



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

REGULATIONS: SCHOOL OF PHYSIOTHERAPY FREMANTLE

Purpose:	These School Regulations apply to all students in the programs and courses offered by the School of Physiotherapy at the University of Notre Dame, Australia.
Responsible Executive:	Dean
Responsible Office:	School of Physiotherapy
Contact Officer:	Senior Administrative Officer, School of Physiotherapy
Effective Date:	1st January 2018
Modification History:	December 2010, June 2011, July 2012, Aug 2015, Aug 2016, October 2017

1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations

These School of Physiotherapy Regulations apply to all students enrolled in the programs offered by the School of Physiotherapy and, as far as is appropriate, to those students enrolled in courses which are offered through the School of Physiotherapy. These Regulations should be read in conjunction with the General Regulations and specific Program Regulations.

1.2 Program Regulations

In addition to these School of Physiotherapy Regulations, all of the programs in the School of Physiotherapy have specific regulations which apply to all students enrolled in these programs.

1.3 Interaction of Regulations

In the event of inconsistencies between different sets of regulations, the order of priority of enforceability is as follows:

1. General Regulations
2. Research Degree Regulations
3. School Regulations
4. Program Regulations

1.4 Interpretation

The words and phrases contained in this provision are to be interpreted in the following way throughout the School of Physiotherapy Regulations, unless otherwise provided for herein:

“(the) School Committee” – shall have the same meaning as that given to it in the University Statutes.

“(the) Student Consultative Committee” – shall mean the School of Physiotherapy Student Consultative Committees as established under these Regulations.

“(the) Course Coordinator” – shall mean that person designated by the Dean to be the lecturer in charge of a course and who shall be responsible to the Dean for the overall coordination of teaching and assessment in the course.

1.5 Amendment of Regulations

- 1.5.1 All proposals for amending these School Regulations must be forwarded by the Dean to the Program and Course Accreditation Committee (PCAC) for consideration and to the Vice Chancellor for approval.

2. GOVERNANCE OF THE SCHOOL OF PHYSIOTHERAPY

2.1 Dean of a School

- 2.1.1 Subject to the University Statutes, the Dean of the School on the Fremantle Campus is the senior executive and academic officer primarily responsible for the welfare of a School on that Campus.

2.2 Associate Dean(s) of a School

Subject to the University Statutes, the Associate Dean(s) of the School assists the Dean with the day-to-day operations of the School with particular responsibility for areas of the academic program and School activities.

2.3 School Committee

- 2.3.1 In accordance with the University Statutes, there shall be a School Committee.
- 2.3.2 The School Committee shall each hold a minimum of two meetings per year, at which meetings the following rules shall apply:
 - (a) The Dean of the School (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the School Committee.
 - (b) A quorum consisting of 50 per cent of fulltime and fractional academic staff of that School must be present for there to be a quorum.
 - (c) Members of the School Committee will be given notice that a meeting is to be held five working days before it is held.
 - (d) If a meeting is to be cancelled, a minimum of 24 hours' notice will normally be given.

- (e) Members shall be notified of meeting details prior to the meeting. Such notice may be in writing, orally or electronically.
 - (f) The Dean of the School shall appoint a person to record and retain minutes of each meeting.
- 2.3.3 The Dean shall have regard to the views and determinations of the School Committee; however, the role of the School Committee is advisory to the Dean only and the Dean may act contrary to the advice of the School Committee.
- 2.3.4 Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Head of Campus of the issues involved.

2.4 Student Consultative Committee

- 2.4.1 The School of Physiotherapy shall have a Student Consultative Committee, which is composed of the Dean of the School, an academic staff member of the School and one or more currently enrolled student representatives from each year within the School's programs.
- 2.4.2 The Student Consultative Committee shall be the main consultative body of the School for student feedback as a quality measure.
- 2.4.3 The student representatives may bring matters to the attention of the committee should consultation with the course coordinator not resolve a concern.
- 2.4.4 The Student Consultative Committee shall hold a minimum of two meetings per semester, at which meetings the following rules shall apply:
- (a) The meeting is chaired by students on a rotational basis.
 - (b) The meeting is minuted by students on a rotational basis.
 - (c) Student representatives will be given notice that a meeting is to be held five working days before it is held. Such notice may normally be made in writing, orally or electronically.
 - (d) An academic staff member and four student representatives must be present to make the quorum.

3. ADMISSIONS

3.1 Special Requirements for Admission

- 3.1.1 Special requirements for admission by the School of Physiotherapy shall be detailed in specific Program Regulations and/or in any relevant Policy of the University.
- 3.1.2 In accordance with the Allied Health Practitioner Regulation Agency Registration Standard: English Language skill (2015), where the applicant's first language is not English, the applicant is required to demonstrate competency in English language skills by having completed the following tests of English language proficiency:
- a) the IELTS examination (academic module) with a minimum score of 7 in each of the four components (listening, reading, writing and speaking); or
 - b) completion of an overall pass in the OET with grades A or B only in each of the four components.
- 3.1.2.1 Applicants admitted after satisfaction of 3.1.2 may need to satisfy further English requirements for registration as a physiotherapist in Australia as determined by the Registration Standards set by the Physiotherapy Board of Australia. Any requirements set by the Physiotherapy Board of Australia for registration as a physiotherapist in Australia are the responsibility of the graduating student.

3.2 Programs and Quotas

- 3.2.1 The programs of the School of Physiotherapy are set out in the specific Program Regulations.
- 3.2.2 Pursuant to the General Regulations and University Policy, the total intake of first year students admitted to the program may be limited.

3.3 Specific Conditions of Enrolment in Courses of a Program

- 3.3.1 Special conditions of enrolment (if any) in courses of a program offered by the School of Physiotherapy shall be detailed in specific Program Regulations and/or in any relevant Policy of the University.
- 3.3.2 A student may need to provide evidence of their ability to meet, with or without adjustments, any inherent requirements for the physiotherapy program that may be in place or developed by the University.

- 3.3.3 The conditions for enrolment into successive semesters require that a student successfully complete all the required courses in the previous semester.
- 3.3.4 The Dean (or delegate) may impose enrolment conditions on a student based on specific program or course requirements.
- 3.3.5 The conditions that may be imposed on a student include, but are not limited to:
- a) the meeting of special requirements of admission;
 - b) achievement of a passing grade in a prerequisite course; and/or
 - c) that a student may enrol in a particular course only if:
 - i. the student also enrolls in a co-requisite course at the same time, should a co-requisite be specified; or
 - ii. the student previously achieved a passing grade in the co-requisite course.
- 3.3.6 The Dean (or delegate) may permit a student to enrol in a course without having satisfied the conditions listed in 3.3.5 if the Dean of the School is satisfied the student has demonstrated sufficient knowledge to undertake the course concerned.

3.4 Enrolment Deadlines

- 3.4.1 Enrolment deadlines for undergraduate courses are those proclaimed by the Campus Registrar.
- 3.4.2 Enrolment deadlines for non-standard courses are determined by the Dean of the School and advised to the Campus Registrar for publishing on the University's web site.

4. ACADEMIC PROGRESS

4.1 Attendance and Absence

- 4.1.1 Students are expected to advise the Course Coordinator if they are unable to attend tutorials, workshops or any other teaching period outlined in the course outline. A student who is absent for more than 15 per cent of course teaching will be required to attend a meeting with the Dean (or delegate) to discuss the implications of their actions.
- 4.1.2 Full time attendance at all scheduled clinical placements, practicums or internships, including necessary briefing sessions, is compulsory

4.2 Student Progress

- 4.2.1 A student who fails to complete all courses of a particular semester or year of her or his prescribed program may be permitted, at the discretion of the Dean of the School, to proceed to the next semester or year of the program provided that the appropriate prerequisites are met and agreement can be reached on how the missing requirements will be completed.
- 4.2.2 The Dean may recommend to the Deputy Vice Chancellor (Academic) for approval of any change to a program regulation for an individual student.
- 4.2.3 In accordance with the Health Practitioner Regulation National Law Act 2009, students enrolled in programs conducted by the School are required to be registered with the Physiotherapy Board of Australia and bound by the code and guidelines as specified by the Physiotherapy Board of Australia such that registration must be maintained for enrolment in the programs of the School.

4.3 Graduation

Eligibility for graduation in the programs offered by the School of Physiotherapy requires successful completion of all required units of credit and program conditions as detailed in the specific Program Regulations.

4.4 Degrees with High Distinction or Distinction

- 4.4.1 In accordance with the General Regulations, undergraduate degrees offered by the School of Physiotherapy are not eligible to be awarded with Distinction or High Distinction.
- 4.4.2 In accordance with the General Regulations, postgraduate degrees offered by the School of Physiotherapy are eligible to be awarded with Distinction or High Distinction.

4.5 Degrees with Honours

- 4.5.1 An undergraduate degree offered by the School of Physiotherapy may be awarded with Honours.
- 4.5.2 In accordance with the General Regulations, degrees with Honours awarded within the School of Physiotherapy are detailed in Program Regulations.

- 4.5.3 The Honours research thesis is examined by at least two examiners, one of whom may be external to the University.

5. ASSESSMENT AND EXAMINATIONS

5.1 Course outline

A student will be provided with a course outline at the commencement of a course in which he/she is enrolled in a particular semester/term. The course outline will provide the details of the course including specified learning outcomes, assessment schedule and required texts (if any).

5.2 Assessment

- 5.2.1 Assessment criteria for each course are contained in the course outline of each course.
- 5.2.2 A student enrolled in a course offered by the School of Physiotherapy may receive a Fail due to Non-Completion (FN) grade if they do not successfully pass each piece of continuous assessment, including the final examination, within a course irrespective of achieving a passing grade overall for the course. If there is such a requirement within a course it will be explicitly stated in the course outline.
- 5.2.3 A student enrolled in a course offered by the School of Physiotherapy may receive a Fail (F) grade if they do not successfully pass each component of the end of semester examinations within a course, including written and/or practical examination, irrespective of achieving a passing grade overall for the course. If there is such a requirement within a course it will be explicitly stated in the course outline.
- 5.2.3 A student enrolled in a course offered by the School of Physiotherapy may receive an interim In Progress (IP) grade if, during the end of semester examinations, the student is identified as having not shown a required element(s) of competency, particularly related to clinical safety. A student with this notation is required to meet with the course coordinator and attend to such requirement of competency to the satisfaction of the course coordinator. When the requirement is satisfied the student shall be awarded the mark and grade earned for the course.

5.3 Conceded Pass

In accordance with the General Regulations, the grade of "Conceded Pass (CP)" will not be awarded to any student enrolled in a course offered by the School of Physiotherapy or an award or degree offered by the School of Physiotherapy.

5.4 Extensions on continuous assessment items (excluding examinations)

- 5.4.1 A student may apply in writing at least 3 days before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Dean (or delegate) setting out the grounds for the application. Such application must be accompanied by appropriate supporting documentation, such as a medical certificate.
- 5.4.2 The Dean (or delegate) has the discretion to approve or dismiss the application for extension.
- 5.4.3 If the Dean (or delegate) approves the application for extension, the Dean (or delegate) will set a new due date, "the extended due date".
- 5.4.4 If the Dean (or delegate) does not approve the application for extension, the Dean (or delegate) will impose the penalty for late submission or non-submission of continuous assessment.

5.5 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)

- 5.5.1 If a student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:
- The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), but 10 percent per calendar day of the mark the student would have obtained will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).
 - No piece of assessment will be marked or awarded a grade if the piece of assessment is submitted more than five days after the due date (or extended due date if applicable) and the student will be awarded a mark of "0" and grade "F" for that piece of assessment.

- 5.5.2 The Dean of the School (or delegate) retains discretion to waive or modify the penalties imposed as listed above if the student can establish to the satisfaction of the Dean (or delegate) that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.
- 5.5.3 The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

5.6 Remarking of pieces of continuous assessment

- 5.6.1 If the Dean of the School permits a remarking of the piece of assessment, the following procedures will apply:
- (a) The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
 - (b) The person undertaking the remarking will recommend to the Dean a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to any marking guidelines or criteria produced by the original marker.
 - (c) The person undertaking the remarking will provide a written recommendation to the Dean (or delegate) as soon as is practicable giving an assessment of the piece of assessment and the recommended mark and grade.
 - (d) The final mark and grade to be awarded for the piece of assessment will be determined by the Dean (or delegate) based on the person undertaking the remarking recommendations.
 - (e) The Dean will advise the Course Coordinator of the outcome of the remark and if necessary, the Course Coordinator will amend the student's assessment record.

5.7 Referencing

In the absence of any notification to the contrary, a student enrolled in courses offered by the School of Physiotherapy must use the APA (American Psychological Association) system for referencing and footnoting pieces of assessment.

5.8 Assessment Coversheets

A student is required to attach a University Cover Sheet to every piece of continuous assessment on which they must declare that the work is all their own, that they have retained an electronic copy of the work, that the work has not been previously submitted for any other course or at any other tertiary institution, and the total word count (excluding footnotes and bibliography) of the assessment.

6. ETHICAL OBLIGATIONS OF STUDENTS

6.1 Code of Conduct

All students are obligated under the University's General Regulations to act in accordance with the ethical and academic obligations.

6.2 Health Practitioner Regulation National Law Act 2009

The University is required to register students with the Physiotherapy Board of Australia under the Health Practitioner Regulation National Law Act 2009. Students are therefore bound by the code and guidelines as specified by the Physiotherapy Board of Australia with respect to the Health Practitioner Regulation National Law Act 2009.

6.3 Honour Code

- 6.3.1 The School of Physiotherapy may impose a further Honour Code on students detailing behaviour and expectations of the student enrolled in a program offered by the School of Physiotherapy.
- 6.3.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Physiotherapy include the following:
- (a) To treat all students and staff of the University, and members of the community with whom they come into contact as a student, with courtesy and respect;
 - (b) To use the resources and property of the University honestly, with care and in accordance with any University or School Regulations and guidelines;
 - (c) To comply with any instructions issued in connection with the use of the University Library; and in particular, not to steal, deface, destroy or conceal from other students any library materials; and

- (d) To conduct themselves fairly and honestly in connection with examinations and other forms of assessment; and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.

6.3.3 Additional professional and ethical behaviour expected of students are detailed in Program Regulations.

6.4. Special Award Requirements

A student enrolled in these Awards is required to provide evidence of the following:

- (a) Criminal Record Screening through a National Police Clearance to meet the requirements of Health Facilities;
 - (b) Current Provide First Aid Certificate (Senior First Aid Certificate) or equivalent;
 - (c) Current Provide Cardiopulmonary Resuscitation Certificate (updated annually);
 - (d) Immunisation (in accordance with 3.2b);
 - (e) Medical Clearance using the form prescribed by the School; and
 - (f) Ability to meet any inherent requirements for the study of these Awards with or without adjustments that may be in place or are developed by the University.
- (a) As a legal requirement from both the University and the Facilities in which a student will undertake clinical placements, documentation is required to confirm vaccination and immunity in accordance with the current Health and Universities Agreement for Allied Health Student Clinical Placements (2005) and Schedules to that agreement or its substitute in place at the time.
- (b) A student undertaking clinical placements in areas within which they may be in contact with children will be required to obtain a Working with Children Card as specified by the Working with Children (Criminal Record Checking) Act 2004.
- (c) A student undertaking clinical placements or experiences in areas involving aquatic or hydrotherapy activities will be required to obtain a minimum of an Aquatic Rescue Certification (Royal Life Saving Society), or equivalent.
- (d) All required documentation must be provided by the time prescribed by the School. Failure to provide the documentation may result in cancellation of enrolment in accordance with the General Regulations.
- (e) The University is required to register students with the Physiotherapy Board of Australia under the Health Practitioner Regulation National Law Act 2009. Students are therefore bound by the code and guidelines as specified by the Physiotherapy Board of Australia with respect to this Law.

7. SPECIAL REQUIREMENTS RELATING TO CLINICAL EDUCATION PLACEMENTS

- 7.1 Prior to being placed on a clinical education placement a student must provide the Dean of the School (or delegate) with special entry documentation and other health information as required and detailed in the relevant Program Regulations.
- 7.2 A student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon the student's capacity to undertake a clinical education placement. Failure to disclose may result in the student failing the placement if they are unable to meet all requirements of the clinical placement.
- 7.3 Upon receipt of such information, the Dean of the School in consultation with the Associate Dean Clinical Education will determine if the student is capable of meeting the requirements for clinical education placement, or if they need to be counselled with regard to any intervention to assist them to meet requirements to be able to complete their placements.
- 7.4 A student must abide by the Australian Physiotherapy Code of Conduct and any requirements under the Health Practitioner Regulation National Law Act 2009 and any codes and guidelines as specified by the Physiotherapy Board of Australia.
- 7.5 A student participating in a clinical education placement must abide by the Health and Universities Allied Health Student Placement Agreement (2005) or substitute agreement in place at the time. Failure to do so may result in withdrawal from clinical placement and failure of the course in which they are enrolled.
- 7.6 Students undertaking clinical education placements will be required to wear the specified uniform as detailed in the Clinical Education Manual.

- 7.7 As well as meeting the standards of practice requirements for the Clinical Education courses, a student must normally undertake a minimum of 32 hours per week, for each of the deemed five weeks of clinical placement, to meet Award requirements. Failure to meet this requirement may result in a fail.
- 7.8 A student who is absent whilst on clinical placement for more than two days will be required to provide a doctor's certificate or other documentation and submit this to the clinical education facility supervisor and a copy to the School of Physiotherapy Associate Dean Clinical Education.
- 7.9 A student may not request leave from clinical placements directly from the Clinical Facility. Any leave requests must be submitted directly to the Associate Dean Clinical Education (or delegate) in the School of Physiotherapy at the University. If a student wishes to request leave for a specific reason (eg. International Representative Sport, Defence Force commitments) he/she is required to see the Physiotherapy Associate Dean Clinical Education (or delegate) to discuss his/her eligibility and possible impact on his/her clinical program. If considered feasible, then formal application for leave must be made to the Dean of Physiotherapy with whom the decision will rest. This absence may impact on the student's completion of Award requirements and result in delay in graduation.

8. Pre Clinical Experience (PCE)

- 8.1 A student participating in PCE as part of a program in the School of Physiotherapy must adhere to the requirements of the PCE workbook and Course outline.
- 8.2 Each student participating in PCE must abide by the Australian Physiotherapy Code of Conduct.
- 8.3 Students undertaking PCE will be required to wear the specified uniform as detailed in the PCE workbook.

9. SCHOOL POLICIES

- 9.1 School of Physiotherapy policies are binding on all students enrolled in programs or courses within the School of Physiotherapy.
- 9.2 School policies must be approved by a majority of the members of the School Committee and endorsed by the Dean.
- 9.3 School policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

10. PRIZES AND AWARDS

In accordance with General Regulations, a student in the School of Physiotherapy may be eligible for the awards and prizes listed on the School website and/or as may be determined from time to time in consultation with the Office of University Relations.