State; and
- is medically fit to provide occupational therapy; and
- is a fit and proper person to be registered.

Students are required to renew their registration on an annual basis and inform the Board should they withdraw from the Program.

Students who take *leave of absence* from the Program should maintain their registration with the Board.

Students are responsible for complying with these requirements.

Please go to the Occupational Therapy Board of SA website

<http://www.otrb.saboard.com.au/index.htm> and follow the links to the Student Registration page.

## FIELD PRACTICE

Field practice is an important part of the program in which students have the opportunity to extend their learning in a variety of practice settings. More than 1000 hours of field practice are completed over the four years of the program. Some field practice is undertaken outside normal University teaching periods and you may be required to undertake at least one field practice placement outside of the Adelaide metropolitan area, in a country or interstate agency.

While on field practice, you will be required to satisfy the **standard of dress and behaviour** prescribed by the institutions and agencies in which field practice is undertaken. You will also need to be familiar with, and practice in accordance with the **OT Australia Code of Ethics**. Please go to OT Australia website <http://www.ausot.com.au/>

### *First Aid*

A **Senior First Aid certificate** is normally required before commencement of Field Practice courses. Students are responsible for arranging and funding their own first aid training and should approach one of the following providers:

**Australian National First Aid Services Pty Ltd (ANFAS) - [www.anfas.com.au](http://www.anfas.com.au)**

ANFAS Senior First Aid courses and revision courses are provided at the University of South Australia. Please see their website for the latest workshop dates and booking form. Once you have successfully completed the course, ANFAS will send your First Aid Certificate to Campus Central at City East for collection.

The booking form can be emailed to ANFAS ([anfas@ozemail.com.au](mailto:anfas@ozemail.com.au)) or sent to:

Australian National First Aid Pty Ltd  
8 Greenhill Road  
Wayville, SA, 5034

*Alternative organisations that offer first aid courses include:*

**Red Cross** [www.redcross.org.au/ourservices\\_acrossaustralia\\_firstaid\\_courses.htm](http://www.redcross.org.au/ourservices_acrossaustralia_firstaid_courses.htm)

**St John Ambulance** [www.stjohn.org.au](http://www.stjohn.org.au)

### *Drivers Licence*

A **current South Australian driver's licence may be required by some field practice agencies** and a driver's licence is considered an advantage for field practice opportunities.

### *Immunisations*

You are advised to liaise with your medical practitioner prior to commencing field practice to ensure that you are up to date with relevant **immunisations**. For example, in keeping with current OH&S regulations, the Royal Adelaide Hospital requires that students and staff are immunised against the following: Hepatitis B, MRR (Measles, Mumps, Rubella) and Chicken Pox Vaccination (if they have not had the chicken pox). It is therefore recommended that students consider this **prior to commencing your field practice placement**. Further information will be provided during fieldwork orientation.

## ***Police Clearance***

There has been increasing concern in the community regarding people in positions of trust abusing or misusing that trust to harm those in their care or for whom they are responsible in some way. The sexual, emotional and physical abuse and neglect of children (that is, people under the age of 18) and vulnerable adults is of particular concern. In response to these concerns, the Children's Protection Act (SA) and similar Acts across Australia have been revised and strengthened and this legislation requires organisations who provide services to children or vulnerable adults to establish policies and procedures which ensure a safe environment. As a result, many health care venues and all education venues (schools) are addressing this by policies which include police checks for students prior to being accepted by the placement venue for field/clinical placement.

To comply with the requirements of placement venues, all Occupational Therapy students who attend placements where there will be, or may be, children or vulnerable adults are required to have a police check once every three years. While the University's requirement is for a check once every three years, some venues may require a more recent check. Details regarding the currency of a police check for a specific placement venue are normally available via the SONIA placement system or can be checked with your field placement/clinical placement school staff. Note that the University does not require you to obtain a police check as a condition of enrolment.

Students who do not obtain a police check will be precluded from attending their field/clinical placement. Note that the process of obtaining a National Police Check may take some time and therefore apply as early as you can before your placement is due.

The new Registration Acts for Occupational Therapy require police clearance as part of the registration process. It is understood by the University that registrants are given the option of either obtaining a National Police Certificate, or giving the Board the authority to do a criminal history check. Occupational Therapy students may present their student registration to the University as evidence of a police clearance. However, note that some placement venues, particularly those interstate, may require that a National Police Certificate be presented to them, and you should take this into account when electing how your police clearance is done.

For further information regarding this requirement, please refer to the Clinical Placement Website <http://www.unisanet.unisa.edu.au/HSCPlacements/> .

## RECOGNITION OF PRIOR LEARNING

### *Credit Transfer*

If you have completed studies at **another tertiary institution**, you may be eligible for **credit transfer** for some courses within your current award. Please see the following link for further information and application form: <http://www.unisanet.unisa.edu.au/credit/>

### *Course Substitution*

If you have previously completed studies at **UniSA** you may be eligible for **Course Substitution** for some of this study which can go toward your current award. Please see the following link for the appropriate application form:

<http://www.unisa.edu.au/student/forms/CourseSubstitutionForm.pdf>

Please Note: All applications must be made on the appropriate form and be accompanied by sufficient documentary evidence supporting the application, (ie Academic Transcript, Course syllabus/Content).

Applications should be submitted to the School Office for the Program Director to review and authorise then forward to Campus Central for processing. Campus Central will advise the applicant in writing of the result of the application and ensure that the decisions are recorded in the Student Records Information System.

Applications will not normally be accepted after the third week of the teaching period for the course.

Please see the following link for University policy regarding Recognition of Prior Learning (Policy No.: A-13.11) <http://www.unisa.edu.au/policies/policies/academic/A13.asp>

## COMMUNICATION WITHIN THE OCCUPATIONAL THERAPY PROGRAM

All students of the University of South Australia are allocated an email address and account for use in relation to their study. Email is now the primary method by which the staff from the University will contact you or pass on information. It is important that you check your email regularly to stay up to date. You should also clear your email box frequently (clear sent, received and deleted messages). If you don't do this, your storage capacity will be exceeded and you may not receive important new messages.

You can access your email account from the University's computer pools, or via the Internet from outside the University. It will be assumed that you check your email **at least once every week, preferably more often**. Staff will use email to send messages to course groups and individual students. It is especially important that you check your email regularly when you are on **field practice placements**, as this may be the only way in which notices and information can readily be sent to you. Timetable updates and group allocations may also be notified by email during **non-teaching breaks**, so that you can access the information without coming in to the University.

Your conduct when using the University email and other IT facilities should be in accordance with the policy relating to Use of University Information Technology Facilities, which can be found at <http://www.unisa.edu.au/policies/policies/corporate/C22.asp> . In particular, you should note the sections prohibiting the access or transmission of offensive material.

### Web Pages

#### *Occupational Therapy Program*

The Program web page is located at <http://www.unisa.edu.au/hls/progscourses/ot.asp>. The page is a key site for information relevant to students, which can be accessed from within or outside the University. Information which you can access from the site includes download versions of the Assignment Cover Sheet and Request for Extension form and updates of School policies.

Prior to each semester, information about enrolment, timetables, and orientation programs will also be placed on this web page.

#### *Field Practice*

This page has been developed to assist you in finding information relevant to your field practice experiences. It contains information specific to you as an occupational therapy student as well as information for all students in the Division of Health Sciences. It also contains a notice board of volunteer opportunities that you may be interested in as a way of gaining valuable life experience. Names of people to contact are included so you can follow up any opportunities that interest you. You can access this site at:

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

Field practice information on this site will be updated regularly however if you have any queries then please contact the Field Practice Administrator, Emma Owens by emailing [emma.owens@unisa.edu.au](mailto:emma.owens@unisa.edu.au).

## ***Your Contact Details***

It is **essential** that you keep the University notified of your current address, telephone number, and your mobile phone if you have one. These details are maintained on the University database and will be used by the School staff if we need to contact you urgently, or to post important information to you. You can update your contact details via the Internet using **myUniSA**, accessible via the University's website <http://www.unisa.edu.au>, or by visiting Campus Central.

## **CONTACTING SCHOOL STAFF: WHO SHOULD YOU SPEAK WITH?**

If you have an individual issue or concern relating to a course you are studying, your first step should be to contact the Course Coordinator. The contact details for this person will be in their course information booklet, and may include the best times or ways to contact them.

If you feel that you have not been able to satisfactorily resolve the issue with the Course Coordinator, you can speak with the Program Director. Group communication should normally be in writing, and conveyed via class representative, using the same sequence as above.

If a matter is urgent and you have been unable to contact the Course Coordinator, you may make a mutually suitable time to meet with the Program Director through the School Office.

If you have any enquiries relating to University administration matters (eg. program leave, course credit) please contact Campus Central on (08) 8302 2511 or email [campuscentral.cityeast@unisa.edu.au](mailto:campuscentral.cityeast@unisa.edu.au).

## **HOW TO CONTACT SCHOOL STAFF**

### ***Staff Pigeon Holes***

Permanent staff members within the Occupational Therapy Program have a pigeon hole, Level 8 of the Centenary building. You can leave a message, extension request form, etc. for a staff member in their pigeon hole. Assignments should **not** be placed in staff pigeon holes.

If you need to speak with a casual staff member, check with the Course Coordinator or staff in the School Office about the best way to contact them.

### ***Staff Email and Telephones***

All staff members have an email address and permanent staff members have an office with a direct telephone extension. Staff email addresses and telephone numbers can be located on the Directory on the University website: <http://www.unisa.edu.au/directory/>.

### ***Staff Offices***

Whilst staff may be available for you to speak to if you knock on their office door, it is generally more reliable to contact them via email or telephone to arrange an appointment as there are times when they are unavailable due to teaching and other commitments. School Office staff are able to arrange appointment times to see the Program Director.

## **STUDENT REPRESENTATION IN THE SCHOOL**

The Occupational Therapy Student's Association (OTSA) is active within the School, and is involved in representing student concerns to the School staff and the University, as well as organising resources and social activities for students. Staff involved in the Occupational Therapy program also consult with OTSA regarding key changes or initiatives which will impact on students. You can contact OTSA to discuss issues by:

- speaking to the representative in your year;
- emailing the OTSA President (details provided each year on the Occupational Therapy student notice boards).

## **SCHOOL OF HEALTH SCIENCES POLICIES AND PROCEDURES**

The School of Health Sciences, Occupational Therapy Program is governed by policies and guidelines of the University of South Australia. Full details of University policies can be located at the University's home page at <http://www.unisa.edu.au/policies/>.

The following information is included to inform you about policies and procedures within the Occupational Therapy Program. Key extracts from University policies which affect students have also been reproduced for your information.

### **ACCESS TO OCCUPATIONAL THERAPY PROGRAM EQUIPMENT AND RESOURCES**

#### ***Audio Visual Equipment and Materials for Presentations***

From time to time you may need to arrange equipment to use for a class presentation. There should be an overhead projector in every teaching room. Overhead Projector transparencies and pens for presentations can be purchased from the UniBooks shop on campus.

If you require equipment for a class presentation, this can be arranged through Campus Central, however, conditions apply. If the equipment is not available from Campus Central, you may approach your lecturer and ask them to book the equipment through the School of Health Sciences booking system on your behalf.

Please note a minimum of 24 hours notice is required.

#### ***Computers***

The University provides computer pools which can be accessed by students for study related use.

Your conduct when using the University IT facilities should be in accordance with the policy relating to 'Use of University Information Technology Facilities', which can be found at <http://www.unisa.edu.au/ists/students/default.asp>.

#### ***Occupational Therapy Program Equipment***

On occasions you may wish to borrow video tapes, learning resources, transcribing machines, other equipment or an Honours thesis.

***Please speak to the Course Coordinator to check whether an item is available for loan, and the correct process for borrowing it. You will be asked to leave your student ID card or a deposit in the School Office until you return the item.***

## ASSESSMENT

### *Presentation of Written Assignments and Projects*

- A completed Assignment Cover Sheet must be attached to the front of every assignment. Assignment Cover Sheets can be downloaded from the School of Health Sciences Information for Students webpage at <http://www.unisa.edu.au/hls/students/default.asp> or are available from the course home page of each course under “Learning resources for this course”. Copies are also available at the school office.
- Unless otherwise specified, all assignments are to be type faced, with 1.5pt spacing, 12 pt font and 2.5cm margins all round.
- References should be cited using the Harvard Author Date System. Details can be found from the Learning Connection website at online at: <http://www.unisanet.unisa.edu.au/learningconnection/student/studying/default.asp>
- Always proof read and correct your work.
- Always keep a disk or hard copy of your work.
- Do not include details that might identify an individual client, unless you have enclosed a signed consent form.
- In some parts of the program, students are required to submit individual reports of work which has been produced in collaboration with other students. The final work submitted must be your own. To ensure this, you should ask yourself the following questions: are the arguments, concepts, calculations and conclusions the products of my own thoughts and in my own words? Have I acknowledged ideas or knowledge which were developed collaboratively or derived from other sources? If you submit work that is not your own you will be committing plagiarism. A Learning Guide on how to avoid plagiarism is available for the Learning Connection website at <http://www.unisanet.unisa.edu.au/learningconnection/student/studying/default.asp>

### *Submission of Assignments*

- **A completed Assignment Cover Sheet must be attached to the front of every assignment.**
- Unless otherwise specified, all text-based assignments are to be submitted via **AssignIT**. Please see the following link for instructions at [http://www.unisanet.unisa.edu.au/AssignIT\\_Students/index.asp](http://www.unisanet.unisa.edu.au/AssignIT_Students/index.asp)
- All non-text based assignments (ie logbooks, videos, DVDs, audiotapes, portfolios, etc) are to be submitted by depositing them in the relevant Assignment Box, located at the School Office (C8-61).
- All assignments must be **submitted by 3.30pm on the due date**, (unless indicated otherwise). Office staff will date stamp the assignments and pass to the Course Coordinator named on the Assignment Cover Sheet.

**Please note:** Students are expected to keep copies of all assignments submitted. If an assignment has been submitted but cannot be found, you should be able to produce a copy for marking within 24 hours of a request from the Course Coordinator.

### ***Late Submission of Assessment***

A deduction of 10% per day (20% per weekend) 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.

Written evidence of medical or compassionate grounds must be provided, and if successful, a School of Health Sciences 'Request For Extension' form must be completed by the student and submitted with the assignment either hard copy or electronically.

Request for Extension forms can be downloaded from the School of Health Sciences Information for Students webpage at <http://www.unisa.edu.au/hls/students/default.asp> or copies are available at the school office.

### ***How do you find out if your request for an extension has been approved?***

The Course Coordinator will consider your request and indicate their decision in writing on the 'Request for Extension' form. The Course Coordinator will email you the decision and leave your extension form at the School Office for collection. It is the student's responsibility to check whether the request has been approved, prior to the due date for submission of the assignment. If you have not received a reply from the Course Coordinator, you should contact the Program Director to discuss your request prior to the due date for the assignment.

You must attach the completed 'Request for Extension' form as evidence of the Course Coordinator's approval when you submit the assignment. Failure to do so may result in loss of marks.

### ***Return of Assignments***

Assignments will be returned either via AssignIT or at the end of specified teaching sessions approximately 2 weeks after they are submitted. Students who miss these sessions will be able to collect their assignments from the School office between **8.45am and 4.45pm weekdays**. Any assignments not collected by the completion of supplementary assessments for the relevant study period will be discarded. To collect your assignment, you will need to present your Student ID Card. Other students are not permitted to collect assignments on your behalf without written consent.

### ***Return by post***

If you would like your assignment returned to you by post, you should attach a **pre-paid, self addressed C4 or B4 size envelope** when submitting the assignment. Prepaid envelopes can be purchased from the University of Adelaide Post Office adjacent to the Art Gallery of SA / Hughes Plaza. Please ensure that sufficient postage is affixed, otherwise your assignment will not be returned via this method.

## **EXPECTATIONS FOR ATTENDANCE AND PARTICIPATION**

You should attend all timetabled activities in order to maximise your learning and your opportunity to succeed in each course. Some courses have specific requirements for attendance and participation:

- These requirements will be detailed in the course information booklet. You should note that if you do not meet these requirements you will not be able to complete the course.
- If sickness or other exceptional circumstances prevent you from meeting the attendance requirements, you should contact the Course Coordinator as soon as possible to let them know about your absence, arrange a date by which you will supply a sick certificate or other relevant documentation, and discuss whether there are any alternative ways for you to complete the course requirements.
- If you provide relevant documentation to support your absence, by the date agreed with the Course Coordinator, an "Incomplete" grade notation will be recorded until you are able to meet the minimum attendance requirements at a later time.
- If you do not provide relevant documentation to support your absence a fail grade will be recorded. If you're unable to contact the Course Coordinator about difficulties meeting the minimum attendance requirements, you can contact the Program Director.

## GENERAL INFORMATION ABOUT ASSESSMENT

The information below is set out as stated in the University of South Australia's *Assessment Policies and Procedures Manual*. **Please note:** policies and procedures may change. The most up-to-date information is available on the website: <http://www.unisa.edu.au/policies/manual/>

### *Examinations*

Examinations will be used to assess students' learning in some courses. For further information about examinations at the University of South Australia, please refer to the '*Assessment Policies and Procedures Manual*', **Examinations and Procedures, section 6**.

### *Gradings for Assessment*

For further information about gradings for assessment please refer to the '*Assessment Policies and Procedures Manual*' – **Final Grades and Notations, section 8**.

**Please note:** keep checking this web site for the most up-to-date information. The University's Assessment Policy states that 'graded or non-graded modes of assessment may be used to indicate student performance in courses'. If you are uncertain whether your assessment is graded or non-graded, you should contact your Course Coordinator.

For courses with graded assessment, the symbols and their notations are:

<b>Grade</b>	<b>Notation</b>	<b>Notational %</b>
High distinction	HD	85–100
Distinction	D	75–84
Credit	C	65–74
Pass level 1	P1	55–64
Pass level 2	P2	50–54
Conceded pass	CP	not applicable
Terminating pass	TP	not applicable
Fail level 1	F1	40–49
Fail level 2	F2	below 40

Non-graded courses are assessed only on a basis of pass or fail. The symbols and their notations are:

Non-graded pass	NGP	50–100
Non-graded fail	F	below 50

The following symbol and notation indicates that the course has been passed on the basis of a supplementary assessment:

Supplementary pass	SP	50
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### *Additional Information about Assessment*

Additional information about assessment can be obtained from the University of South Australia's *Assessment Policies and Procedures Manual* – **Alternative Options to Determine Final Grades, Section 7**.

'Supplementary assessment'	This information can be found in section 7.2
'Conceded passes & Terminating passes'	This information can be found in section 7.3.

## ***Deferred Assessment and Special Consideration***

If you feel that illness, disability or other special circumstances has impacted on you at the time of a final examination, or final assessment item, you may apply for a deferred assessment (if you did not sit the exam / submit the assessment) or special consideration (if you sat the exam / submitted the assessment but your performance was affected).

If you wish to apply for deferred assessment or special consideration, you should contact the Program Director as soon as possible. Applications must be lodged within four (4) working days after the exam/assessment due date. You will be asked to obtain appropriate medical or other evidence in support of your application. For further information on 'Deferred Assessment' please refer to the University of South Australia's ***Assessment Policies and Procedures Manual, section 7.5.***

For further information on 'Special Consideration' please refer to the University of South Australia's ***Assessment Policies and Procedures Manual, section 7.6.***

## ***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.unisa.edu.au/ltu/staff/practice/support/disability/default.asp>

For further information on 'Students with Disabilities' please refer to the **University Policies and Procedures – Students with Disabilities, Policy C-7.3** at:

<http://www.unisa.edu.au/policies/policies/corporate/C07.asp>

## **ACADEMIC INTEGRITY**

The University is committed to academic integrity and has policies and procedures in place to ensure academic integrity and manage academic misconduct for all students.

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*** or on the Learning Connection website at:

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

## **TURNITIN**

Turnitin is an electronic tool used to promote academic integrity at the University of South Australia. The tool enables you and your lecturers to submit work to check for originality.

At UniSA, Turnitin may be used for:

- Auditing purposes
- Teaching purposes
- Checking your own work

### **Auditing purposes**

In keeping with section 9 of UniSA's academic integrity policy, a random sample of assignments will be submitted to Turnitin each year for checking originality in work. The auditing process is automatic and random. Turnitin provides an account of the instances of apparent plagiarism in student work. Students are required to authorise the use of Turnitin at enrolment. If unoriginality (or plagiarism) is identified, the course coordinator will be advised and will take appropriate action in accordance with the policy. In some cases, plagiarism may be deemed to be inadvertent (not deliberate, but perhaps based on lack of skill) in other cases, it may be deemed to be deliberate.

### **Teaching purposes**

Teaching staff may require students to use Turnitin in their course. This may be used:

- as part of assessment, or used as a way
- to educate students about scholarship and using sources
- to monitor plagiarism.

In such cases, your course coordinator will provide you with a Turnitin class ID and password. In addition, your course coordinator will have access to the originality report on your paper. Turnitin overview provides instructions for the use of Turnitin in these circumstances.

### **Checking your own work**

The Turnitin self-serve class details page provides access to login instructions for students at UniSA. Checking your own work in this way is particularly suitable for reports, essays and other work which uses lots of academic writing. It is a way in which you can submit and check your own work for originality. Referencing technique takes time to acquire and Turnitin is a valuable tool to help students learn how to use sources in academic writing. Turnitin is particularly useful if used in companion with referencing tools such as the Harvard Referencing Guide. It is a useful tool to help students avoid plagiarism, although it does rely on your own interpretation of the result to determine the extent of originality.

More information about Turnitin and links to the Turnitin website can be found at:

<http://www.unisa.edu.au/unisanethelp/turnitin/default.asp>

### ***Guidelines for Language Usage within Assignments***

University policy C-1.4 states: *The University will use inclusive language in all academic and administrative written and spoken communication.* Please follow this policy when preparing your assignments. This policy can be accessed online at:

<http://www.unisa.edu.au/policies/policies/corporate/C01.asp>

## SERVICES FOR STUDENTS

### *Campus Central*

Campus Central is the first place to go for matters relating to your study life. You might need advice about your enrolment or timetable, pay for readers, organise your student card, borrow equipment or make a room booking. Campus Central office hours are 8.30 am - 6.00 pm Monday to Friday. Staff can also be contacted via phone, fax or email.

#### **City East Campus:**

Location: Level 3, Playford Building

Telephone: (08) 8302 2511 or 1300 301 704 / Fax: (08) 8302 2690

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

Visit the Campus Central website: [www.unisa.edu.au/campuscentral/services.asp](http://www.unisa.edu.au/campuscentral/services.asp)

Other general support is available from the University between **6.00pm and 9.00pm weekdays** by phoning (08) 8302 5000 or 1300 558 654 (for the cost of a local call).

### *Learning and Teaching Unit*

The Learning and Teaching Unit provides a range of services and resources designed to help students succeed. Services include language and learning development, counselling, careers, disability and international student services.

#### **City East Campus:**

Location: Room P2-40, Level 2, Playford Building,

Telephone: (08) 8302 2330 or 1300 657 122 / Fax: (08) 8302 2363

Visit the Learning Connection website: [www.unisa.edu.au/ltu/](http://www.unisa.edu.au/ltu/)

### *Safety on campus*

Security Officers patrol the campuses and are on call 24 hours a day to deal with inquiries and provide assistance and support. If necessary, security provides escorts to public transport and cars.

#### **City East Campus:**

Location: Centenary Building adjacent to the entrance to the Library

Telephone: Call security from call points on campus, dial 8888 from internal extension or 1800 500 911 (free call)

Visit the Facilities Management/Security website: [www.unisa.edu.au/facilities/security/default.asp](http://www.unisa.edu.au/facilities/security/default.asp)

### *UniLife*

UniLife is a democratic organisation run by students, which is responsive to student needs. UniLife's role is to improve the quality of student life by:

- providing administrative support to Sporting & Non-Sporting Clubs
- providing a diverse range of events for students to enjoy throughout the year
- provide free advocacy and advice services
- producing the UniSA student newspaper 'Entropy'

Representation and service delivery provided by UniLife is coordinated by a Central Office based at the City East campus and assisted by staff at branch offices on the five campuses.

Visit the UniLife website: [www.unisa.edu.au/unilife/about/default.asp](http://www.unisa.edu.au/unilife/about/default.asp)

### *ISTS (Computing & IT)*

ISTS provides a wide range of services for students including: access to computers and printers, located throughout the University; access to email; access to the wireless network; "help" services to assist you to make best use of the University's IT environment, policies, procedures and guidelines for the use of information technology within the university.

Visit the ISTS website: [www.unisa.edu.au/ists/students/default.asp](http://www.unisa.edu.au/ists/students/default.asp)

### *UniSA Library*

The Library provides print and electronic resources, information and information literacy programs integral to learning and research programs in the University. Staff and students of the University may use and borrow from the Library at any campus of the University and also at Flinders University and the University of Adelaide. Any member of the community is welcome to consult materials held on the open shelves at any campus, and borrow for a small annual charge.

Visit the Library website: [www.library.unisa.edu.au/](http://www.library.unisa.edu.au/)