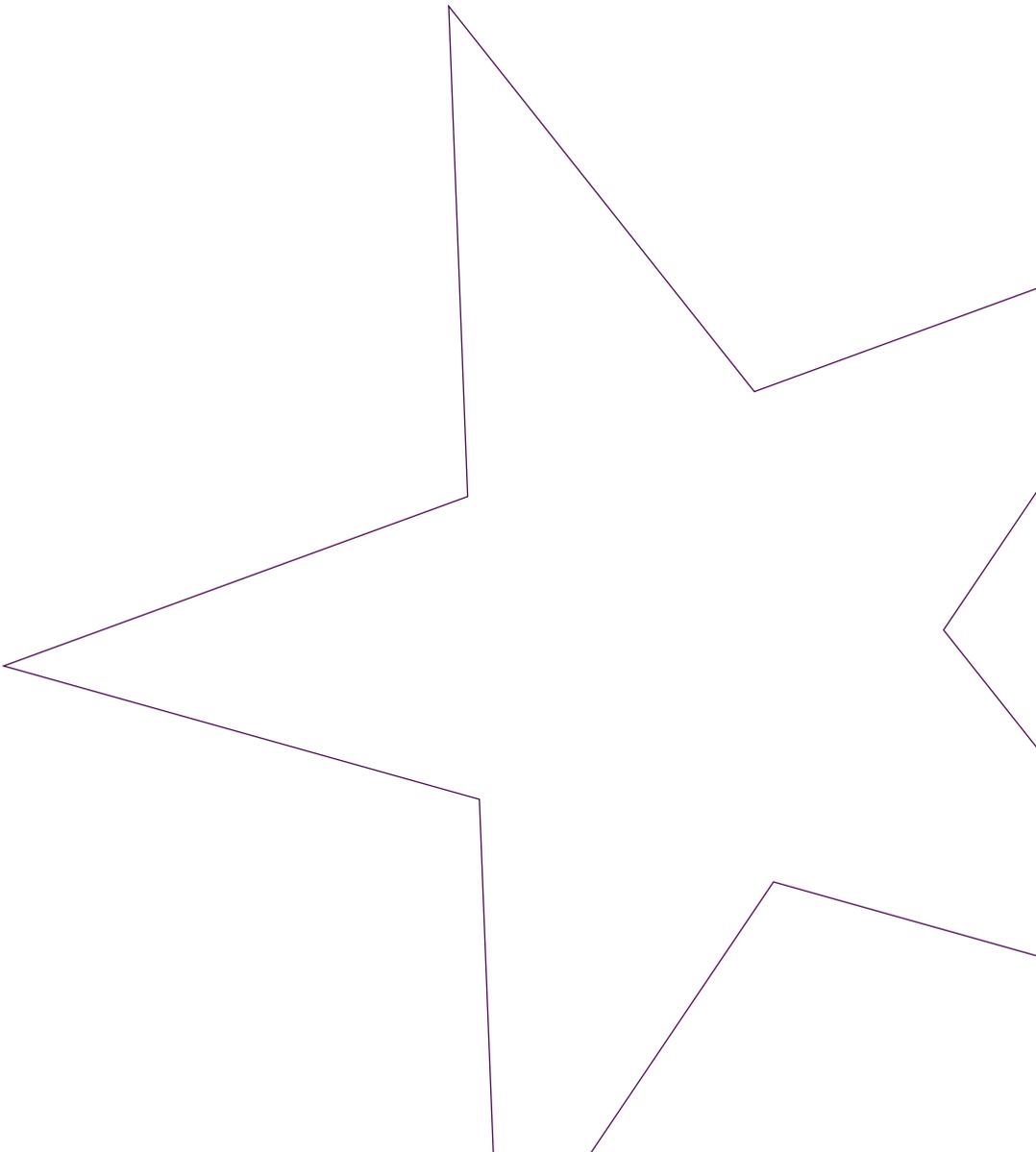


2013 Course Enrolment Guide

School of Health & Human Sciences

Bachelor of Midwifery



School of Health and Human Sciences
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Welcome

Welcome to the School of Health and Human Sciences.

It's my pleasure as the Dean of Health and the Head of School to welcome you in the various disciplines we offer within the School.

Our goal here is to improve the health, over the lifespan, of our people through the provision of quality education, research, and regional engagement working closely with the health and health science community.

It's a time of tremendous change within society, not just with regard to higher education, but also with regard to the healthcare industry and related sciences. All governments, across the globe, are beginning to think and change how they provide healthcare to the populations in which they serve. Their desire is to keep us healthier, for longer, rather than wait for us to become sick and need expensive services. In the near future, hospitals will become different in their orientation and the types of activity that they pursue will change. Superclinics are being developed to provide primary and community care, offering much more interdisciplinary care and learning in order to target chronic disease, ageing, and youth and children's issues in terms of healthcare provision. There is a stronger focus on encouraging healthier lifestyles. The impact on Schools, such as the School of Health and Human Sciences, is to ensure we produce knowledgeable, skilled practitioners and scientists who can help meet these challenges.

The School is divided into various discipline areas to help us meet these challenges. Each led by a discipline lead. There are a number of program areas across these disciplines, including nursing, osteopathy, nutrition, occupational therapy, exercise science, clinical exercise physiology, sport management, psychology, midwifery and various generic clinical pathways such as nutrition and remedial massage. The School offers under graduate and post graduate courses as well as continuing professional education programs. These program areas are expanding. In 2013 we plan to introduce programs in speech pathology and podiatry. Also in partnership with the TAFE and VET sectors we will continue to develop new pathways within our Clinical Sciences degree e.g. Podorthics. An exciting development will be in the offering of an Associate Degree in Allied Health. This will be followed by a pathway in Ageing. The courses we offer are approved by various professional accreditation bodies and conform to legal requirements.

Most of our courses require work-based learning, so you will get out and meet real people with real issues thereby enabling you to be part of a healthcare team resolved to promoting health, restoring health, preventing ill-health or helping people to adapt or seek a dignified death.

Getting your degree is a journey, it's not a destination. We're here to help you. It's a partnership between us. We are the first partnership in helping you to forge a career in your chosen field. A career which could take you far and wide over the next 40 years.

Professor Iain Graham
Dean of Health
Head of School
School of Health and Human Sciences

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How to use this guide

This course enrolment guide has been developed to assist students with unit selection, to facilitate online enrolment and provide advice about important contacts, resources and support services available. It is also a valuable resource containing easily referenced material that no student should be without.

- **Part One** contains course-specific information and sets out the structure of the course, maps suggested or compulsory unit progressions and shows specialisation sequences per study period, if applicable.
- **Part Two** provides helpful information in relation to important dates, useful websites and relevant administrative information including the contact details of specialist staff within the University who are available to assist with specific enquiries.

What to do next

1. Visit the [Getting Started](#) website. This site contains the steps needed to:
 - gain access to [My Enrolment](#)
 - check student details
 - accept an offer
 - choose a payment option
 - gain access to [MySCU](#) and [SCU webmail](#).
2. **Print or download this Course Enrolment Guide** and retain it for reference throughout the duration of the course.
3. Choose units to study using the course structure and unit information provided in this Course Enrolment Guide. Remember to:
 - read this guide carefully as it will recommend units for enrolment in each study period
 - choose units for each Session or Trimester within the academic year and understand where those units fit into the course structure
 - consider using Session 3 (an optional study period) to spread study load, dedicate time to studying units that might need a concentrated effort, or fast track and complete studies earlier.
4. Enrol in units for the **whole year** using [My Enrolment](#).
Enrolment for 2013 opens on 2 October 2012. Students will receive a notification advising that enrolment is open in their SCU Webmail account. Look out for this email and enrol early.
SCU requires students to plan their studies in advance and enrol in units for the full academic year. Students self manage their enrolment online in My Enrolment and can change enrolled units, add more units or withdraw from units up until the start of each study period.
5. Check the census date for each unit using [My Enrolment](#).
Each unit of study (subject) has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes final. After the census date a student cannot enrol or withdraw from units without financial and/or academic liability.
Census dates can be found in *My Enrolment* under *Study Plans* then *Current Enrolment Including Census Date*.
6. Access the School Student Centre and Unit Learning Site(s) in [MySCU](#).
A Unit Learning Site is generated for every unit in which a student has an official enrolment.

One week before the start of each study period, the Unit Learning Sites will open. Inside the Unit Learning Site students will find the **Unit Information Guide** and **Study Guide**. It is very important students visit this site regularly – SCU recommends students visit every day during the study period.

7. Check the [Class Timetable](#).
Internal students will need to check the class timetable to find out when classes have been scheduled for the activities that have been planned for the on-campus units in which they are enrolled.
8. Register for on-campus classes online through [My Enrolment](#):
 - Students who enrol in any on-campus units (internal mode), should attend the scheduled on campus classes for the activities listed in the class timetable.
 - Session students must check the [class timetable](#) to see whether they need to register into any classes. Classes fill up quickly so register early. Students will receive an email in their SCU Webmail account to advise when registration will open.
 - Trimester students do not register into classes as there is usually only one class to attend.
 - Distance education (university-wide; external mode) and online students do not need to attend classes and will find all the information to start studying in their Unit Learning Site(s).
9. Once students are admitted to their course, enrolled in units and registered into classes, they are ready to start studying. SCU recommends students now visit the [Orientation](#) website to find out about scheduled activities, sporting facilities, mentors, counselling services and lots more.

Need assistance?

For assistance with My Enrolment refer to:

- the [Demonstration Guides](#) located on the Student Enrolment and Support Services site; or
- contact Student Services on 1800 626 481; or
- email enrol@scu.edu.au

For assistance with course structure and study plan advice, students should contact the School Student Liaison and Support Team. Contact details are listed at the end of Part One in this guide.

Welcome to SCU! We hope you enjoy your studies. Remember, staff are here to help, so don't be afraid to contact us.

[Important notice](#)

A student's course is governed by the Award Rules for the year in which they commenced study. It is important students become familiar with the Award Rules for their course, which can be found in the [Student Handbook](#).

If a student is unable to adhere to the structure in place when study commenced, they must consult with a School Student Liaison Officer.

The information contained in this guide is correct at the date of publication. This guide is revised each year.

Course and Enrolment Information

Course overview

Midwives are responsible for the care of women, babies and their families during pre-pregnancy, pregnancy, labour, birth and the early infancy period. Midwives provide direct clinical care and support for healthy women and babies. Midwives work collaboratively with doctors and other members of the health care team when there are risks or complications.

The Bachelor of Midwifery is specifically designed to develop graduates for entry to professional midwifery practice. The course prepares graduates with skills, knowledge and attitudes to provide high quality woman-centred care through safe and effective midwifery practice in accordance with the Australian Nursing and Midwifery Council National Competency Standards for the Midwife. Students must be prepared to be well organised and disciplined in their approach to learning and studying. Graduates will be equipped to apply sound evidence-based reasoning skills to their midwifery practice; work in continuity-of-care models in partnership with women; and collaborate effectively in multidisciplinary teams to promote effective outcomes.

Career opportunities

Midwives work in birth centres, maternity units of hospitals, in community settings and in private practice which may include home births. There is currently a shortage of graduate midwives; particularly in regional and rural Australia where the shortages are acute. There are very good job prospects for midwives in metropolitan and regional settings. Midwives wishing to work in remote areas or small rural settings should consider becoming nurses as well as midwives. Graduates from the Bachelor of Midwifery can work in any state of Australia and in New Zealand. Employment as a midwife in other countries is possible. Further country-specific advice should be sought from the Registration board of the preferred country. Midwives, with further study can also become midwifery educators, managers or researchers.

Professional recognition

The aim of this degree is to produce graduates who possess the knowledge, skills, attitudes and competencies with clinical/community experience required to meet the Nursing and Midwifery Board of Australia (NMBA) registration requirements to practice as midwives across Australia. The Bachelor of Midwifery has been accredited with the Nurses and Midwives Board of Australia. Midwifery students are required to register as students with the NMBA.

Clinical practice requirements

There are two forms of clinical practice within the course. The first is standard clinical placement in a hospital maternity unit and community settings. Clinical practice is spread over most of the year; starting in mid-January and ending in mid-December. The second form of clinical placement consists of 400 hours of relationship-based continuity-of-care experiences which involves following 5-8 women per year during their antenatal, labour, birth and post natal experiences in both maternity units and community settings.

Students will be supervised to conduct a minimum of 100 antenatal assessments, 40 births and 100 postnatal assessments. Please note that students must be able to organise their personal commitments to be able to attend compulsory clinical placements which includes shift and weekend attendance. Students can be expected to travel varied distances to attend clinical placements. The cost incurred with such placements is the responsibility of the student. New South Wales Health offers NSW residents Undergraduate Clinical Placement Scholarships to assist with these costs see

www.health.nsw.gov.au/nursing/scholarships/undergradclinicalgrant2011.asp

Clinical Placements: In the three years of the BMid course there are around 700 hours of clinical placements which are provided in maternity units. These maternity units include the following hospitals or hospital groups:

1. Tweed, Murwillumbah, and Mullumbimby group within the Tweed-Byron communities
2. Lismore and Grafton group within the Richmond-Clarence communities
3. Coffs Harbour within the Coffs Coast communities and
4. Port Macquarie and Kempsey group within the Hasting-Macleay Communities.

Applicants who have a home location near any of these hospitals are particularly encouraged to apply as the university endeavours to prioritise local applicants to their local hospitals. Midwives within the health service will mentor and teach the students in the clinical setting.

Midwifery Continuity Partnership relationships with childbearing women: Students will participate in a total of 20 relationship-based, continuity-of-care experiences over the three years of the course. As far as possible, the women for the continuity partnerships will be from the same communities as the maternity units to which students are attached. Students will meet women in a hospital's antenatal clinic and will follow them through subsequent antenatal visits either at the hospital or in the community. Students must be on call for 6.3 births per year. Each continuity-of-care relationship is estimated to require about 20 hours of student time making that another 400 hours of clinical experience. This means that you will be on-call at all hours of the day and night to be able to attend at least 50% of all these women's births. Midwives will oversee the midwifery students during their continuity partnerships experiences.

How will students be allocated to particular hospitals and communities?

The aim is that you would complete for all, or most, of your clinical placement time in the one maternity unit with some rotation needed between small rural unit/s and/or the nearby larger maternity unit. Successful applicants will be invited to nominate their preferences for the community/hospital group (as listed above) that they wish. Students living in Port Macquarie, Kempsey, Coffs Harbour, Lismore and Grafton have a very good chance of completing all their clinical requirements in their local region due to the current lower demand for clinical placements in these regions.

What if I have special circumstances that limit where I can live and travel?

If you have significant special circumstances that limit where you can live and practice you should, at the time of submitting your placement preferences, also submit a letter and supporting documentation outlining your special circumstances. Your application will be considered along with all other students' requests for special consideration. We will take into account the nature of all the special circumstances and consider each application in relation to the number of clinical places in a particular location. If your case for special consideration is prioritised over others then you will be able to choose which community is your primary clinical placement site (see above). Whatever your personal circumstances, you must be able to meet the Australian Nursing and Midwifery Council's requirements to complete a course leading to registration as a midwife which means that you must attend all of the compulsory clinical placements which includes weekends and shift-work. You must also be on call and respond to a woman's requests to be with her in labour and birth for at least 50% of your continuity of care women.

How do students manage both clinical practice and on-campus attendance?

At the beginning of each of the teaching sessions, students are given a timetable that provides information about the study blocks, exam weeks and clinical placements for that year. Attendance at study blocks is compulsory and clinical placements are not timetabled during these blocks. The only exception to compulsory attendance is that students are allowed to prioritise attending the labour and births of their continuity-of-care women. The university offers online learning resources as back-up support when this occurs. The study-block approach to teaching and learning means that there are many weeks when students are available for their continuity-of-care and clinical placement experiences.

Campus and mode of delivery

The course is offered from the Gold Coast Campus at Coolangatta and the Coffs Harbour campus. The course is provided as a combination of study blocks, online discussion groups and practice-based learning (for details of the practiced based learning requirement see 'Other Important Information' at page 1.17).

Important information for registration as a Midwife

Students are required to visit the website of the Australia Health Practitioner Regulation Agency (AHPRA) and familiarise themselves with AHPRA's requirements of registration, including English language requirements - <http://www.ahpra.gov.au/Registration.aspx>.

Under national law all students enrolling in the Bachelor of Midwifery program are required to be registered as a student midwife with the **Australian Health Practitioner Regulation Agency (AHPRA)**. You do not need to apply for registration as a student as your Education provider will pass on your details directly to the Nursing and Midwifery Board of Australia for registration. No fees are required. For more details on the requirements for student registration please visit the [AHPRA website](#).

It is a requirement of the course that students undertake placement in health and community service agencies. Students must meet the requirements of the School to demonstrate fitness for practice to be able to undertake these placements.

Students make a self-declaration as to their fitness to practice to the course coordinator. Where there is a pre-existing illness or disability such that a student's ability to practice is impaired, they will advise the course coordinator so that where possible a modified placement can be arranged.

2013 Course Rules

The Award Rules for each course are published in the *Student Handbook*. Copies of the Handbook are available for purchase at the Coop Bookshop. An online version of the Handbook is available from the Southern Cross University website at www.scu.edu.au/handbook

BACHELOR OF MIDWIFERY

Abbreviated title: BMid

Level of Award	Undergraduate Degree
Academic Organisational Unit	School of Health and Human Sciences
Campus	Gold Coast - Beachside, Coffs Harbour
Course Mode	Internal
Duration	3 years full-time, 3.5 years midyear intake; 6 years part-time
Total Units	Equivalent to 24

Specific Award Rules

See the University's *Rules Relating to Awards*, in conjunction with the *Specific Award Rules* listed below.

4.1 Admission to candidature

- (a) As an alternative to Rule 2.2 of the Rules Relating to Awards, applicants for admission to candidature may be selected where the applicant is a nurse who holds a Bachelor of Nursing degree, who is registered with NMBA and has current or recent practice as a registered nurse (i.e. equal to one year of full time practice within the past 3 years).
- (b) Where applicants are seeking to transfer to the Bachelor of Midwifery from another undergraduate university course they will only be accepted if they have completed 8 units of another Bachelor's degree with a Grade Point Average of 5 or higher.
- (c) Applicants from non-English speaking backgrounds who have less than 2 years of high school education in Australia or other English speaking country must be able demonstrate proficiency in English as required by Australian Health Practitioner Regulation Agency (AHPRA). For their requirements please visit <http://www.ahpra.gov.au/Registration/Registration-Process/Registration-Requirements.aspx>.
- (d) An applicant who has completed a Certificate III qualification will not be admitted solely on the basis of this qualification.

Indigenous Australian students

Southern Cross University (SCU) recognises that Indigenous Australian people possess skills other than those gained through formal schooling and these will be considered in determining qualification for entry to courses at SCU. Indigenous Australian applicants who believe they may not meet the usual entry requirements are invited to attend a Testing and Assessment program.

Contact <http://scu.edu.au/iass> Indigenous Australian Student Services (IASS) to obtain information about the Testing and Assessment Program. Give us a call on our free call number 1800 769 763 or send us an email to iass@scu.edu.au.

4.2 Requirements for an award

To be eligible for the award of Bachelor of Midwifery a candidate shall successfully complete the prescribed number of units as follows:

- (a) applicants admitted under Rule 2.2 of the Rules Relating to Awards, will be required to complete the equivalent of 24 units comprising all units listed in Part A, all units listed in Part B and all units listed in Part C of the Schedule (288 credit points).

- (b) registered nurse applicants admitted on the basis of Rule 4.1(a) of the Specific Award Rules, will be required to complete all units listed in Part B of the Schedule of Units attached to these Rules (198 credit points).

4.3 Advanced standing

- (a) Candidates admitted under Rule 2.2 may be granted advanced standing for equivalent units of study completed at university during the past 3 years. Equivalence will be based on evidence provided by the applicant which demonstrates to the Course Coordinator that the applicant has completed studies that are 70% equivalent to one or more of the units in the Bachelor of Midwifery.
- (b) Candidates admitted under Rule 4.1(a) will be granted a general advanced standing for all units listed in Part A and Part C of the Schedule of Units attached to these Rules (equivalent to 90 credit points of advanced standing). This is the maximum advanced standing that is possible for a candidate who is admitted solely on the basis of being a registered nurse with a Bachelor of Nursing degree. **This rule is currently being reviewed.*

4.4 Duration of course

Unless a candidate obtains express permission to extend their candidature from the regulatory body registering midwives, a candidate shall be required to complete the course in not more than eight (8) years from the date of commencement which includes any period of leave of absence.

4.5 Exclusion

In addition to Rule 2.10 Exclusion, students enrolled in the Bachelor of Midwifery who are reported to the Regulatory Authority for Professional Misconduct will be excluded from the course.

Schedule of Units

Part A

BIO10662	Systemic Anatomy (12CP)
BIO00307	Human Physiology (12CP)
MWF10663	Research and Evidence Based Practice (12CP)
PHA00315	Introductory Pharmacology (12CP)
CMM10580	The Australian Health Care System (12CP)
CUL00408	Health and Australian Indigenous Peoples (12CP)

Part B

MWF10661	Midwifery Foundations (12CP)
MWF10754	Primary Health Care Midwifery (12CP)
MWF10746	Optimising Health in Childbearing I (24CP)
MWF10747	Midwifery Continuity Partnerships A (12CP)
MWF20001	Optimising Health in Childbearing II (12CP)
MWF20002	Midwifery Continuity Partnerships B (12CP)
MWF20003	Optimising Health in Complex Childbearing (12CP)
MWF20004	Midwifery Practice in Complex Childbearing (12CP)
MWF20005	Midwifery Continuity Partnerships C (12CP)
MWF30001	High Acuity Midwifery (24CP)
MWF30002	Midwifery Continuity Partnerships in Practice I (6CP)
MWF30003	Transition to Registered Midwife (12CP)
MWF10681	Mental Health and Wellbeing (12CP)
MWF30004	Midwifery Internship (12CP)
NUT00214	Food and Nutrition in Health (12CP)

Part C

	1 Elective (12CP)
MWF30005	Midwifery Continuity Partnerships in Practice II (6CP)

Choose units to study

Students should use the following sections of this Course Enrolment Guide to:

- make a decision regarding the units they wish to study for the whole year and enrol in these units in [My Enrolment](#)
- determine where those units fit into the course structure. Please note, it is much easier for students to enrol in their chosen units when they know what part of the course structure they belong to. For example, if a student has chosen to enrol in a unit that is part of a major, then when enrolling online, students must choose the major before they can choose the unit
- check the availability and requisite information of each unit using the Unit Availability Tables below and the SCU *Schedule of Units*
- the steps to enrol on line are outlined in the section [Enrol in Units using My Enrolment](#) on page 1.1 of this guide.

Course structure

The tables on the following pages map out the unit progressions in the Bachelor of Midwifery, which will assist you with your unit selection. Students must complete all units below to satisfy requirements for the Bachelor of Midwifery award.

Full-time students normally complete three or four units in session one and two. The units you should enrol in each year/session can be found in the table below.

Part-time students normally complete one or two units each study period and must complete their degree within 8 years.

Due to the requisites in the course, students are required to follow the unit progressions outlined in the tables below. If there is a reason you are unable to do so, please contact your Student Liaison Officer for advice (contact details at the end of Part One of this guide).

Table 1 Structure and credit points 2013

Year 1	Session 1	Session 2
	BIO10662 Systemic Anatomy (12) MWF10661 Midwifery Foundations (12) MWF10745 Primary Health Care Midwifery (12) CMM10580 The Australian Health Care System (12) (Total Credits 48)	BIO00307 Human Physiology (12) MWF10746 Optimising Health in Childbearing 1 (24) MWF10747 Midwifery Continuity Partnerships A (12) (Total Credits 48)
Year 2	MWF20001 Optimising health in Childbearing 2 (12) PHA00315 Introductory Pharmacology (12) MWF10663 Research and Evidence Based Practice (12) MWF20002 Midwifery Continuity Partnerships B (12) (Total Credits 48)	MWF20003 Optimising Health in Complex Childbearing (12) MWF20004 Midwifery Practice in Complex Childbearing (12) MWF20005 Midwifery Continuity Partnerships C (12) NUT00214 Food and Nutrition in Health (12) (Total Credits 48)
Year 3	MWF30001 High Acuity Midwifery (24) MWF10681 Mental Health and Wellbeing (12) CUL00408 Health & Indigenous Australian Peoples (12) MWF30002 Midwifery Continuity Partnerships in Practice I (6) (Total Credits 54)	MWF30003 Transition to Registered Midwife (12) MWF30004 Midwifery Internship (12) Elective (12) MWF30005 Midwifery Continuity Partnerships in Practice II (6) (Total Credits 42)
TOTAL COURSE CREDIT POINTS = 288		

Table 2 Part-time structure and credit points 2013

	Session 1	Session 2
Year 1	BIO10662 Systemic Anatomy (12) CMM10580 The Australian Health Care System (12) (Total Credits 24)	BIO00307 Human Physiology (12) NUT00214 Food and Nutrition in Health (12) (Total Credits 24)
Year 2	MWF10661 Midwifery Foundations (12) MWF10745 Primary Health Care Midwifery (12) (Total Credits 24)	MWF10746 Optimising Health in Childbearing 1 (24) (Total Credits 24)
Year 3	MWF20001 Optimising health in Childbearing 2 (12) MWF10663 Research and Evidence Based Practice (12) (Total Credits 24)	MWF10747 Midwifery Continuity Partnerships A (12) Elective (12) (Total Credits 24)
Year 4	MWF20002 Midwifery Continuity Partnerships B (12) PHA00315 Introductory Pharmacology (12) (Total Credits 24)	MWF20003 Optimising Health in Complex Childbearing (12) MWF20004 Midwifery Practice in Complex Childbearing (12) (Total Credits 24)
Year 5	MWF10681 Mental Health and Wellbeing (12) CUL00408 Health & Indigenous Australian Peoples (12) (Total Credits 24)	MWF10678 Midwifery Continuity Partnerships C (12) MWF30004 Midwifery Internship (12) (Total Credits 24)
Year 6	MWF30001 High Acuity Midwifery (24) MWF30002 Midwifery Continuity Partnerships in Practice I (6) (Total Credits 30)	MWF30003 Transition to Registered Midwife (12) MWF30005 Midwifery Continuity Partnerships in Practice II (6) (Total Credits 18)
TOTAL COURSE CREDIT POINTS = 288		

Midwifery - Mid-year intake

	Session 1	Session 2	Session 3
Year 1		BIO00307 Human Physiology (12)	MWF10663 Research and Evidence Based Practice (12) BIO10662 Systemic Anatomy (12)
Year 2	MWF10661 Midwifery Foundations (12) MWF10745 Primary Health Care Midwifery (12) CMM10580 The Australian Health Care System (12)	MWF10746 Optimising Health in Childbearing 1 (24) MWF10747 Midwifery Continuity Partnerships A (12)	
Year 3	MWF20001 Optimising health in Childbearing 11 (12) PHA00315 Introductory Pharmacology (12) MWF20002 Midwifery Continuity Partnerships B (12)	MWF20003 Optimising Health in Complex Childbearing (12) MWF20004 Midwifery Practice in Complex Childbearing (12) MWF20005 Midwifery Continuity Partnerships C (12) NUT00214 Food and Nutrition in Health (12)	
Year 4	MWF30001 High Acuity Midwifery (24) MWF10681 Mental Health and Wellbeing (12) CUL00408 Health & Indigenous Australian Peoples (12) MWF30002 Midwifery Continuity Partnerships in Practice I (6)	MWF30003 Transition to Registered Midwife (12) MWF30004 Midwifery Internship (12) Elective (12) MWF30005 Midwifery Continuity Partnerships in Practice II (6)	

Shortened pathway for RNs

RN students only need to complete the midwifery specific units of the course in order to complete the BMid. This means 60% of the total course needs to be completed; mostly part-time. Students do not begin midwifery placements until Session 2 of year 1 but are thereafter in practice continuously except for the University break at the end of the year. Students may be able to negotiate to meet their practice requirements either partly or fully whilst in paid employment as a RN midwifery student.

The structure of the pathway for Registered Nurses (RNs), together with the unit credits points, is presented in Table 3 below.

Table 3
Shortened pathway for RNs with Bachelor's of Nursing Degrees

Year 1	Session 1	Session 2
	MWF10661 Midwifery Foundations (12) MWF10745 Primary Health Care Midwifery (12) <i>(Total Credits 24 credits)</i>	MWF10746 Optimising Health in Childbearing 1 (24) MWF10747 Midwifery Continuity Partnerships A (12) NUT00214 Food & Nutrition in Health (12) <i>(Total Credits 48 credits)</i>
Year 2	MWF20001 Optimising health in Childbearing 2 (12) MWF20002 Midwifery Continuity Partnerships B (12) <i>(Total Credits 24 credits)</i>	MWF20003 Optimising Health in Complex Childbearing (12) MWF20004 Midwifery Practice in Complex Childbearing (12) MWF20005 Midwifery Continuity Partnerships C (12) <i>(Total Credits 36 credits)</i>
Year 3	MWF30001 High Acuity Midwifery (24) MWF30002 Midwifery Continuity Partnerships in Practice I (6) MWF30003 Transition to Registered Midwife (12) <i>(Total Credits 42 credits)</i>	
TOTAL COURSE CREDIT POINTS: 174		

Assumptions about RNs with BN degrees

RNs have learned and use the knowledge gained from courses in anatomy, physiology, research, pharmacology, basic mental health, indigenous health and the Australian Health Care System (often at an advanced level). Because they are currently practising nurses we believe that they do not require the special mentoring that is designed for beginners in the Midwifery Internship unit.

RN students will complete the same mandatory requirements as the other BMid students.

There is a slight reduction in planned placement hours with the removal of the Midwifery Internship unit (60 hours).

Transition structures for students in existing units

Students who enrolled in 2011 and 2012 will follow a transitional structure of existing units and the units in the new curriculum. Refer to Table 4 for transitional arrangements in place for students enrolled in 2012 and Table 5 for the transitional arrangements for students enrolled from 2011.

Table 4 2012-2014 Transition Table (Isis Group)

Year	Session 1	Cr	Session 2	Cr	Session 3	Cr
2012	BIO10662 Systemic Anatomy	12	BIO00307 Human Physiology	12	MWF10675 Working with Women in Normal Labour and Birth	12
	MWF10661 Working with Women	12	MWF10672 Reproductive physiology & Midwifery Therapeutics	12	MWF10669 Midwifery Continuity with Women II	6
	MWF10665 Midwifery Practice I	6	MWF10671 Working with Women in Normal Pregnancy	12		
	MWF10664 Midwifery Experiential Learning 1	6	MWF10666 Midwifery Continuity with Women I	6		
	CMM10580 The Australian Health Care System	12				
	Session 1	Cr	Session 2	Cr	Session 3	Cr
2013	MWF20001 Optimising Health in Childbearing 2	12	MWF20003 Optimising Health in Complex Childbearing	12		
	PHA00315 Introductory Pharmacology	12	MWF20004 Midwifery Practice in Complex Childbearing	12		
	MWF10663 Research and Evidence Based Practice	12	MWF20005 Midwifery Continuity Partnerships C	12		
	MWF10673 Midwifery Continuity Partnerships B	12	NUT00214 Food and Nutrition in Health	12		
	Session 1	Cr	Session 2	Cr	Session 3	Cr
2014	MWF30001 High Acuity Midwifery	24	MWF30003 Transition to Registered Midwife	12		
	MWF10681 Mental Health and Wellbeing	12	MWF30004 Midwifery Internship	12		
	CUL00408 Health & Indigenous Australian Peoples	12	MWF30005 Midwifery Continuity Partnerships in Practice II	6		
	MWF10682 Midwifery Continuity Partnerships in Practice I	6				
Total Course Credits 288						

Table 5 2011-2013 Transition Table (Juno Group)

Year	Session 1	Cr	Session 2	Cr	Session 3	Cr
2011	BIO10662 Systemic Anatomy	12	MWF10665 Midwifery Practice I	6	MWF10669 Midwifery Continuity with Women II	6
	MWF10661 Working with Women	12	MWF10667 Midwifery Experiential Learning II	6	MWF10672 Reproductive Physiology and Midwifery Therapeutics	12
	MWF10663 Research and Evidence Based Practice	12	BIO00307 Human Physiology	12		
	MWF10664 Midwifery Experiential Learning I	6	MWF10666 Midwifery Continuity with Women I	6		
	Session 1	Cr	Session 2	Cr	Session 3	Cr
2012	MWF10671 Working with Women in Normal Pregnancy	12	MWF10677 Working with Women in Normal Postpartum	12	MWF10678 Midwifery Continuity with Women IV	6
	MWF10675 Working with Women in Normal Labour & Birth	12	MWF10676 Midwifery Experiential Learning V	6	MWF10668 Midwifery Practice II	6
	MWF10674 Midwifery Experiential Learning IV	6	PHA00315 Introductory Pharmacology	12	MWF10670 Midwifery Experiential Learning III	6
	MWF10673 Midwifery Continuity with Women III	6	MWF10680 Working with Women in Complicated Pregnancies and Birth	12	MWF10679 Midwifery Experiential Learning VI	6
	CMM10580 The Australian Health Care System	12				
	Session 1	Cr	Session 2	Cr	Session 3	Cr
2013	MWF30001 High Acuity Midwifery	24	MWF30003 Transition to Registered Midwife	12		
	MWF10681 Mental Health and Wellbeing	12	MWF30005 Midwifery Continuity Partnerships in Practice II	6		
	CUL00408 Health & Indigenous Australian Peoples	12		12		
	OR		NUT00214 Food and Nutrition in Health			
	HLT10598 Introduction to Complementary Medicine*	6				
	MWF30002 Midwifery Continuity Partnerships in Practice I					
Total Course Credits 288						

* Some Juno students who enrolled part time in 2011 have already completed HLT10598 Introduction to Complementary Medicine as part of the approved program. They should not be required to complete an extra unit but may choose to do so if they want to add CUL00408 Health & Indigenous Australian Peoples which was not in their original course.

Bachelor of Midwifery rules for course progression

	<p>We assume that each 12 credit point unit requires 10 hours a week of student effort.</p> <p>Undertaking 48 credits therefore requires about 40 hours per week of your time.</p> <p>This is equivalent to a full time job. Can you realistically fit in your work and family commitments and devote 40 hours to study per week?</p>
	<p>You should complete and pass the units in the sequence that has been planned in the Bachelor of Midwifery structure but we will allow you to progress to some units.</p>
	<p>We have only a few pre-requisites in Year 1 and 2. If you fail a unit, take great care. Please discuss your enrolment with the Student Liaison Officer before enrolling in any other units which have the content of that unit as 'assumed knowledge'.</p>
	<p>If you are considering withdrawing from a unit, please discuss with the Student Liaison Officer prior, to ensure that you make the best choice for your ongoing course progression. If you are considering enrolling in units in two different years at the same time please consult before proceeding.</p>
	<p>You must pass BIO00307 Human Physiology to be able to enrol in PHA00315 Introductory Pharmacology. PHA00315 is a pre-requisite for enrolment in 'Midwifery Practice in Complex Child-bearing'.</p> <p>You must pass the Midwifery Student Practice Review at the end of Year 2 in order to be able to progress to the Year 3 Midwifery units.</p>
	<p>All previous units MUST be passed (or be co-enrolled) before you will be able to enrol in any of the Year 3, Session 2 Midwifery units: ie 'Midwifery Internship', 'Midwifery Continuity E' or 'Transition to Registered Midwife'.</p>

Unit Availability Table

The information in the Unit Availability Tables is derived from the Southern Cross University *Schedule of Units* and is correct at time of printing. The *Schedule of Units* lists, alphabetically by unit name, all units planned to be taught at SCU in a particular study period, including:

- the unit code
- the unit availability (eg: Lismore, Coffs Harbour, Gold Coast, External)
- any pre-requisite conditions of study and enrolment restrictions.

There is a *Schedule of Units* for each study period (trimester and session) and separate schedules for undergraduate and postgraduate units.

It is recommended students check the [Schedule of Units](#) prior to enrolling as availabilities are updated regularly.

The units listed below are units that are on offer in 2013 and are listed in prescribed study order.

Unit Code	Unit Name	Pre-requisite/s and Co-requisite/s	Campus	Session
BIO00307	Human Physiology (12CP)	Nil	GCB, L, CH	2, 3
MWF10747	Midwifery Continuity Partnerships A (12CP)	MWF10745 – Primary Health Care Midwifery or MWF10664, MWF10665. Enrolment in this unit is restricted to students who have completed the State Departments of Health mandatory requirements for practice.	GCB, CH	2
MWF20002	Midwifery Continuity Partnerships B (12CP)	This unit is only available to students who are admitted in the Bachelor of Midwifery Program. There is assumed knowledge for this unit. It is strongly recommended that you have completed MWF10746 and MWF10747 prior to enrolling in this unit.	GCB, CH	1
MWF20005	Midwifery Continuity Partnerships C (12CP)	This unit is only available to students who are admitted in the Bachelor of Midwifery Program. There is assumed knowledge for this unit. It is strongly recommended that you have completed MWF20002 prior to enrolling in this unit.	GCB, CH	2
MWF30002	Midwifery Continuity Partnerships in Practice I (6CP)	Pre-reqs – BIO10662, BIO00307, CMM10580, PHA00315, MWF10663, MWF10661, MWF10746, MWF20001, MWF20003, MWF20004, MWF10747, MWF20002, MWF20005	GCB	1
MWF30005	Midwifery Continuity Partnerships in Practice II (6CP)	Pre-reqs - MWF30002, MWF30001, MWF10681, NUT00214, CUL00408 CO-reqs – MWF30003	GCB	2
MWF10745	Primary Health Care Midwifery (12CP)	Nil	GCB, CH	1
MWF10661	Midwifery Foundations (12CP)	Only available to students admitted in the Bachelor of Midwifery	GCB, CH	1
MWF10746	Optimising Health in Childbearing I (24CP)	This unit is only available to students who are admitted in the Bachelor of Midwifery Program. There is assumed knowledge for this unit. It is strongly recommended that you have completed BIO00307 and BIO10662 prior to enrolling in this unit.	GCB, CH	2

Unit Code	Unit Name	Pre-requisite/s and Co-requisite/s	Campus	Session
MWF20001	Optimising Health in Childbearing II (12CP)	This unit is only available to students who are admitted in the Bachelor of Midwifery Program. There is assumed knowledge for this unit. It is strongly recommended that you have completed the following unit prior to enrolling in this unit: MWF10746	GCB, CH	1
MWF20003	Optimising Health in Complex Childbearing (12CP)	Pre-req – PHA00315 Co-req – MWF20004 This unit is only available to students who are admitted in the Bachelor of Midwifery Program. There is assumed knowledge for this unit. It is strongly recommended that you have completed the following unit prior to enrolling in this unit: MWF10746	GCB, CH	2
MWF20004	Midwifery Practice in Complex Childbearing (12CP)	Pre-req – PHA00315 Co-req – MWF20003 This unit is only available to students who are admitted in the Bachelor of Midwifery Program. There is assumed knowledge for this unit. It is strongly recommended that you have completed or are concurrently enrolled in the following unit prior to enrolling in this unit: MWF10746 and MWF20001	GCB, CH	2
MWF30001	High Acuity Midwifery (24CP)	Pre-reqs – MWF10663, MWF10746, MWF20001, MWF20003, MWF20005	GCB	1
BIO10662	Systemic Anatomy (12CP)	Nil	GCB, CH, L	1, 3
MWF10663	Research and Evidence Based Practice (12CP)	Nil	Online	1, 3
PHA00315	Introductory Pharmacology (12CP)	There is assumed knowledge for this unit. It is strongly recommended that you have completed the following unit prior to enrolling in this unit: BIO00307	Online	1
NUT00214	Food and Nutrition in Health (12CP)	Nil	Online	2
CMM10580	The Australian Health Care System (12CP)	Nil	Online	1
MWF10681	Mental Health and Wellbeing (12CP)	Nil	GCB	1
MWF30003	Transition to Registered Midwife (12CP)	Pre-reqs – MWF30001, MWF30002, MWF10681, NUT00214, CUL00408	GCB	2
CUL00408	Health and Indigenous Australian Peoples (12CP)	Nil	External	1
HLT10598	Introduction to Complementary Medicine (12CP)	Nil	Online	1

Key

CH	Coffs Harbour Campus	EXT	External (Distance Education)
GCB	Gold Coast – Beachside Campus	ONL	Online
L	Lismore Campus		

Definitions

Co-requisite means a unit which a candidate is normally required to enrol in concurrently with another specified unit.

Pre-requisite means a unit which a candidate must have successfully completed before enrolling in another specified unit.

Enrolment Restrictions are the enrolment conditions for a particular unit or course that if relevant are found directly under any requisites for the relevant unit in the Unit Availability Table.

Enrol in units using My Enrolment

Once students have chosen units to study they can enrol in those units using *My Enrolment* for each study period for the **whole year**.

While students can accept an early offer when received, enrolment for 2013 opens on 2 October 2012. Students will receive a notification advising that enrolment is open in their SCU Webmail account. Look out for this email and enrol early.

Remember, SCU requires students to plan their studies in advance and enrol in units for the full academic year (all study periods). Students can change enrolled units, add more units or withdraw from units up until the start of each study period.

To enrol in units:

- Open [My Enrolment](#)
- Within *My Enrolment* select *My Study Plans*.
- Choose I want to ... *Enrol in Unit* from the links at the bottom of *My Study Plans* or go to *Enrol in Unit* on the left-hand menu bar.
- Students will be presented with the Enrolment: planned units page. Follow the steps described in *My Enrolment*. Students will be asked to:
 - add a unit to their potential enrolment list
 - choose their preferred attendance mode for the unit
 - choose when and where they want to study the unit
 - confirm their choice.
- Before leaving *My Study Plans*, students should check the enrolment details and census dates for the units they intend to study. Go to *Current Enrolment* on the left-hand menu bar to ensure each enrolled unit is recorded correctly.

Hint 1: Students need to enrol in all units for the full year, even if they are not sure that they will pass the requisites. If a student does not pass a requisite unit they will be automatically withdrawn from the unit and allowed to select another. The [Schedule of Units](#) is where a student should check for any pre-requisite units that must be studied in order to gain entry to another unit.

Hint 2: Remember to check the [Key Dates](#) published in Part Two of this guide for information about the last date to enrol online, the last date to withdraw without fail, exam periods etc.

Important:

Each unit has a census date. It is each student's responsibility to know when the census date occurs for each of their enrolled units.

Access the Unit Learning Site(s) in MySCU

A Unit Learning Site is generated for every unit in which a student has an official enrolment. The lecturer will use this site to communicate important information about the unit. It is very important students visit this site regularly.

Inside Unit Learning Site(s) students will find the **Unit Information Guide** and **Study Guide**. The Unit Information Guide will provide students with the details of assessments, the required

textbooks and reading lists and information about the activities students are expected to undertake.

More information about *MySCU* can be found in Part Two of this guide.

Register into classes

Midwifery students do not need to register into classes. Classes will be run as workshops and students will be advised on the first day of the session the timetable for the theory block. It is advisable to attend the Orientation information day for further details.

Orientation

SCU recommends students now visit the [Orientation](#) website to find out about scheduled activities, sporting facilities, mentors, counselling services and lots more.

Unit descriptions

MWF10747 Midwifery Continuity Partnerships A (12CP)

Enrolment information: Enrolment in this unit is restricted to students who have completed the State Departments of Health's mandatory requirement for practice.

Prepares students for their first continuity of care and antenatal care provision experiences, including placements in antenatal clinics and being with women in birth settings and the postnatal period. A history of women's roles in society and theories of families are introduced. Develops students' ability to work therapeutically/effectively with women, families and the maternity team. Discusses law related to consent, privacy and professional practice. Ethical theories and dilemmas are discussed. Evidence-informed, well reasoned midwifery decision-making with the woman. Enrolment in this unit is restricted to students who have completed the State Departments of Health's mandatory requirement for practice.

MWF20002 Midwifery Continuity Partnerships B (12CP)

Enrolment information: There is assumed knowledge for this unit. It is strongly recommended that you have completed the following units prior to enrolling in this unit:

MWF10746 Optimising Health in Childbearing 1

MWF10747 Midwifery Continuity A

Enable students to commence, sustain and reflect upon further continuity experiences. Basic mental health for midwives is introduced. Students further develop their knowledge and skills in literature searching, clinical reasoning and evidence-informed decision-making. Law related to negligence, false imprisonment, defamation, child protection and mandatory reporting are presented and discussed.

MWF20005 Midwifery Continuity Partnerships C (12CP)

Enrolment information: There is assumed knowledge for this unit. It is strongly recommended that you have completed the following unit prior to enrolling in this unit:

MWF20002 Midwifery Continuity Partnerships B

Enables students to commence, sustain and reflect upon further continuity experiences. The importance of self-care and life balance is explored. Skills and challenges of working in teams are discussed. Legal issues concerning working in organisations are presented and discussed. Reflective practice is used to learn from experience.

MWF30002 Midwifery Continuity Partnerships in Practice I (6CP)

Pre-reqs: BIO10662, BIO00307, CMM10580, PHA00315, MWF10663, MWF10661, MWF10746, MWF20001, MWF20003, MWF20004, MWF10747, MWF20002, MWF20005 not for 3rd years.

Enables students to commence the final group of eight midwifery continuity experiences. Legal and ethical issues concerning parental rights and the rights of the child are discussed, including the impact on the self of the midwife. Research skills for evidence-informed decision-making are further developed. There is further development of the knowledge and skills necessary for cultural safety when working with Indigenous women and women from culturally and linguistically diverse communities.

MWF30005 Midwifery Continuity Partnerships in Practice II (6CP)

Pre-reqs – MWF30002, MWF30001, MWF10681, NUT00214, CUL00408

Co-reqs – MWF30003 Transition to registered Midwife

Enables students to complete the final group of eight midwifery continuity experiences. Further develops the students' skills in health education and group work. Self care, priority setting, time management and organisation skills are all developed. Training and practice in using advanced communication skills including mandatory reporting of a colleague, negotiation and conflict resolution. Students will complete and reflect on their final midwifery continuity experiences.

MWF10745 Primary Health Care (12CP)

Develops knowledge of global patterns of disease and introduces epidemiology. Principles of primary health care are taught and applied to midwifery practice. The theory of 'cultural safety' is introduced along with common forms of discrimination. Students attend a primary health care placement and a series of preparation for childbirth classes. Basic numeracy skills are tested.

MWF10661 Midwifery Foundations (12CP)

Develops a historical and current contextual understanding of midwifery and maternity care services. Associated theoretical, legal and ethical issues are presented. Students also develop introductory skills in communicating, academic research and writing.

MWF10746 Optimising Health in Childbearing I (24CP)

Enrolment information: There is assumed knowledge for this unit. It is strongly recommended that you have completed the following unit prior to enrolling in this unit:

BIO00307 Human Physiology

BIO10662 Systemic Anatomy

Develops the students' knowledge of the baby, maternal and fraternal reproductive anatomy and psychophysiology. Students engage in practice to develop their ability to support women during pre-pregnancy, pregnancy and all four stages of undisturbed birth, including early self-attachment breastfeeding whilst working collaboratively and effectively within the maternity unit.

MWF20001 Optimising Health in Childbearing II (12CP)

There is assumed knowledge for this unit. It is strongly recommended that you have completed the following unit prior to enrolling in this unit:

MWF10746 Optimising Health in Childbearing I

Develops student ability to discuss factors affecting maternal and fraternal transition to parenthood. Students attend practice placements and develop the knowledge and skills needed to provide midwifery care to well women and babies including those experiencing common problems in the postnatal period. Students are tested for numeracy skills.

MWF20003 Optimising Health in Complex Childbearing (12CP)

Pre-reqs – PHA00315

Co-reqs – MWF20004

There is assumed knowledge for this unit. It is strongly recommended that you have completed the following unit prior to enrolling in this unit:

MWF10746 Optimising Health in Childbearing I

Develops develop students' knowledge and skills to provide collaborative care for women who require complex assessments and/or medical interventions during childbearing. Students also learn to care for women and/or babies who have relatively common challenges or disorders during the childbearing period. This unit is taught concurrently with 'Midwifery Practice in Complex Childbearing' which is where the related clinical skills and placement experiences occur.

MWF20004 Midwifery Practice in Complex Childbearing (12CP)

Pre-reqs – PHA00315

Co-reqs – MWF20003

There is assumed knowledge for this unit. It is strongly recommended that you have completed or are concurrently enrolled in the following unit prior to enrolling in this unit:

MWF10746 Optimising Health in Childbearing I; and

MWF20001 Optimising Health in Childbearing II

Develops student knowledge and skills to provide care for women and/or babies who require medical or surgical interventions during childbearing. Clinical placements are relevant to caring

for women or babies who have complex problems. Students must demonstrate satisfactory progress towards attainment of mandatory practice requirements.

MWF30001 High Acuity Midwifery (24CP)

Pre-reqs – MWF10663, MWF10746, MWF20001, MWF20003, MWF20005

Develops the students' knowledge about how to care for women and babies with serious disorders or complications during childbearing. Students develop the knowledge and skills necessary to care for women who experience pelvic floor trauma. They learn about genetic and congenital disorders during pregnancy and after birth. Students have placement experiences where they learn how to care for the seriously ill neonate and how to support optimal holistic health for the baby, the woman and her family.

MWF10681 Mental Health and Wellbeing (12CP)

Develops the midwifery knowledge, skills and attitudes required to work with women in the contexts of mental health and wellbeing in health care practice. Areas explored in this unit include factors that create mental illness, common mental health disorders during childbearing, major mental illness during childbearing and drugs and alcohol use in childbearing.

MWF30003 Transition to Register Midwife

Pre-reqs – MWF10681, MWF30001, MWF30002

Co-reqs – MWF30005, MWF30004 (for 2013 cohort onwards)

The unit develops the students' critical understanding of the Transition to Registered Midwife, which is required to be fully met prior to submitting for registration as a midwife. Students consolidate and refine their knowledge about the Australian maternity care system and about the roles and relationships within the multi-disciplinary health care team. Students identify and plan a team-based quality assurance research project for a problem in practice. Issues of the ethical use of power are critically discussed including the role of mentors in professional development. Students refine and finalise their professional portfolio and resume, then prepare a position application for future employment.

MWF30004 Midwifery Internship

Pre-reqs – MWF30001, MWF30002

Co-reqs – MWF30003, MWF30005

Promotes the creation and maintenance of a mentorship relationship between each senior midwifery student and their chosen mentor with whom the student will work for 60 hours. Mentors are selected (and approved) for their excellence in midwifery practice. During the time of their internship the student will critically reflect upon an aspect of their practice and complete a related systematic and critically review of the research literature. This unit provides students with an opportunity to enhance and deepen their capacity to undertake the role of professional midwife within the near future. This unit may be completed in another state or country if the necessary university and legal agreements are in place.

BIO10662 Systemic Anatomy

This unit introduces students to the anatomy of the human body.

BIO00307 Human Physiology

This unit studies the physiological mechanisms of the human body. It aims to develop knowledge that will serve as a foundation for further studies in health and human sciences.

PHA00315 Introductory Pharmacology

Pre-reqs – BIO00307

The focus is on the principles of drug action, receptor theory, pharmacodynamics and pharmacokinetics. Takes a systems approach in discussing pharmacotherapeutic agents,

focusing on drugs in current clinical use in Australia, as well as new therapeutic agents. Will also introduce the student to toxicology, again with reference to agents used in Australia.

MWF10663 Research and Evidence Based Practice

Development of a foundation knowledge and understanding of forms of knowledge, research and evaluation processes, research approaches and designs, research methodologies and methods, data management and analysis, effective dissemination of findings, and application of evidence to health care practice.

NUT00214 Food and Nutrition in Health

Provides an overview of the evolution and contemporary use of food, food and nutritional science, applied nutrition, and the aetiology and prevention of nutrition related problems, to give a broad understanding of the role of food and nutrition on health and wellbeing. The role of food and nutrition within a naturopathic and sociological framework will also be explored.

CUL00408 Health and Indigenous Australian Peoples

Examines the conflicts between Indigenous healing practices and the mainstream health industry. The concepts of Indigenous wellbeing, spiritual integrity and community cohesion are explored, and the impact of invasion on the health status of Indigenous peoples is analysed from historic and contemporary points of view. Aims to provide students with understanding and awareness of the socio-economic issues and cultural sensitivities required for delivery of effective and appropriate care by health workers and allied personnel.

CMM10580 The Australian Health Care System

Provides students with an overview of the Australian health care system and the factors which influence the way it functions. There is no presumed knowledge required for students to undertake this unit.

Other important information

The inherent requirements of the Bachelor of Midwifery

Inherent requirements are “fundamental components of a course or unit, that are essential to demonstrate the capabilities, knowledge and skills to achieve the core learning outcomes of the course or unit, while preserving the academic integrity of the university’s learning, assessment and accreditation processes”. The Inherent Requirements of the Bachelor of Midwifery Course which applicants and students must be able to demonstrate in order to participate in and complete the course are described in broad terms as:

1. Ethical behaviour
2. Behavioural stability
3. Behaves within the law
4. Communicates effectively: verbally, non-verbally and written
5. Cognition: knowledge and cognitive skills
6. Literacy (language) skills
7. Numeracy skills
8. Sensory Abilities: visual, auditory, tactile
9. Strength and mobility: gross and fine
10. Sustainable performance

Reference

Johnson, A., Allan, T., Phillips, K., Azzopardi, T., Dickson, C., Goldsmith, M & Hengstberger-Sims, C. (2011). **Inherent Requirements Resource Package**. October 2011. UWS School of Nursing & Midwifery and Student Equity & Disability Services.

Practice learning placements – student responsibilities

A number of Southern Cross University’s health undergraduate courses **require** students to undertake practice learning/community placements in NSW and/or Queensland Health facilities. Practice learning/community placements may not always fall during teaching sessions, and may be undertaken during University breaks; placements are arranged across a wide geographical area.

There are a number of **specific requirements** which must be addressed before any student undertakes a placement and students who do not fulfil the requirements will not be able to undertake practice learning/community placements and will therefore be unable to complete their course of study.

The Clinical Placement Unit will send full details and supporting documents to all students who enrol in a course with a clinical unit.

Students who do not receive this documentation within two weeks of enrolling in a course with a clinical component should contact the Clinical Placement Unit to request these documents by emailing clinical@scu.edu.au or phoning 07 55069402.

National Criminal History Record Check

Students are required to obtain a National Criminal History Record Check. Students apply for this through their local Police Station and must be obtained from the state where they reside.

Immunity/vaccination

Students undertaking placements in NSW and Queensland must comply with the New South Wales Policy Directive for Occupational Assessment, Screening and Vaccination against

Specified Infectious Diseases and the Queensland Health Policy for Immunisation of Health Care Workers. It may take several months to complete a full course of vaccinations, so students will need to contact their GP at least six (6) months in advance of the commencement of their practice learning/community placements in order to arrange timely vaccinations.

Students must commence a series of vaccinations before commencing their first clinical placement. **The series of vaccinations must be completed prior to the end of the first session of the course.** Students who have not met these requirements will not be able to enrol in units which require clinical experience, thus slowing their course progression.

If requested by NSW or Qld Health, students will need to provide evidence of vaccination/immunity in relation to:

- Hepatitis B (vaccination will take up to six (6) months for a series of three (3) injections; you will also need to undertake a blood test to confirm sero-conversion)
- Diphtheria, Tetanus and Pertussis
- Measles/Mumps/Rubella
- Varicella Zoster virus (Chicken Pox)
- Tuberculosis screening

Pre-course commencement requirements

Students must meet the following pre-course commencement requirements:

- Current First Aid Certificate
- Current Cardiopulmonary Resuscitation Certificate

Fitness for practice certificate

Students must provide a certificate from their General Practitioner that will certify they are medically fit to participate in the course and the practice learning/community placement fieldwork. Students will also be responsible for disclosing chronic health problems/any other relevant information that might impede their performance on placements. Some chronic health problems (e.g. injuries, skin allergies) can be seriously exacerbated in some environments and can affect the safety of students or women and their babies.

Uniforms/dress regulations and equipment

- purple midwifery uniform polo shirt with University logo
- navy blue culottes/skirt, trousers
- stockings or navy socks
- closed in leather shoes – black, or navy
- jumper/cardigan – navy, (not worn while on duty)
- SCU Clinical ID badge.

When attending Practice learning venues, correct uniform attire must be worn at all times during placement and continuity experiences and be neat, tidy and professional. In order to avoid embarrassment, uniforms must allow freedom of movement when undertaking activities such as bending and lifting. All culottes/skirts must be worn knee length.

- **Watches:** Purchase a fob watch with a sweep second hand. This can be attached to your uniform. Other watches are not suitable.
- **Casual clothing:** A small number of facilities may require that you wear non-uniform clothes whilst on placement. These must be neat and clean at all times. You must not wear jeans, T-shirts, shorts, board shorts, mini skirts or revealing clothing, sandals or high heels.
- **Religious considerations:** If you have religious beliefs about dress you may wear a long sleeve skivvy under your uniform but must roll up your sleeves when performing procedures. A navy scarf may be worn.

- **Special considerations:** Students who are unsure if they are required to wear a uniform due to pregnancy or any other conditions must check with the Practice Learning Placement Coordinator.
- **Hair:** In order to adhere to Infection Control Guidelines, hair must be neat and tidy and worn off the shoulders. Long hair must be tied up; long pony-tails are not acceptable.
- **Fingernails:** Fingernails must be clean, short and without nail polish.
- **Jewellery:** The only jewellery that may be worn is a wedding ring and a pair of plain studs or small sleeper earrings. Facial studs and other types of jewellery are not permitted. Check Health facility policy/guidelines for additional specifications.
- **Field visits:** if at any time students are requested to dress respectfully for a field visit they should ensure they wear long sleeved and long legged attire, that is not revealing or tight fitting with flat covered shoes. Long hair to be tied back, wedding bands only and minimal makeup. Any other requirements will be specified at the time.
- **Other:** A red, black and green ball-point pen and small notepad are essential. A small calculator, scissors and stethoscope are advisable and you may wish to acquire your own Pinnards stethoscope. Put your name on all items.

Name badge requirements

Students must wear an identification badge when involved in practice learning and continuity experiences at all times. Students will need to have complied with a number of statutory checks and provide the Practice Learning Unit with a Medical Fitness for Practice Certificate, the National Criminal History Record check as well as proof of First Aid and CPR Certification and blue card before this badge can be issued. The SCU Clinical ID badge is separate from the student ID card. SCU Clinical ID badges will be arranged by the Clinical Placement Coordinator at Tweed Heads/Gold Coast when all appropriate information is provided.

Information technology requirements

Having regular access to a computer and the internet is a requirement of this course. Midwifery students are frequently in the practice setting, thus, they need a computer and regular internet access for the purpose of studying and accessing online learning activities. At both Gold Coast and Coffs Harbour the university provides sufficient computer and internet access for students when they are on campus Fitness for practice certificate

Students must provide a certificate from their General Practitioner that will certify they are medically fit to participate in the course and the practice learning/community placement fieldwork. Students will also be responsible for disclosing chronic health problems/any other relevant information that might impede their performance on placements. Some chronic health problems (e.g. injuries, skin allergies) can be seriously exacerbated in some environments and can affect the safety of students or women and their babies.

Practice Experience Calendar 2013/14

Date	University Week	2013 Cohort (1st Year B Mid Students)					2012 Cohort (2nd year B Mid Students)					2011 Cohort (3rd Year B Mid Students)					
		MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	
11/02/2013	0	ORIENTATION Session 1 - 2013															
18/02/2013	1		Systemic Anatomy									Study Block					
25/02/2013	2																
4/03/2013	3				Study Block		TW				CS	TW					CS
11/03/2013	4	TW					Study Block										
18/03/2013	5	TW															
25/03/2013	6				Study Block								TW				
1/04/2013		STUDY WEEK					STUDY WEEK				CS	STUDY WEEK				CS	
8/04/2013	8	TW					TW					Study Block					
15/04/2013	9		Systemic Anatomy														
22/04/2013	10				Study Block												
29/04/2013	11																
6/05/2013	12										CS						CS
13/05/2013	13																
20/05/2013		STUDY WEEK					STUDY WEEK					STUDY WEEK					
27/05/2013		EXAM					EXAM					EXAM					
3/06/2013		RECESS					RECESS					RECESS					
10/06/2013	0		Human Physiology							CS						CS	
17/06/2013	1	TW											Study Block				
24/06/2013	2				Study Block		TW										
1/07/2013	3																
8/07/2013	4												TW				
15/07/2013	5						Study Block										
22/07/2013	6	TW															
29/07/2013		STUDY WEEK					STUDY WEEK					STUDY WEEK					
5/08/2013	8									CS						CS	
12/08/2013	9		Human Physiology	Study Block													
19/08/2013	10																
26/08/2013	11						Study Block										
2/09/2013	12											Study Block					
9/09/2013	13										CS						CS
16/09/2013		STUDY WEEK					STUDY WEEK					STUDY WEEK					
23/09/2013		EXAM					EXAM					EXAM					
30/09/2013		RECESS					RECESS					RECESS					
7/10/2013	0																
14/10/2013	1																
21/10/2013	2									CS						CS	
28/10/2013	3																
4/11/2013	4																
11/11/2013	5																
18/11/2013	6									CS						CS	
25/11/2013	7																
2/12/2013	8																
9/12/2013	9																
16/12/2013		STUDY WEEK					STUDY WEEK					STUDY WEEK					
23/12/2013		RECESS					RECESS					RECESS					
30/12/2013		RECESS					RECESS					RECESS					
6/01/2014	13	RECESS					RECESS					RECESS					
13/01/2014	14	RECESS					RECESS					RECESS					
20/01/2014		STUDY WEEK					STUDY WEEK					STUDY WEEK					
27/01/2014		EXAM					EXAM					EXAM					
3/02/2014		RECESS					RECESS					RECESS					

Key

TW: Team Work Tutorials between 9.00am-5.00pm

CS: Clinical Supervision Meetings scheduled for 1.00pm-3.00pm NSW time.

Nb: Dates that are white are available for rostered placement.

School contacts

Student Liaison Team

The Student Liaison Team aims to provide students with a high level of friendly, efficient and professional service and can be used as the first point of contact for enquiries students may have regarding their course. If the Student Liaison Team does not have the answer to a question, they will be able to refer students to the relevant area within the University or to the appropriate staff member.

Staff in the Student Liaison Team can provide students with assistance during the course of their studies in relation to the following types of enquiries:

- enrolment advice
- course structure and planning
- unit selection
- assignment administration
- advanced standing
- special consideration
- general course administration
- support for Distance Education students.

Location: Student Liaison Staff are located at the Lakeside campus.

Hours: 8 am – 5 pm (QLD time) Monday to Friday.

Campus	Location	Contact Details
Gold Coast - Beachside Campus	A block, Level 1, Shared Services Hub	07 5506 9401 gcsharedservices@scu.edu.au
Coffs Harbour Campus	M Block	02 6659 3301 healthsciences@scu.edu.au

The designated Student Liaison Officer for the Bachelor of Midwifery is Shani Miller. Shani can be contacted at the Tweed Heads (Lakeside) campus, contact details listed above.

Academic staff

Academic staff are available to discuss any questions or issues students may have regarding specific unit or course content.

- **Course Coordinators** have responsibility for the overall coordination, development, review and administration of a course. Students should familiarise themselves with the name of their Course Coordinator.
- **Unit Assessors** have responsibility for the overall coordination, development, review and administration of a unit. Not all unit assessors are listed below. Students should familiarise themselves with the name of their Unit Assessor during each session.
- **Lecturers and Tutors** have responsibility for conducting lectures and tutorials/workshops.

Unit Assessors and Lecturers will be advised through your information guide.

Discipline Leader

Professor Kathleen Fahy	Bachelor of Midwifery	Telephone: 07 5506 9401	Campus: Gold Coast - Beachside
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Course Coordinator

Maree Crepinsek	Bachelor of Midwifery	Telephone: 07 5506 9420 0427375150	Campus: Gold Coast - Beachside
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mareeanne.crepinsek@scu.edu.au

Continuity Coordinator

Jessica Sims	Bachelor of Midwifery	Telephone: 0417859524	Campus: Gold Coast - Beachside
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jessica.simms@scu.edu.au

Lecturers

Maree Crepinsek	Bachelor of Midwifery	Telephone: 07 5506 9420	Campus: Gold Coast - Beachside
Jessica Simms	Bachelor of Midwifery	Telephone: 07 5506 9403	Campus: Gold Coast - Beachside
Carolyn Hastie	Bachelor of Midwifery	Telephone: 07 5506 9419	Campus: Gold Coast - Beachside
Glenda Gleeson	Bachelor of Midwifery	Telephone: 07 5506 9416	Campus: Gold Coast - Beachside

Practice Learning Placements

Melinda Russell	Coordinator	Telephone: 02 6659 3914	Campus: Coffs Harbour
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healthplacements@scu.edu.au

Aimee Ahu	Administrative Assistant	Telephone: 07 5506 9268	Campus: Gold Coast - Beachside
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healthplacements@scu.edu.au

Susan Riordan	Coordinator	Telephone: 07 5506 9402	Campus: Gold Coast - Beachside
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healthplacements@scu.edu.au

Technical/Laboratory Team

Gabby La Forest	Telephone: 07 5506 9256	Campus: Tweed Heads - Lakeside
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Sue Treacy	Telephone: 07 5506 9414	Campus: Tweed Heads - Lakeside
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We hope you will enjoy your studies in the Bachelor of Midwifery and wish you well as you do so.

Part Two

Administrative and General Information

This section of the guide is a summary of administrative and general information relevant to students and their studies. Wherever possible students will be directed to sources of further information and assistance. A comprehensive list of useful websites is located at the end of this guide.

Fees

The cost of attending university will vary and much depends on your program of study. Expenses can generally be broken into three groups: study costs, living expenses and other expenses. This section focuses on study costs or fees and includes important information to remember when enrolling into units of study in a course.

At SCU a student is either a Commonwealth supported student or a fee-paying student, also known as a non-Commonwealth supported student.

Fee-paying students are required to pay full tuition fees for each unit of study.

Undergraduate courses

The University offers very few undergraduate fee-paying courses. Generally, undergraduate courses are Commonwealth-supported for eligible students.

Postgraduate courses

The majority of SCU fee-paying courses relate to postgraduate study and FEE-Help is available to eligible students.

Commonwealth-supported students

Every unit of study undertaken under Commonwealth support has a cost. The Commonwealth Government meets part of that cost and the student pays the other part. This student cost is called the Student Contribution Amount.

At SCU the Student Contribution varies and is determined by the units selected by each student, the discipline category or 'band' of the units studied and the year the student commenced their course of study or degree. To find out exactly which band(s) your unit/s of study belong to visit the University's [Fees and Financial Assistance website](#)

Before enrolling in units for the first time, new students must read the 'Information for Commonwealth Supported Students' booklet available from SCU Student Services or at www.studyassist.gov.au

Students complete the request for Commonwealth Support Form (and HECS-Help) from SCU. This is known as an electronic 'Commonwealth Assistance Form' (eCAF), which is completed and submitted electronically via 'My Enrolment'. The eCAF must be completed before enrolment into any units.

The deadline for finalising payment arrangements for each unit of study is the census date.

Commonwealth-supported students can pay for all or part of their Student Contribution up front or defer payment to the Australian Tax Office (ATO) and repay it later through the Australian tax system when their income is above the nominated minimum threshold.

If the Student Contribution is paid on or before the census date a 10% discount applies for payment of \$500 or more.

Domestic fee-paying students

A fee-paying student, also known as a non-Commonwealth supported student, is required to pay full tuition fees for each unit of study in a study period. Eligible fee-paying students can either:

- pay some or all of their tuition fees up front on or before two weeks prior to the start of the study period; and/or
- apply for an Australian Government FEE-HELP loan for some or all of their tuition fees by submitting a 'Request for FEE-HELP assistance form' (eCAF). The Australian Government will pay the amount of the loan to SCU on the student's behalf. A loan fee of 25% applies for undergraduate courses of study. There is no loan fee to a FEE-HELP loan for postgraduate study, enabling courses, units of study with Open Universities Australia and bridging study for overseas trained professionals.

The deadline for finalising payment arrangements via a FEE-Help loan is the census date.

To be eligible to receive a FEE-HELP loan the student must be an Australian citizen or holder of a Humanitarian visa. FEE-HELP is not available to New Zealand citizens or permanent residents.

Students, who wish to access a FEE-HELP loan, must read the 'FEE-HELP information booklet' available from Student Services or at www.studyassist.gov.au. They must also complete and submit an eCAF via 'My Enrolment' and provide their Tax File Number.

Payment of a FEE-HELP loan is deferred to the Australian Tax Office (ATO) and is repaid later through the Australian tax system when the student's income is above the nominated minimum threshold.

Services and Amenities Fee

During 2011, the Commonwealth Government passed legislation that enables Universities to levy an annual capped Services and Amenities Fee to students starting in 2012. In 2013, the capped fee is \$273 per student. The Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011 clearly outlines the ways in which these funds can be used by Universities and focuses on essential student services that will support and enrich the student experience.

Eligible students are able to defer their Services and Amenities Fee (SAAF) to the Australian Taxation Office (ATO) by completing a 'Request for SA-HELP Assistance' eCAF in My Enrolment. To be eligible for the SA-HELP loan scheme the student must be an Australian citizen or holder of a Humanitarian visa. SA-HELP is not available to New Zealand citizens or permanent residents. The deadline for finalising payment arrangements via the SA-HELP loan is census date of the study period in which the fee is charged.

Students who wish to access a SA-HELP loan must read the 'SA-HELP information booklet' available from Student Services or at www.studyassist.gov.au and complete and submit the SA-HELP eCAF with a valid Tax File number through My Enrolment.

For more information about the Services and Amenities fee, what it will be used for, fee schedules, payment details, loan schemes available for eligible students and Frequently Asked Questions, please go to the [Services and Amenities Fee](#) website.

International onshore and miscellaneous fee-paying students

International onshore students and miscellaneous fee-paying students are required to ensure that their fees are paid on or before two weeks prior to the start of the study period.

International tuition fee information, including information about unit withdrawal impacts, due dates for student fees and refund rules, is available from the International Office and the SCU [Fees and Financial Assistance website](#).

To contact the International Office:

Phone: +61 2 6620 3876
Email: intoff@scu.edu.au

Remission of Student Contribution Amounts

Where extenuating circumstances exist, students may apply for a remission of the Student Contribution Amount by contacting Student Services.

More information

For more information on University fees or Commonwealth-supported places go to the University's [Fees and Financial Assistance website](#) and www.studyassist.gov.au

To contact Student Services:

Phone: 1800 626 481
Email: enrol@scu.edu.au

Other related costs

There are a number of other administrative fees that students may be required to pay at some time during their university life. These may include such things as textbooks, field trips, penalty charges (sanctions) and costs associated with graduation etc.

For further information see Administrative Charges in the [Student Handbook](#).

Income support and the Three-Session Teaching Calendar

The Southern Cross University three-session teaching calendar provides students with the flexibility to spread their full-time study load over three sessions, if they choose. This does not mean that students have to enrol in all three sessions to qualify for income support. There are many combinations of study that satisfy the eligibility criteria for income support. Students will still be able to study a full-time load over Session 1 and 2 and take Session 3 as a break. It is an optional study period. Schools will be offering units during Session 3 that will enable students to accelerate their learning or spread their study load. **Please note**, not all courses offer units in Session 3, students will need to check the Schedule of Units for that study period to see what is available to study.

Centrelink considers students to be full time if they are doing at least 75% of the full-time workload. At Southern Cross University one single weighted unit of study has a HECS loading of 0.125. Students need to demonstrate to Centrelink that they are studying at least 6 single-weighted units over the full teaching calendar year in order to be entitled to income support.

There is no obligation to study in all three sessions of the Teaching Calendar.

Requirements regarding full-time study can be found on the Centrelink website at <http://www.centrelink.gov.au/>. Students should discuss their eligibility for income support with Centrelink's Youth and Student Services by telephoning 132490.

Advantages of studying in Session 3

Session-based students are not obliged to study in Session 3; however there are advantages in doing so. Studying in Session 3 can help students to:

- fast track their studies
- dedicate time to studying a unit that might need a concentrated effort
- maintain their study momentum by undertaking a unit or units over the break between the end of Session 2 and commencement of Session 1 the following year
- catch up on failed units so that course progression and completion is not extended
- graduate sooner, if nearing course completion with 4 or less units to complete, consider studying these over session 3;
- negotiate a study plan with their School or College to align with Session 3 unit availabilities that suits individual goals and career aspirations

Please note, not all courses offer units in Session 3.

To find out more about the units available to study during Session 3 visit the SCU [Units Search](#). Here students will be able to search for units (subjects) by name, code, school or campus. Once a unit or list of units has been retrieved, students can also see a description of the unit by clicking on the unit name.

HINT: Prior to enrolling in a unit remember to check the [Schedule of Units](#) for any requisite requirements.

Study load for International onshore students

International onshore students must complete their course within the expected duration of study as specified by Standard 9 of the National Code of Practice 2007. This means Southern Cross University must monitor the study load of International onshore students to ensure they complete their course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning. SCU will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

International onshore students are required to complete eight (8) single-weighted units of study each year, or pro-rata if a student commences after the first study period.

Students can study up to twenty-five percent (25%) of their course by online and/or distance learning. Approval to study online or by distance education must be sought from the International Office using a 'Unit Approval Request' submitted through My Enrolment. Students undertaking a session or trimester based course must study at least one (1) unit that is not by distance or online in each mandatory study period.

Students studying in sessions

International onshore students who undertake a session-based course must study a minimum of four (4) units in each of the mandatory sessions (Sessions 1 and 2) to satisfy full-time enrolment. In special circumstances this can be varied.

Students not studying four units in each of the two mandatory sessions (Sessions 1 and 2) are required to liaise with an International Student Advisor to map and sign their study plan for each year of study.

Students studying in trimesters

International onshore students who undertake a trimester course are required to enrol in four (4) units per study period or in certain courses they are required to enrol in three (3) units per study period.

All trimesters are compulsory study periods; international onshore students must be enrolled in all study periods while on a student visa. Any variation to the required study load for trimester students must first be discussed with an International Student Advisor.

More information

For more information go to Southern Cross University's [International Office website](#) or the Australian Government – Australian Education International website at www.aei.gov.au

To contact Southern Cross University's International Office:

Phone: +61 2 6620 3876

Email: intoff@scu.edu.au

Census dates

Each unit of study in a study period at SCU has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes fixed and final. After the census date a student cannot enrol or withdraw from units without significant financial and/or academic liability.

If using the HECS-HELP or FEE-HELP Government loan schemes, the debt for units in the study period is deferred on the census date.

Census dates vary depending on the unit/s in which a student is enrolled. Therefore, it is important that students are aware of the census date for each enrolled unit for a particular study period.

To determine the actual census date for each unit of study, students must check My Enrolment:

- log into My Enrolment
- select *My Study Plans*
- from the menu to the left of the screen select *Current Enrolment*.

Each unit in which a student is enrolled will be displayed with the census date clearly identified.

Commonwealth Assistance Notices (CAN)

A Commonwealth Assistance Notice (CAN) is issued to all Commonwealth Supported, FEE-HELP and OS-HELP assisted students within twenty-eight (28) days past the census date for each unit of study. The CAN shows detailed enrolment information for each unit of study within the relevant study period including upfront student contribution amounts and/or amounts deferred via HECS-HELP, FEE-HELP or OS-HELP. The CAN is available by accessing My Enrolment (use the *My Finance* menu option). It is important to check all the information on your CAN within fourteen (14) days of its release. If you believe the information on the CAN is incorrect, please make a request in writing to enrol@scu.edu.au to have your information corrected.

More information

For more information on census dates or Commonwealth Assistance Notices go to the University's [Fee and Financial Assistance website](#).

Final date to enrol in unit/s

The final date to enrol in unit/s online without approval is the end of Week 2 (Sunday) of each study period. Students wishing to enrol in unit/s after this date will require approval from the relevant School and should submit a Unit Approval Request through My Enrolment stating the reason for the late enrolment. Where approval is not granted, the relevant School will contact the student.

Deferring studies

Students who cannot commence studies in this academic year can defer their studies and secure their place in the following year. However, if a student can commence studies in Session 2 or Session 3 they do not need to defer, they simply enrol in that study period, except for students enrolling into the Bachelor of Psychological Science (Hons) or the Post Graduate Diploma of Psychology who must commence study in Session 1.

Deferment is only available to applicants who have been made a Commonwealth Supported or Hotel School Employer Reserved offer. Deferment is not available for Bachelor of Education (Secondary) graduate entry, Bachelor of Laws graduate entry, Bachelor of Education (4th year upgrade), Bachelor of Psychological Science (Hons), Post Graduate Diploma of Psychology and all one year Honours courses. Deferment is also not available to continuing students (continuing students wishing to take a break from studies should refer to the section 'Leave of Absence').

Students can defer an offer to a course prior to accepting through My Enrolment. To defer an offer once a student has accepted, declined or enrolled in units, please send a request by email to defer@scu.edu.au.

Requests to defer an offer to a course must be submitted by the census date. Southern Cross University does not charge a deferment fee.

For more information about how to defer an offer please download the '[My Offers – Request to Defer your Offer](#)' guide, which is located on the Student Services downloads page under Student Support Material.

Advanced standing – recognition of prior work or study

At Southern Cross University a student's previous work or study experience may help them cut months off their degree.

Students who have completed tertiary study elsewhere, for example TAFE or university, or had work experience at a professional level during the past 10 years, may be eligible for Advanced Standing.

Advanced Standing is also known as Credit for previous study, Exemption, Recognition of Prior Learning (RPL) or Credit transfer.

The amount and type of credit awarded will determine a student's study plan so we recommend, where possible, students apply for advanced standing at the same time as they apply for admission.

International students should apply to be pre-assessed for advanced standing (Credit Transfer) at the time of lodging their application for admission to the International Office.

Students wishing to apply for advanced standing during their studies should submit an application to their School or Shared Services Centre at least one month before the start of the relevant study period. All requests for advanced standing must be completed before the final study period. This will ensure that course completion and graduation are not unnecessarily delayed.

Students should also check that the basis on which they are applying for advanced standing aligns with that stipulated for the course or the relevant School or College. Therefore, if applying for advanced standing solely on the basis of professional level experience it is important to

check with the relevant School or College to ensure that applications for advanced standing are accepted on this basis.

If applying for advanced standing based on previous tertiary study, including study at TAFE, private providers or other universities, please attach the following:

- Transcript/s for completed or partially completed qualification/s (including failures and an explanation of the grading system)
- Detailed course and/or unit outline/s

and where applicable:

- Statement of Attainment for partially completed qualification/s OR Testamur/Certificate for completed qualification/s.

Students who have previously been enrolled at Southern Cross University (SCU) will not generally need to submit their transcript of results but may need to supply copies of unit statements for units completed.

The documents submitted must be originals or certified copies of originals. Non-English documents must be submitted in the original language, accompanied by an authorised English translation. For further guidance download the Certification and Translation Guidelines, this is located on the [Advanced Standing website](#).

To apply for Advanced Standing students should first download and complete the [Advanced Standing Application Form](#).

Be sure to:

- read the form carefully
- print clearly and neatly, in English, using black pen, completing all relevant sections in full
- initial and date any change that you make to the form
- sign and date Part 3, DECLARATION
- photocopy the completed form for your records
- securely attach supporting documents to the form. Individual schools may have particular documents that will be required, if this is the case those documents will be noted in Part One of this guide.

Submit the Application for Advanced Standing together with supporting documents to the relevant School or College, or Shared Services Centre.

It may take from one to four weeks to process and assess an application, depending on the level of assessment complexity and whether complete information and sufficient supporting documents have been supplied.

Students will be notified of the outcome in writing. International students studying in Australia, who have applied and been granted advanced standing following the commencement of the course, are required by the Education Services for Overseas Students (ESOS) Act to acknowledge, in writing, acceptance of the advanced standing granted. The 'Advanced Standing Acceptance Declaration', supplied with the notification of advanced standing, must be signed, dated and returned to the SCU International Office within two calendar weeks of the date of the 'Advanced Standing Notification'. The International Office will then vary the period of study on an International student's Confirmation of Enrolment (CoE).

Students may query the outcome of their Application for Advanced Standing and may appeal any decision except academic judgement. Appeals will be dealt with in accordance with the Student Grievance Policy.

A student who has accepted advanced standing may at any time, apply in writing to the relevant School or College to rescind (withdraw, overturn or cancel) part or all of this credit. Requests to rescind credit will only be approved for sound academic reasons (e.g. the student wishes to undertake the unit, to change direction in their degree or undertake an approved

exchange or study abroad program). Once credit has been rescinded, students will not automatically be re-granted that credit.

Any advanced standing granted or rescinded will affect a student's study plan and the units in which they will need to enrol to complete their course. For study plan and unit sequence advice contact the relevant School or College. International students should consult their International Refund Policy ('Listed in your Acceptance of Offer Agreement') about the refund impacts this may have.

Advanced Standing Search Website

The Southern Cross University (SCU) [Advanced Standing Search](#) allows you to see how much advanced standing you may be granted for your previous studies.

More information

For more information go to Southern Cross University's [Advanced Standing website](#).

Class timetabling

Information about class timetables is available from the University's [Class and Exam Timetables](#) website. This represents the most up-to-date timetable information for SCU on-campus students and does not apply to external studies.

Students can use the timetables online search facility to check class timetables for the following locations:

- Coffs Harbour
- Gold Coast–Beachside
- Lismore
- Port Macquarie
- Tweed Heads - Lakeside
- Tweed Heads - Riverside

Please continue to check timetables periodically as times may change.

Class registration

Students who elect to enrol in units offered internally must register for classes online. Students will receive an email from Student Services advising when online class registration is open for each study period. All Schools/Colleges use online class registration and students must register for classes through My Enrolment. Please note some students do not register for classes, for example, distance education/external/university-wide students.

It is easier for students to register into their preferred class if they already know the class they wish to take. Therefore, we recommend students review the class timetables for their enrolled units prior to class registration opening and to have alternative classes selected in case their preferred class is already full. This will make online registration easier. Remember – you must be enrolled in the unit before you can register into classes.

There are very few classes that do not register online. However, if a unit has only one class scheduled (i.e. there is no choice about the days students can attend classes), then students will be automatically allocated to that class. Students will see they have been registered into the class when they look at their timetable in My Enrolment.

Where there is a choice of classes (usually for tutorials, workshops or Lab sessions), then students must register for classes online through My Enrolment (use the *My Classes* menu option).

Class registration opens progressively during the week for Schools/Colleges. Please note, units belong to each School; students should ensure that classes are open before they try to register. This is particularly important for students who are studying units across schools.

HINT: the earlier a student registers for classes once class registration opens the greater chance they have of gaining their first preference of class.

For more information about class registration download the Student Services Demonstration Guides: [My Classes – Registering in Classes](#).

Leave of absence

Students can apply for a Leave of Absence for up to one year (12 months) provided they have remained enrolled in at least one unit of study past a given census date. Students can apply for an extended Leave of Absence up to two years (24 months) upon approval from the relevant School.

Applications for Leave of Absence are submitted through My Enrolment.

Students who do not make application for a Leave of Absence will be automatically withdrawn from their course of study where no enrolment is evident after a certain period. Should the student wish to return to study at a later date, they will need to re-apply to the University either directly or via UAC/QTAC and either provide the same supporting documentation as the initial application or evidence of the SCU study prior to withdrawal.

International onshore students are only permitted six (6) months Leave of Absence. All International onshore students considering taking a Leave of Absence must first seek approval from the SCU International Office.

For further information please refer to Rules Relating to Awards in the Student Handbook (see Rule 2.7(a-f)).

Variation to enrolment

A student may vary their original unit enrolment details through My Enrolment. Deadlines exist for enrolment variations and course and unit withdrawals. Changing the mode of study, for example internal (on-campus) to external study (distance education/university wide), and unit substitutions are enrolment variation requests and are subject to the same deadlines.

The dates by which a student must vary their enrolment are set out in the Principal Dates section of the Student Handbook. Enrolment variations after the prescribed dates can affect a student's academic record and financial liability.

International onshore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide). All International onshore students considering varying their enrolment to include external units must first seek approval from the SCU International Office.

Withdrawing from a course or unit

After certain dates in the academic calendar have passed, withdrawing from a course or unit can have a serious impact on a student's financial liability and/or academic record.

Withdrawing from unit/s without incurring a Student Contribution Amount

The final day to withdraw from unit/s without incurring a Student Contribution Amount (SCA) is the census date. Census dates vary depending on the unit/s in which a student is enrolled. Students can check the census date for each enrolled unit through My Enrolment. Each enrolled unit will be displayed with its census date clearly identified. Students who withdraw from unit/s after census date will incur a SCA.

Withdrawing from unit/s without incurring a Fail grade

The final day to withdraw from unit/s without incurring a Fail grade is referred to as the 'Withdrawal Without Failure' date. Withdrawal Without Failure will still incur a Student Contribution Amount as the final day to withdraw without incurring this debt is census date. Students who withdraw from unit/s after the Withdrawal Without Failure date will incur a Fail

grade. To check the final day to withdraw without incurring a Fail grade go to the teaching calendar [Key Dates](#) published on the SCU Student Services website.

Fee-paying courses

If you are enrolled in a fee-paying course and you withdraw from your course or unit/s after the start of the study period you may be liable for a partial fee. Refer to the University Refund Policy set out in the Rules Relating to Student Fees and Charges in the Student Handbook.

It is the responsibility of each student to be aware of the relevant dates and consequences before withdrawing from a course or unit. Course or unit withdrawal can be done through My Enrolment.

Regulations relating to a course or unit withdrawal are also set out in the Enrolment Rules, which are printed in the Rules section of the Student Handbook.

Students who require further information or assistance should contact Student Services on:

Phone: 1800 626 481

Email: enrol@scu.edu.au

International onshore students

International onshore students should contact the International Office if they intend to withdraw from their course.

Phone: +61 2 6620 3876

Email: intoff@scu.edu.au

Further information about unit withdrawal impacts for International students are detailed at www.scu.edu.au/students/fees/index.php/14/

Cross-institutional studies

It may be possible for SCU students to undertake a unit/s of study at another university and have the unit/s credited to their award (course, degree or program).

Students interested in applying for approval to study cross-institutionally at another institution should first discuss their intention with their school. The School may require the application to be in writing and accompanied by the unit statement/s for the unit/s a student wishes to study.

Where the request is approved, the School will provide written approval, which will be required by the university that you wish to study at. It is the student's responsibility to organise enrolment at that university. As each university will have different requirements and deadlines, students will need to check these carefully.

On completion of cross-institutional study, the student will need to provide their School with their academic transcript, or a certified copy, attached to a completed Advanced Standing Application form to have the unit/s credited towards their SCU degree. To avoid delays with graduation, please make sure that all applications for advanced standing are submitted as soon as possible after the completion of cross-institutional study.

International onshore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide), which includes cross-institutional studies. All International onshore students considering undertaking a unit of study at another university must first seek approval from the SCU International Office.

Students studying at other universities may apply to study cross-institutionally at SCU. Application is made direct to SCU using the University's Direct Application form. Normal admission deadlines apply.

Please note, not all courses allow students to undertake cross-institutional study.

For more information please contact your School Student Liaison Officer (contact details in Part One of this guide) or Student Services:

Phone: 1800 626 481

Email: stusadmin@scu.edu.au

International onshore students should contact Southern Cross University's International Office:

Phone: +61 2 6620 3876

Email: intoff@scu.edu.au

Course transfer

If you are currently admitted to a course at Southern Cross University you may apply for a course transfer to study a different Southern Cross University course. Students can apply to do so by making application online through My Enrolment.

If you are seeking credit transfer (advanced standing) for units in the course that you are transferring to based on similar units you have studied in your current course, please complete an Advanced Standing Application form. You will not have to supply supporting documentation as a copy of your academic record will be accessed to ascertain your eligibility to course and credit transfer.

Students cannot transfer to another course at another University or Higher Education Institute. Instead you must withdraw from the SCU course using My Enrolment and make application to the new institute via their published application process.

Please note students wishing to exit from an SCU course with a lesser award should contact the relevant School or College for further information.

Further information about enrolment issues

Further information or assistance regarding enrolment issues is available by consulting:

- the relevant course and unit entries in the Student Handbook
- the relevant Enrolment Rules in the Rules section of the Student Handbook
- the relevant School or College Student Liaison or Support Team
- a Student Services Enrolment Officer:

Phone: 1800 626 481

Email: enrol@scu.edu.au

MySCU

MySCU is a student's point of entry to a range of online services and resources that support study and student life. The portal includes **Unit Learning Sites** and **Information Sites** where students can access resources, communication tools and useful links that are integral to their studies.

Students should regularly check the following location in their browser:

<http://study.scu.edu.au>

This opens the MySCU student intranet page.

MySCU Information Sites

MySCU information sites contain the Student Centres for each School and are typically online information forums specifically developed to support students studying units offered by a particular school. Following are examples of the information that may be contained within School Student Centres:

- **Notice Board** contains important announcements posted in relation to administrative deadlines, re-enrolment, examinations, upcoming events and internship opportunities, as well as a range of other relevant details.

- **Information** about advanced standing, leave of absence, candidature extension and graduation together with links to other University sites such as Schedule of Units, principal dates, Student Handbook, special consideration and examination, maps, student classifieds and My Enrolment.
- **Textbooks and Timetables** - links students to information about textbooks and timetables for classes and examinations.
- **Course Information** contains links to current course enrolment guides and relevant course related information.
- **Unit Assessor List** for units on offer in each study period.
- **Discussion Board** - an interactive forum that allows students to communicate with staff and/or network with other students.
- **Staff Contacts** - lists School staff and their contact details.
- **Job Opportunities** - provides students with information in relation to employment vacancies and where applicable opportunities for industry scholarships.
- **Important Links** are also provided to the University Co-op Bookshop, Schedule of Units, University Library, Student Services, Academic Skills Development and Counselling Services.

MySCU Learning Sites

A unit Learning Site is a central place to access information, learning resources and activities for each unit of study in which a student is currently enrolled. Within these sites students can access essential information including the Unit Information Guide and content (that can be presented as text and multimedia formats), participate in learning activities such as online sessions and assessment tasks, and interact with teaching staff and fellow students.

The **Unit Information Guide** is important for study as it contains details of the aims, objectives and syllabus of the unit, details of essential readings and textbooks (if applicable) as well as due dates for assessment tasks.

Through Learning Sites students may be provided with access to interactive communication tools to share ideas and content with your teachers and fellow students. For example, students may have access to discussion forums, blogs and wikis, email, instant messaging, recordings of lectures and online class sessions via **Blackboard Collaborate** with live audio, video, text chat and shared, interactive content (e.g. PowerPoint presentations, Excel spreadsheets).

Students will obtain access to MySCU Learning Sites one week prior to the commencement of the study period providing they are enrolled in that unit. Please note Learning Sites will be open to allow students to become familiar with the site and to download information but teaching and online interaction will not occur until the first teaching day of the study period.

If the symbol  is displayed to the left of the link to the Learning Site this means the site is not yet available. Where a student cannot see a particular unit listed under Learning Sites they should first check their enrolment status through My Enrolment. If it appears the student is not enrolled in that unit, they should either enrol in that unit or email a variation request to Student Services at enrol@scu.edu.au. If a student is enrolled in a unit but still cannot see the Learning Site they should send an email to helpdesk@scu.edu.au.

Blackboard Collaborate

The web-based program **Blackboard Collaborate** delivers advanced online learning environments for students and lecturers to communicate and collaborate through virtual meeting spaces and classrooms. They can share files, presentations, and applications. If the session is recorded, students can view it afterwards. Blackboard Collaborate is used in many SCU units (both on-campus and external). To use audio in Blackboard Collaborate sessions, students are advised to use a headset with a microphone.

MySCU login details

To access MySCU students will need their account details.

New students

A student's letter of offer provides the information needed to log in to My Enrolment. Please note, new students will need to log in to My Enrolment to access their MySCU account details.

After logging in students should ensure that they click on the MySCU Details tab and record their username and password. This section provides students with access to their study portal. It is separate to My Enrolment.

Continuing students

Continuing student should use their existing username and password. If a student has forgotten their password they should contact the IT Service Desk:

Phone: +61 2 6620 3698

Email: servicedesk@scu.edu.au

Changing your password

Students can change their password by accessing the following link:

www.scu.edu.au/changepassword. It is important that students change their passwords regularly.

HINT 1: Commencing/first year students should check MySCU as soon as possible as it will assist their preparedness for university studies.

HINT 2: It is important students read and understand the information contained in the Unit Information Guide.

Textbooks

Prescribed textbook details can be found on the University Co-op Bookshop website www.coop-bookshop.com.au and are also contained in your Unit Information Guide for each unit.

Approximately two to three weeks prior to each study period commencement students can check their prescribed textbook list on the University Co-op Bookshop website. Information regarding prices and availability can also be checked on this site.

Prescribed textbooks can be purchased from on-campus Co-op Bookshops at Coffs Harbour, Lismore and Beachside, or online for delivery to residential addresses.

When searching for textbooks or ordering online students should use the text search facility. Go to the website and find 'Text List Search' in the 'Book Search' drop down menu at the top left. Enter the Southern Cross University campus, relevant study period and unit code/s. Searching or ordering using the 'Text List Search' will link automatically to the textbook information a Southern Cross University member of staff has given the University Coop Bookshop and will ensure that the correct books are selected.

Limited copies of required texts are placed on reserve in the University Library.

The University Co-op Bookshop contact details are:

Lismore campus

Online: www.coop-bookshop.com.au

Phone: +61 2 6621 4484

Fax: +61 2 6622 2960

Email: lismore@coop-bookshop.com.au

Coffs Harbour campusOnline: www.coop-bookshop.com.au

Phone: +61 2 6659 3225

Fax: +61 2 6659 3226

Email: coffs@coop-bookshop.com.au**Beachside campus**Online: www.coop-bookshop.com.au

Phone: +61 7 5599 4191

Fax: +617 5599 4568

Email: scubeachside@coop-bookshop.com.auFor further information visit the website: www.coop-bookshop.com.au

Study materials and Books of Readings

Copies of study materials are available online. The Unit Information Guide and Study Guide are available on the MySCU Learning Site for each unit. The Book of Readings, if applicable to a unit, is available on the University Library [eReadings](#) website (for online viewing and saving). Some Study Guides and workbooks, if applicable, may also be available on eReadings.

Delays in obtaining study materials may be experienced if you enrol (or vary your enrolment) only a few weeks before the study period commencement date. If study materials are not available one week before the commencement of the study period, students should immediately contact their School or College External Studies Dispatch Officer by email or telephone.

Students can obtain printed copies of study materials using Rapidprint, which is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Your SCU username and password are required.

Hardcopies of study materials are usually only available upon request.

Students in Correctional Centres

If you are currently in a Correctional Centre, please advise the relevant School or College as soon as possible. We are aware that students in Correctional Centres may require Southern Cross University to make special arrangements to ensure access to study materials.

Books of Readings

Books of Readings are often produced by Schools or Colleges to supplement textbooks and are available on the University Library [eReadings](#) website. In eReadings study materials are available for students to browse. Students can obtain printed copies using RapidPrint.

RapidPrint is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Credit cards are accepted and any Australia Post charges are added to the cost of the order. Your SCU username and password are required. Distance education (university wide/external) students receive a copy of the Book of Readings in their study materials but are welcome to use the services of RapidPrint, if they wish.

More information

For more information on RapidPrint or to access their printing services go to the SCU [RapidPrint](#) website.

School specific arrangements

Where a School has alternative arrangements in place regarding study materials and Books of Readings, students will find specific information in Part One of this guide.

Turnitin

Many assignments at the University will be submitted (through MySCU) to Turnitin, a text-matching system that finds similarities between assignments and other documents such as web pages and academic journals.

Turnitin produces an 'Originality Report', a report identifying sections of text in the submitted assignment which match sections of text in these other documents. Turnitin at SCU is set up so that students can self-check their work before submitting a final copy of their assignment.

For further information see the SCU [Turnitin](#) website.

Orientation and transition

The orientation program at Southern Cross University is a four-week program welcoming first-year and returning students to SCU. The program offers essential information to help students start and recommence their university life. This essential information includes course information sessions, academic support sessions and student support information. There is also a comprehensive sport and cultural program and there are opportunities to meet other students and staff in a supportive environment.

To find out more go to the SCU [Orientation](#) website.

Beat The Stress Week

'Beat The Stress Week' is an integral part of the Southern Cross University Orientation Program. It showcases support services and associated staff and puts a face to a name. The Beat The Stress Week program includes a festival day, clubs and societies day, informative sessions and workshops, entertainment and much more.

To find out more go to the SCU [Orientation](#) website.

Student Health and Support Services

Southern Cross University Student Health and Support Services (SHSS) offer a range of services to encourage academic success and increase a student's enjoyment of study and university life. SHSS provides students with personal assistance including counselling, medical and dental services, disability and equity services, and pastoral care.

The Student Health and Support Services website will assist external students and students on all campuses to locate the services available either on campus or online. The website can be found at www.scu.edu.au/studentssupportservices

The contact details for Student Health and Support Services are:

Counselling

Lismore & Distance Education students:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263
Gold Coast and Tweed Heads:	+61 7 5589 3001
Email:	counselling@scu.edu.au
After Hours:	1300 369 968 (Mental Health Access Line)

Medical

Lismore:	+61 2 6620 3943
After Hours (Lismore):	+61 2 9963 3032

Disability Support

Lismore & Distance Education students:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263
Gold Coast and Tweed Heads:	+61 7 5589 3001

Chaplaincy

Lismore:	+61 2 6620 3943
Coffs Harbour	+61 2 6652 3263
Gold Coast and Tweed Heads:	+61 7 5589 3001

Student Mentoring

All enquiries:	+61 2 6620 3422
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Indigenous Australian Student Support

Indigenous Australian Student Support (IASS) provides an extensive service to all Indigenous Australian people who are studying at Southern Cross University. The aim of IASS is to provide the highest quality support to Indigenous Australian students within a culturally safe and welcoming atmosphere. The IASS team is made up of a number of specialist staff who are dedicated to supporting Indigenous Australian students throughout their University experience. As a whole, the team is dedicated to developing a sense of scholarship, community and growth amongst staff and students. IASS provides a space for students to get together at an informal social level as well as tutorial rooms and a computer lab for Indigenous Australian student's use. At IASS we welcome Indigenous Australian students, families and local community to drop in and share our space. We acknowledge and respect all Indigenous Australian Elders and encourage them to be part of our support strategies. Their contribution, like yours, is of vital importance to all our learning journeys.

University Library

The Library provides a wide range of services, print and electronic resources to support students in their study and assessment tasks, including distance education students and students with special needs.

Students should visit the Southern Cross University [Library](#) website to discover the range of services, online resources and various sources of assistance available.

Library services and resources include:

- **Getting Help:** librarian assistance, finding information, referencing, EndNote and copyright
- **Online Resources:** catalogue, databases, Ebooks, eReadings, journals, past examination papers, and search tools
- **Library Services:** borrowing, document supply and podcasts
- **SCU Library Guides:** subject guides.

Southern Cross University Library contact details are:

Lismore campus (located in Block A)

Freecall:	1800 659 460 or +61 2 6620 3752
Fax:	+61 2 6622 0093
Email:	libdesk@scu.edu.au

Coffs Harbour campus (located in Block E1)

Phone:	+61 2 6659 3232
Fax:	+61 2 6659 3234
Email:	coffslibrary@scu.edu.au

Gold Coast and Tweed Heads (located at Gold Coast Campus)

Phone:	+61 7 5589 3100
Fax:	+61 7 5589 3702
Email:	goldcoastlibrary@scu.edu.au

Academic Skills Development

Academic Skills Development (ASD) at Southern Cross University provides educational support to students, staff and the university as a whole. The team's primary role is to improve the quality of learning by developing students' academic language, learning, critical thinking and numeracy skills as well as providing strategies for effective study.

Academic Skills Development supports internal and external students at all levels of study and have developed a range of resources and support services for students to access. To view these services go to the [Academic Skills Development](#) website.

Staff are based across three campuses at Lismore, Coffs Harbour and Gold Coast/Tweed Heads.

ASD contact details are:

Website: www.scu.edu.au/academicskills/

Email: academicskills@scu.edu.au

Lismore campus (located in Block A, 3rd Floor)

Phone: +61 2 6620 3386

Fax: +61 2 6620 3523

Coffs Harbour campus (located in Building MLG.9)

Phone: +61 2 6659 3323

Fax: +61 2 6659 3051

Gold Coast and Tweed Heads (Riverside location)

Phone: +61 7 5506 9219

Fax: +61 7 5506 9363

Services for distance education students

Distance education students (external, university-wide) can access all Southern Cross University services in-person at any one of the SCU campus locations. Distance education students can also access SCU information and services via the SCU website, telephone, email, instant messaging, SCU Connect and MySCU.

The University has also established a Student Services freecall number for external students – 1800 111 890.

Information technology support

Information Technology Services (ITS) provides a range of services, information and support to students. Services include computer accounts (access to MySCU, MyEnrolment), internet access, email and calendaring, and computing lab facilities. Information on these services is available online through the MySCU portal (study.scu.edu.au) or SCU Connect (scu.edu.au/scuconnect). SCU Connect is the online point of contact for accessing information on all ITS services and resources. Additionally, general information relating to IT services and facilities can be found at scu.edu.au/it.

IT Support: Students needing IT assistance can contact the ITS Helpdesk online through the MySCU portal (under the Computing & IT tab) and logging a call.

Alternatively, students can phone for assistance between the hours 9 am and 5 pm weekdays on:

Freecall: 1800 111 890

Or directly:

Lismore, Tweed and Gold Coast students	Coffs Harbour students
Phone: +61 2 6620 3698	Phone: +61 2 6659 3080
Email: servicedesk@scu.edu.au	Email: chec.helpdesk@scu.edu.au
Website: scu.edu.au/it/servicedesk	Website: checit.scu.edu.au

Early engagement and intervention support

Southern Cross University has a whole-of-university approach to early engagement and intervention support for students. Part 3 of Academic Policy relates to student retention and standing and focuses on the first-year experience and on improving student retention and student success, which includes enhancing preparedness for study, enhancing the first year experience, ensuring a quality curriculum and authentic, engaging assessment with timely feedback and clear expectations about standards. Southern Cross University has also implemented formal early interventions and strategies to assist students to better their academic performance where necessary.

Early engagement and intervention support includes:

- appropriate orientation to the social and academic culture of the University
- information about the various forms of assistance and student support services available to students
- targeted intervention and support for those students who have not engaged with their studies or do not pass early assessment items. For example, most Schools or Colleges will require students to undertake an early online orientation assessment or activity that is associated with at least one core unit during the first year. Students who do not participate or struggle with the activity will be contacted and offered appropriate assistance and support to develop the necessary skills to successfully undertake their studies
- opportunities within each course to participate in community-building activities such as peer mentoring schemes
- tracking student progress through the allocation of academic standings based on a student's Grade Point Average (GPA) and implementing appropriate intervention procedures, academic support and learning assistance activities for students who require support.

Students should become familiar with Academic Policy Part 3, Student retention and standing.

For further information refer to the [SCU Policy Library - Students](#) or contact the relevant School or College.

Examinations

Final examinations are held at the end of each study period. Not all units require examinations so students should carefully check the assessment requirements of all the units in which they are enrolled. Examination dates are detailed in the [Southern Cross University Teaching Calendar](#).

Examinations are held in many cities and towns throughout Australia and in some countries overseas. If a student is living within 120km of an established Exam Centre they are expected to attend that centre. Examinations can be arranged outside of Australia, however they attract a fee.

Distance education students (external, university-wide) are required to select an Examination Centre through My Enrolment when they select their first units of study. Distance education students will receive a letter from the Examinations and Progression Unit, Student Services detailing the exam timetable, the exam location, the exam supervisor and any special instructions regarding the centre. Distance education students should ensure that they check their examination centre and special instructions immediately. Changes to an examination centre can be made in My Enrolment. Select the 'Change External Exam Centre Details' link under 'My Details'. Changes less than three (3) weeks prior to the commencement of an examination period attract an additional administrative charge. If a student is unable to select a suitable Examination Centre they should contact the Examinations and Progression Team.

Students who need to sit an examination at an overseas location must contact the Examinations and Progression Team to make the required arrangements. These arrangements need to be made no later than six (6) weeks before the commencement of the exam period.

All students will receive two emails to their SCU email regarding the examination timetable. The first is to notify that the 'Draft Exam Timetable' is available. The second is to notify that the 'Final Exam Timetable' is available. The 'Draft Exam Timetable' and the 'Final Exam Timetable' are published on the SCU website and in My Enrolment. To view, select 'Exam Timetable' under 'My Exams'. Please read all information carefully and follow all instructions.

It is a student's responsibility to check their Final Exam Timetable, exam centre details and to complete all required examinations. Details will not be given out by telephone. Misreading an examination timetable is not grounds for special consideration or a special examination.

Student Services must be notified immediately if you cannot attend an examination at a nominated external examination centre.

The University's rules governing Student Assessment and Examinations are set out in the Rules section of the Student Handbook.

For assistance please contact the Examinations and Progression Unit:

Phone: +61 2 6620 3431 or 1800 626 481

Email: ssexams@scu.edu.au

Special consideration/special examination

The Student Assessment and Examination rules provide for students to be granted a special examination or special consideration in appropriate circumstances.

A student may apply for special consideration to vary the deadline for an assignment assessment task (extension). This does not apply to an end of unit examination.

Where a student completes an assessment task (examination or assignment) and they believe their preparation or performance was adversely affected by health (including impacts of religious fasting); compassionate circumstances; religious observances or celebrations; serious unforeseen personal events; selection in State, national or international sporting or cultural events; rendering genuine and unforeseen emergency service in a professional or voluntary capacity; or rendering any service (including undertaking training) in the Defence Reserves, the student may apply for special consideration regarding the marking of the assessment.

If a student is unable to sit for an examination due to medical or other exceptional circumstances they may apply for a special examination by completing an Application for Special Consideration and submitting it to the relevant School or College. Except in exceptional circumstances, a special examination will not be granted once a student sits for an examination. Misreading the exam timetable is not grounds for a special examination.

An application form for Special Consideration is available from the Student Centre, from your School or College and on the Student Services website. All applications for special consideration/special examination **must** be accompanied by supporting documentation and/or corroborative evidence as follows:

Health grounds

- A health certificate from a registered health practitioner that must include the date of consultation and a specific statement of effect of medical complaint and/or treatment on your ability to complete any relevant task.

Compassionate circumstances

- Factual details of the circumstances or event and corroborative evidence that may support your claim e.g. health certificate, newspaper death notice.

State, National or International sporting or cultural events , or religious observances or celebrations

- A statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University's timetable.

Rendering genuine and unforeseen emergency service in a professional or voluntary capacity, or rendering any service (including undertaking training) in the Defence Reserves

- A statement signed by an authorised officer of the appropriate organisation which details the nature of the service rendered, and validates a conflict with the University's timetable.

Grades and academic standing

At the end of each study period upon the release of grades a student can check their grades for each unit, print a copy of their grades and identify their academic standing for that study period. Students can access their grades and academic standing in My Enrolment by selecting 'My Grades'.

Student academic progress

Student academic progress will be reviewed using University Policy and Rules that relate to course progression including professional experience components of courses and specific Award Rules. Southern Cross University Academic Policy outlines the requirements for satisfactory academic progress including academic standings and students should become familiar with their responsibilities under this policy.

Students who have been excluded because of unsatisfactory course progress will be informed they have been excluded and advised of their re-enrolment and appeal rights, which are set out in detail under Rule 2.10 in the Rules Relating to Awards.

International onshore students who receive notification that they have not met satisfactory course progress requirements or have been excluded are advised they must contact the International Student Advisor at their campus.

Further information about course progress requirements can be found in the Southern Cross University Academic Policy, Part 3, Student retention and standing - refer to [SCU Policy Library - Students](#), and the Rules Relating to Awards in the [Student Handbook](#).

Querying a grade

Students may query the grade awarded for any unit by first contacting their Unit Assessor to discuss the matter. The Unit Assessor will provide advice regarding the process, which is specified under [Rule 3.15 Query of Final Grade](#) in the Southern Cross University Rules Relating to Awards.

Students have a responsibility to adhere to the University Rules, which are published in the [Student Handbook](#). Students should also refer to the Rules for guidance on University process and applicable timeframes. Further advice and support can be obtained by contacting the relevant School or College Student Liaison and Support Team.

Staying in touch with SCU

Students should ensure that they keep their contact details up to date in My Enrolment, including work, home and mobile telephone numbers and residential, postal and delivery addresses.

Students should also regularly access MySCU, (the University's online learning portal). Most lecturers make use of MySCU for announcements to all students regarding unit-related matters, to answer individual or commonly asked questions and to offer assistance, tips or feedback with assignments.

The University encourages the use of email to enhance communications and the sharing of knowledge and ideas. University email services are intended to allow greater efficiency and support teaching, learning, research and administration activities. The University student email address is viewed and used as the University's primary form of written communication with students. Students should access their SCU webmail weekly (even during University vacation periods) as changes to enrolment details, all-student notices and important reminders relating

to University studies are sent to student SCU email accounts. Forwarding of SCU student email to a private email address is permitted. Forwarding instructions are detailed in My Enrolment under 'Email Forwards' – click on the 'Webmail Forward' link.

For further information please refer to the IT&TS *Email Policy, 2.2.1. Access and Availability – Student Email Accounts*.

MySCU and webmail login details

To access most technology services (MySCU, MyEnrolment, webmail etc), students will need their account details.

New students

A student's letter of offer provides the information needed to log in to My Enrolment.

After logging in students should ensure that they click on the MySCU Details tab and record their username and password. This section provides students with access to their study portal. It is separate to My Enrolment.

Continuing students

Continuing students should use their existing username and password. If a student has forgotten their password they should contact the IT Service Desk:

Phone: +61 2 6620 3698

Email: servicedesk@scu.edu.au

Complaints @ SCU

The University has a commitment to seeking feedback from students and staff, and acknowledges the right of students, staff or members of the public to complain if they are dissatisfied.

The University has established a Complaints Management Framework to provide for the timely and fair resolution to complaints. The Framework will help students to decide how to proceed with a complaint or concern.

Students are encouraged to make a complaint informally, as many complaints can be sorted out with the staff member directly responsible. However, if a complaint submitted informally is not resolved, then students should set out their complaint in writing to the nominated officer.

For further information about how to submit a complaint please refer to:

[Complaints @ SCU](#)

[Complaints Management Framework](#)

General information

Key dates for 2013

2013 SESSIONS	Session 1, 2013	Session 2, 2013	Session 3, 2013-2014
Online Enrolment Opens	Tuesday 2 October 2012	Tuesday 2 October 2012	Tuesday 2 October 2012
Orientation Starts	Wednesday 13th February	Wednesday 12th June	Wednesday 9th October
Studies Commence	Monday 18th February	Monday 17th June	Monday 14th October
Last date to enrol online	Refer to the 2013 Teaching Calendar		
Census date	Check your census date in My Enrolment		
Study break	Friday 29th March – Friday 5th April	Monday 29th July – Friday 2nd August	Monday 16th December – Wednesday 1st January, 2014
Last Date to Withdraw Without Fail	Refer to the 2013 Teaching Calendar		
Study break	Monday 20th May – Wednesday 22nd May	Monday 16th August – Wednesday 18th August	Monday 20th January, 2014 – Wednesday 22nd January, 2014
Exam period	Thursday 23rd May – Saturday 1st June	Thursday 19th September – Saturday 28th September	Thursday 23rd January, 2014 – Saturday 1st Feb, 2014
Inter-Session Break	Monday 3rd June – Friday 14th June	Monday 30th September – Friday 11th October	Monday 3rd February, 2014 – Friday 14th February, 2014
Grade Publication	Refer to the 2013 Teaching Calendar		

2013 TRIMESTERS	Trimester A, 2013	Trimester B, 2013	Trimester C, 2013
Online Enrolment Opens	Refer to the 2013 Teaching Calendar		
Studies commence	Monday 21st January	Monday 13th May	Monday 2nd September
Last date to enrol online	Refer to the 2013 Teaching Calendar		
Census date	Check your census date in My Enrolment		
Last Date to Withdraw without fail	Refer to the 2013 Teaching Calendar		
Exam Period	Monday 22nd April – Friday 3rd May	Monday 12th August - Friday 23rd August	Monday 2nd December – Friday 13th December
Inter-Trimester Break	Monday 6th May – Friday 10th May	Monday 26th August – Friday 30th August	Monday 16th December – Friday 17th January, 2014
Grade publication	Refer to the 2013 Teaching Calendar		

The SCU **2013 Session and Trimester Teaching Dates Calendar** outlines each week in the study period and its corresponding dates. Use the following link and under *Important Dates* select *2013 Session/ Trimester Teaching Dates*. A two page calendar will appear. The first page contains Session dates, the second page contains Trimester dates. Use the scroll bar to the right of the screen to access the second page.

[2013 Session and Trimester Teaching Dates Calendar](#)

For further enquires please telephone 1800 626 481.

Useful University websites

Getting started

Getting Started Website	http://www.scu.edu.au/gettingstarted
Academic Skills Development	http://www.scu.edu.au/academicskills
Accommodation	http://www.scu.edu.au/accommodation
Campus maps	http://www.scu.edu.au/about/maps
Key dates	http://www.scu.edu.au/services/student-services/index.php
Change your password	http://www.scu.edu.au/it/index.php/3
eReadings	http://www.scu.edu.au/library
Fees and financial assistance information	http://www.scu.edu.au/fees
Fees and financial assistance – document downloads	http://www.scu.edu.au/fees/index.php/dds
First year student support	http://www.scu.edu.au/firstyear/
Future students – document downloads	http://www.scu.edu.au/students/prospective/index.php/dds
International students – unit withdrawal impacts	http://www.scu.edu.au/fees/index.php/5
International onshore students	http://www.scu.edu.au/international/iss/
Library	http://www.scu.edu.au/library/
My Enrolment	http://www.scu.edu.au/myenrolment
MySCU	http://study.scu.edu.au
Orientation and transition	http://www.scu.edu.au/orientation
Policy and information – Academic Standings and Appeals	http://www.scu.edu.au/policy/
Principal teaching dates	http://www.scu.edu.au/about/dates
RapidPrint	http://rapidprint.scu.edu.au
Schedule of units	http://www.scu.edu.au/scheduleofunits
SCU Connect	http://www.scu.edu.au/it/
Student representation	http://www.scu.edu.au/services/oasis/index.php/2/
Student Mentoring Program	http://www.scu.edu.au/equity/index.php/3/

Student Handbook	http://www.scu.edu.au/handbook
Student life [OASIS]	http://www.scu.edu.au/services/oasis/
Student Services	http://www.scu.edu.au/student-services/
Student Support Services	http://www.scu.edu.au/services/support-services/
Textbooks	http://www.coop-bookshop.com.au
Timetables	http://www.scu.edu.au/timetables
Turnitin	http://study.scu.edu.au/turnitin
Webmail	http://webmail.scu.edu.au

About the University

About the University	http://www.scu.edu.au/about
General contact details	http://www.scu.edu.au/contact
International Office	http://www.scu.edu.au/international
Campus Tours	http://www.scu.edu.au/marketing/index.php/10

Schools and Colleges

Arts and Social Sciences	http://www.scu.edu.au/sass
Education	http://www.scu.edu.au/education
Environment, Science and Engineering	http://www.scu.edu.au/enviroscience
Gnibi – College of Indigenous Australian Peoples	http://www.scu.edu.au/gnibi
Health and Human Sciences	http://www.scu.edu.au/healthscience
Law and Justice	http://www.scu.edu.au/law
SCU College	http://scucollege.scu.edu.au/
Southern Cross Business School	http://www.scu.edu.au/business-school
Tourism and Hospitality Management	http://www.scu.edu.au/tourism
The Hotel School Sydney	http://www.hotelschool.scu.edu.au

Southern Cross University Orientation Program



ALL WELCOME!

The Orientation Program at Southern Cross University marks the beginning of university life for our new students and a big welcome back to our returning students.

The Orientation Program, **Get Started**, provides new and returning students with the 'must have' knowledge to start university life. The program includes important orientation sessions such as:

- essential course information sessions
- academic skills development sessions
- library and campus tours
- IT essentials.

UniLife, in conjunction with student groups, also offers a variety of social, sporting and cultural programs and coordinates a "Get Connected Week", in the last week of the orientation program. It is your chance to meet other students and make valuable networks and form study groups.

Start by going to scu.edu.au/orientation and get all your orientation information – we welcome you to SCU!



SCU.EDU.AU/ORIENTATION

