

SA Health Clinical Specialisation Program



Government of
South Australia



University of
South Australia

Enrolment Procedures

Purpose

This procedure provides operational detail to support the equitable and timely management of SA Health-endorsed Clinical Specialisation Program courses including:

- Enrolment
- Making changes to enrolment – withdrawal, changing courses, deferring studies, taking leave.
- SA Health Recognising Academic Achievement Scholarship (extension to SA Health Clinical Specialisation Program Scholarship)

Principles

- These procedures only apply to SA Health-endorsed Clinical Specialisation Program courses of study - the ICNS Program (Nursing) and ICMW (Midwifery).
- All students enrolled in ICNS/ICMW courses are recipients of a SA Health Clinical Specialisation Program Scholarship.
- The procedures are consistent and comply with the contract between UniSA and SA Health to deliver educational services.
- Students agree to abide by all University of South Australia policies and procedures as applicable.
- Where these procedures contravene University of South Australia policies the relevant UniSA policy shall be applied.
- On matters where these procedures are silent agreement shall be negotiated with the UniSA Clinical and Health Science (CHS) Academic Unit and the SA Health Nursing and Midwifery Office (NMO).

Procedures

1. Enrolment

- i. Entry to study in the SA Health Clinical Specialisation Program (SAHCSP) is via SAHCSP Scholarship.
- ii. All SA Health employees who are applying for their first scholarship must apply via the UniSA online application system prior to the published Study Period application closing date.
- iii. The NMO will approve all scholarship holders for admission to the university in preparation for study period enrolment in 2024 and 2025.
- iv. Approved SAHCSP Scholarship holders are deemed to have met the entry requirements for the approved course of study.
- v. On admission to the university SAHCSP students will be provided with enrolment information and advice.
- vi. SAHCSP students need to finalise their enrolment in time to commence studies at the start of the Study Period.
- vii. **The ICNS/ICMW Program does not have a census date.** The SAHCSP course fees are deemed to have been incurred for enrolled students after 11.59 pm of the Friday of the first week of teaching.

2. Making changes to enrolment

2.1 Withdrawal

2.1.1 Withdrawal after UniSA admission and prior to 11.59 pm Friday of the first week of teaching

- i. Students requesting withdrawal after admission and regardless of enrolment status are able to withdraw without showing cause and will be referred to Campus Central to complete the withdrawal process.
- ii. UniSA will advise the NMO of all SAHCSP Scholarship recipients who withdraw on or prior to the cut-off date at the end of the first week of teaching.

2.1.2 Withdrawal after 11.59 pm Friday of the first week of teaching

- i. Student withdrawal matters for ICNS/ICMW courses are managed jointly by the UniSA CHS Academic Unit and the NMO.
 - a. SAHCSP students seeking to withdraw from the SAHCSP course must contact the NMO and their course coordinator / UniSA CHS Academic Unit in the first instance. The NMO and UniSA team (in conjunction with each other) will consider the circumstances presented by the SAHCSP student and work with the SAHCSP student to continue their studies. Options to consider include:
 - i. Extension for assessments and other focussed learning interventions.
 - ii. Applying for deferral due to extenuating circumstances as defined in the Table of unexpected and Exceptional Circumstances (Refer Section 2.2 SAHCSP Deferral and Section 4).
 - b. Where SAHCSP students proceed with a withdrawal despite employing strategies (i) and (ii) will be advised by the NMO that SA Health may seek reimbursement of the SAHCSP course fees as advised on SAHCSP Scholarship application.
- ii. Where a withdrawal request is not supported by the NMO as being due to unexpected or exceptional circumstances as defined in Section 4, the NMO may seek to recover the SAHCSP course fees from the SAHCSP Scholarship recipient.
- iii. Withdrawal before the course withdraw-fail date (determined by the University) will be recorded as withdrawn (W). A 'W' notation does not contribute to the student's GPA.
- iv. Withdrawal after the course withdraw-fail date will be recorded as withdraw-fail (WF). A 'WF' notation contributes 1.5 points to the student's GPA.

2.2 SAHCSP Deferral

- i. A SAHCSP student may only request deferral of studies after enrolment on the grounds of unexpected or exceptional circumstances as defined in the Table of unexpected and Exceptional Circumstances (See Section 4).
- ii. SAHCSP students requesting deferral are subject to a decision by SA Health NMO Nursing Program Director and the UniSA CHS Academic Unit Program Director in recognition that under the SA Health/UniSA agreement the SAHCSP student has incurred the full course fee. Consideration of these requests will consider any unexpected or exceptional circumstances. Events not considered significant include annual leave, holidays, workload, and pre-booked activities such as overseas holidays.
- iii. The following steps will be undertaken:
 - a. SAHCSP students requesting deferral must contact the NMO and their course coordinator/ UniSA CHS Academic Unit in the first instance. The NMO and UniSA team (in conjunction with each other) will consider the circumstances presented by the SAHCSP student and work with the

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SAHCSP student to continue their studies without deferral which may include extension for assessments and other focussed learning interventions.

- b. The UniSA CHS Academic Director shall determine if the deferral is to be approved and advise SA Health NMO and the student of the outcome. The aim is to resolve the matter within 5 working days.
- c. A SAHCSP student granted deferral will be placed on the Approved Deferral List maintained by UniSA CHS Academic Unit.
- d. A SAHCSP student who is not approved for deferral will be notified by UniSA and referred to NMO. The NMO may seek to recover the SAHCSP course fees from the SAHCSP student.
- iv. Only one deferral is permitted per SAHCSP Scholarship recipient.
- v. If deferral is not approved, the student may continue to study or withdraw (noting that SA Health may seek to recover the SAHCSP course cost from the student).
- vi. Deferred studies must be undertaken in the next ICNS/ICMW Study Period. (Pending course availability)
- vii. Approved deferrals will be recorded as withdrawn (W). A 'W' notation does not contribute to GPA.

2.3 Changing courses

- i. Any requests for course changes by SAHCSP students must be referred to the NMO. SAHCSP Scholarships are offered in conjunction with the Local Health Network employing the SAHCSP recipient. The NMO will determine in conjunction with the Local Health Network whether a requested course change is in the interests of the Local Health Network as well as the student.
- ii. Changes to enrolled courses must be completed before the end of Study Period Week Two.

2.4 Taking leave and other adjustments during study period

All student requests for adjustments to their Study Plan or other aspects of their course of study will be managed in accordance with the University of South Australia's academic policies and procedures.

2.5 SA Health Recognising Academic Achievement Scholarships (Extension to SAHCSP Scholarships)

- i. SAHCSP students achieving a grade $\geq 75\%$ may be offered a second scholarship which will enable them to complete their Graduate Certificate qualification.
- ii. UniSA will notify the NMO of the final grades for SAHCSP students as soon as practical after the completion of assessment grading. The Chief Nurse and Midwifery Officer will offer eligible SAHCSP students a SA Health Recognising Academic Achievement scholarship and UniSA will facilitate the enrolment of recipients into the next available Study Period or up to 12 months (unless otherwise negotiated with the NMO).
- iii. Students accepting an SA Health Recognising Academic Achievement Scholarship are already admitted to the university and will only be required to enrol in their course of study.
- iv. Enrolment may occur after the student has received notification by UniSA of their RAA scholarship being applied to the course fees.

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3. Key contacts

Organisational Unit	Contact details
UniSA	Campus Central: https://askcampuscentral.unisa.edu.au/
UniSA Clinical Health Services	Teaching and learning support: chs-teachinglearning@unisa.edu.au Program Director: allison.roderick@unisa.edu.au Project Manager: glenn.mcmahon@unisa.edu.au
SA Health Nursing and Midwifery Office	health.nursingandmidwiferytraining@sa.gov.au

4. Table of Unexpected or Exceptional Circumstances

TYPE OF CIRCUMSTANCE	SUPPORTING DOCUMENTS
<p><i>Medical circumstances*</i>. For example:</p> <ul style="list-style-type: none"> • an unexpected illness • a re-occurrence of a chronic illness • an accident causing injury <p>* A disability or illness for which a variation has already been approved will not be accepted unless the disability has been compounded by an unexpected change or an additional condition.</p>	<p>Students must submit a medical certificate</p>
<p><i>Compassionate circumstances - hardship or trauma</i>. For example:</p> <ul style="list-style-type: none"> • a death or serious illness/injury of a close family member • a severe disruption to domestic arrangements • being a victim of crime 	<p>Supporting documents may include:</p> <ul style="list-style-type: none"> • a certificate or letter from a relevant health care professional who is qualified to assess and support the application • written support from a Student Engagement Unit counsellor who has knowledge of the student and their circumstances • a police report where relevant • a death or funeral notice
<p><i>Other unexpected or exceptional circumstances</i>. For example:</p> <ul style="list-style-type: none"> • religious observance (refer to Glossary of University Terms) • Aboriginal cultural practices (refer to Glossary of University Terms) • community service, for example, jury duty, an unforeseen call to the Australian Defence Force or state emergency services • a summons to appear in court • a vehicle accident that occurred on the day of the examination or deadline for submission of the final assessment • training/sporting/rehearsing/performing commitments for elite athletes and performing artists as defined on the University's website • employment related circumstances such as a move interstate at short notice • outage of the University's online examination system 	<p>Supporting documents may take the form of:</p> <ul style="list-style-type: none"> • a letter from a religious leader or formal documentation demonstrating religious affiliation • in the case of Aboriginal cultural practices, a document from an independent person, e.g. death certificate (if culturally appropriate) or letter from a senior community Elder • a certified call to Australian Defence Force service • a description of the emergency attended for state emergency services, including the date • a court summons • a copy of a police accident report • a letter confirming commitments for elite athletes and performing artists, as defined on the University's website • a letter confirming changed employment circumstances • a copy of the email and reference number confirming the IT support provided by the system provider or University in the case of an outage of the University's online examination system

Approval

Approved by (Name/role)	Prof Rachael Vernon/Dean of Programs (Nursing and Midwifery)
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Version control

Version	Date	Comments	Officer
3.2	19.5.2023	First published version	G McMahon
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