Student policies and procedures

University policies

You are advised that it is your responsibility to be aware of the statues and policies of the University.

In particular, you should refer to the Student related policies and procedures manual that describes University policies and procedures relating to:

- admission
- appeals and complaints
- assessment and teaching
- computing
- equal opportunity
- financial
- honours programs
- intellectual property
- international students
- laboratory rules
- library rules
- non-award studies
- prizes and awards
- research higher degrees
- research components of postgraduate coursework awards
- student conduct.

This information is available online at:
Emergency control procedures

Please refer to the University’s policies and procedures website for up-to-date information on the University’s emergency procedures:

☑️ Emergency evacuation procedures

The University advises students:

It is important that you are aware of the emergency evacuation procedures which have been put in place for your safety in the event of a fire or similar emergency in a University building.

All buildings of the University have some kind of device for warning of an emergency. In some buildings this is a bell—in others it is a siren, which may be either hand-held or fixed.

If you hear an alarm bell, or if instructed to do so by a warden, you should cease whatever you are doing, quickly secure confidential materials and valuables and switch off computers and electrical appliances and leave the building by the nearest safest exit route. Go to the assembly point advised by the wardens.

In buildings that use a warning siren, the ALERT signal is an intermittent beep. If you hear this signal you should not leave the building but you should prepare to do so by securing confidential materials and valuables and switching off computers and electrical appliances.

If you hear a whooping tone, which is the EVACUATE signal, or if instructed to do so by a warden, leave the building by the nearest and safest exit route. Go to the assembly point advised by the Wardens.

Do not use the lifts

Do not re-enter the building until instructed by an emergency services incident controller.
Prepare yourself for the possibility that an emergency evacuation may occur by making yourself familiar with the exit routes from the buildings you use. All exit routes are marked with exit signs. At all times during an emergency follow the instructions of the wardens—they are trained to handle emergencies and have the authority to direct persons at all levels to comply with emergency procedures.


**Academic integrity**

All students can access the website 'Academic Integrity at Flinders' from the topic list in Flinders Learning Online (FLO). It contains information on:

- definitions of academic integrity and its importance
- tips on how to avoid plagiarism
- tips on how to avoid collusion
- tips on how to avoid being accused of academic dishonesty.


To find out more about current policies relating to academic integrity at Flinders University, please go to: [http://www.flinders.edu.au/ppmanual/student/assessment1.html](http://www.flinders.edu.au/ppmanual/student/assessment1.html).

> **Plagiarism**

Flinders University policy defines plagiarism as:

... the use of another person’s words or ideas as if they were one's own. It may occur as a result of lack of understanding and/or inexperience about the correct way to acknowledge and reference sources. It may result from poor academic practice, which may include poor note taking, careless downloading of material or failure to take sufficient care in meeting the required standards. It may also occur as a deliberate misuse of the work of others with the intent to deceive.
It may include, but is not restricted to:

- presenting extracts, without quotation marks and/or without appropriate referencing, from books, articles, theses, other published or unpublished works, films, music, choreography, working papers, seminar or conference papers, internal reports, computer software codes, lecture notes or tapes, numerical calculations, data or work from another student. In such cases, it is not adequate merely to acknowledge the source. This applies to material accessed in hard copy, electronically or in any other medium.

- close paraphrasing of sentences or whole paragraphs with or without acknowledgement by referencing of the original work.

- adopting ideas or structures from a source without acknowledgment.

- using source codes and data from other's work without acknowledgement.

- arranging for someone else to undertake all or part of a piece of work and presenting that work as one's own.

- submitting another student’s work whether or not it has been previously submitted by that student.


**Copyright**

You are required to abide by Australian copyright regulations. If you require further information on using copyrighted materials including publications, sound recordings, films, broadcasts or computer programs, consult the University’s Copyright Officer or refer to the website at: http://www.flinders.edu.au/isd/policies-procedures-and-guidelines/copyright/quick-guide.cfm. Also refer to the Australian Copyright Council at: http://www.copyright.org.au/ for further information.

**Referencing**

You are required to use the author-date (Harvard) referencing guide endorsed by the School of Nursing & Midwifery. The guide is available as a PDF file from: http://www.lib.flinders.edu.au/services/infolit/nureference.pdf.
SafeAssignment

Staff may use a range of methods (including electronic means) to assist in the detection of breaches of academic integrity. In addition, the University makes available for staff and student use the electronic text matching software application SafeAssignment, available from: http://www.flinders.edu.au/SLC/Pages/safeassignment.html.

The electronic text matching software application SafeAssignment may be used in your topic. If so, you will receive a written statement from the topic coordinator describing how the software will be used.

Examinations (off-campus)

The University requires that students enrolled in topics which are delivered on campus sit their exams on campus. However, in exceptional circumstances, where students are likely to face hardship if they have to sit their exams on campus, or have compelling reasons for needing to sit their exams away from the University, students may be granted permission to sit exams away from the University.

There will be instances in which it is inappropriate in any circumstances for an exam to be sat away from the University. Such instances will be determined by the faculty responsible for the topic(s) and can include, but are not limited to, clinical or practical exams.

- **Eligibility**
  
  You may apply to sit your exams away from the University if:
  
  - your permanent home address is outside of South Australia or a location at least 500 kms away from Adelaide, and there are extenuating circumstances which prevent you being in Adelaide to sit your exams; or
  - you have to be away from Adelaide during the examination period to participate in a major event, e.g. a sporting or cultural event at a state or national level; or
  - you have to be away from Adelaide during the examination period on compassionate grounds, e.g. bereavement, or unforeseen circumstances that have suddenly arisen over which you have no control; or
• you have to be away from Adelaide during the examination period on work-related matters. Such circumstances will require the furnishing of a supporting statement from your employer. This provision does not extend to you if you are employed on a casual basis; or

• you have to be away from Adelaide during the supplementary examination period on study related matters that are a compulsory component of your course, e.g. field trips, research, work placement, clinical placement.

You should refer to the following website for examination policies and more information: http://www.flinders.edu.au/current-students/exams-assess-results/examinations/index.cfm.

An application form to sit an examination off-campus is available from: http://www.flinders.edu.au/current-students/exams-assess-results/examinations/exam-faqs.cfm. The application must be lodged at the Examinations Office, Student Centre at least four (4) weeks before the commencement of the exam period. Late applications cannot be considered.

➢ Riverland students

Examinations are held at the Renmark campus concurrent with the Sturt precinct in Adelaide.

Leave from study

If you are a continuing undergraduate or postgraduate coursework student and you wish to take leave from a course for a full year, you must apply for leave. An application for leave is not required for one semester’s leave only. Further information and application forms are available from: http://www.flinders.edu.au/enrolling/leave_from_study.html.
Appeals and complaints

The School and the University have processes in place should you experience difficulties with your studies.

The School’s preferred way for a student to attempt to resolve their concerns is as follows:

1. Approach your lecturer/tutor

If the situation is not resolved ...

2. Approach your topic coordinator

If the situation is not resolved ...

3. Approach the relevant course coordinator (see p. 9)

If the situation is not resolved ...

4. Approach the Associate Dean (Academic Programs)

If the situation is not resolved ...

5. Approach the Dean

If you are dissatisfied with a response from a lecturer-in-charge, or with provisions made for reasonable adjustments to assessment, you should follow the procedures detailed in the University’s policy on student appeals and complaints. Further information can be found at: http://www.flinders.edu.au/current-students/policies-procs/rights/student-appeals-complaints-and-grievances.cfm, and http://www.flinders.edu.au/ppmanual/student/appeals.comps.html.
Statutory prohibition in using the title ‘nurse’

Under the *Nurses Act 1999 (SA)* the title ‘nurse’ is protected. Only those individuals registered or enrolled with the NBSA can lawfully use that term. Thus, a student enrolled in the BNg or BMid is not permitted to use the word ‘nurse’ or ‘midwife’ to describe their student status, i.e. student nurse or student midwife. Therefore, when required to refer to the ‘title’, ‘nursing student’ or ‘midwifery student’ must be used.