

STUDENT MANUAL

Higher Education

Version 7.1

PO Box K623
Haymarket, NSW 2000

Level 5, 25 Dixon St
Sydney, NSW 2000

T: +61 2 9212 1968
F: +61 2 9281 4268
E: administration@sitcm.edu.au

www.sitcm.edu.au

CRICOS No.: 01768K
TEQSA No.: PRV12177
RTO Code: 5143

ABN 30 100 578 836

Sydney Institute of Traditional Chinese Medicine is a registered business name of Sydney Institute of Health Sciences Pty Ltd

Version control

Document: Student Manual (Higher Education)		
Approved by: Executive Management Group	Version #: 7.1	Date: 10 October 2017

Version History

Version	Authorised by	Approval Date	Details
1.0	Executive Management Group	12 February 2015	Document creation
2.0	Executive Management Group	20 May 2015	Late assessment submission application form changed to special consideration form
3.0	Executive Management Group	31 May 2015	Deleted the requirement of working with children check on Page 16. Also updated and highlighted information on International Students
4.0	Executive Management Group	11 February 2016	Changed cover page with new logo Updated section on Assessment Submission Updated mark range of grades under Assessment Results
5.0	Executive Management Group	25 February 2016	Updated procedures on Monitoring Course Progress of international students in line with the Student Progression and Exclusion Policy and Procedure. Added requirement to attend at least 50% classes. Added section on enrolment overload.
6.0	Executive Management Group	9 June 2016	Added section on arrangements for flexible assessment
7.0	Executive Management Group	11 July 2016	Added section on Examination Guidelines Updated section on Assignment Submission and Late Submission
7.1	Executive Management Group	10 October 2017	Updated Examination Guidelines to reflect the number of final examinations per day

Important information for International Students

Information contained in this Student Manual that specifically apply to International Students are highlighted in a red box like this.

You are an international student if you are

- a Temporary Resident of Australia,
- a Permanent Resident of New Zealand, or
- a Resident or citizen of any other country.

You are not an international student if you are

- an Australian citizen,
- an Australian Permanent Resident, or
- a New Zealand citizen.

CONTENTS

CONTENTS	3
DEAN'S WELCOME	4
ABOUT SITCM	5
Governance.....	5
Vision and Mission.....	6
Zhong Yi (中医).....	6
Student Code of Conduct.....	6
ADMISSION AND ENROLMENT	7
Entry Requirements.....	7
Transfer between Education Providers	7
Fee Information for domestic students	7
Fee and Refund Information for International Students	8
Credit of Prior Learning (Advanced Standing)	9
Deferral or Withdrawal for domestic students.....	9
Deferral or Withdrawal for International Students	9
English Language Proficiency.....	9
Overseas Student Health Cover	10
STUDYING AT SITCM	11
Student Orientation.....	11
Campus Facilities	11
Class Attendance	11
Course Resources	11
Student Support Services.....	12
Enrolment Overload	12
Monitoring Course Progress	13
Student Representation.....	13
Complaints and Appeals	13
Change of Address.....	13
Email, Student Portal and Smart TCM	13
Privacy and Copyright	13
Graduation Ceremony	14
End of Year Celebration	14
Institute Seminars.....	14
Chinese Medicine Board of Australia.....	14
Living off Campus Information	15
Visa Suspension and Cancellation – International Students.....	15
STUDENT ASSESSMENT	16
Flexible Assessment Arrangements	16
Academic Integrity.....	16
Assignment Submission	17
Late submission and Extension of Assessments (Special Consideration)	17
Examination Guidelines	18
Deferred Examination (Special Consideration).....	20
Assessment Feedback.....	20
Review of an assessment decision.....	20
Assessment Results.....	21
Resubmission	21
CLINIC PRACTICE AND HEALTH AND SAFETY	22
Clinic Practice.....	22
Clinic Placement	22
Clinic Attendance.....	22
Health and Safety	22
APPENDIX: ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS	23
Transfer between Education Providers	23
Monitoring Course Progress	24
ACKNOWLEDGEMENT DECLARATION	25

DEAN'S WELCOME

Thank you for choosing the Sydney Institute of Traditional Chinese Medicine (SITCM) for your course of study. On behalf of all staff of SITCM I welcome new and returning students.

SITCM was established in 1984 and has a long history of providing Chinese medicine (CM) education and has made a significant contribution to the development of CM education in Australia.

In 2012 SITCM was registered as a higher education provider and commenced delivery of a four-year bachelor degree in the discipline of traditional Chinese medicine (TCM).

The Bachelor course provides a comprehensive foundation in the theory and practice of traditional Chinese medicine including acupuncture, herbal medicine, herbal dispensing, biomedical sciences, and the role and characteristics of a professional Chinese medicine practitioner in the Australian healthcare system.

The Bachelor course has an exceptionally strong focus on clinical practice to ensure that graduates are fully equipped to practice as a qualified, professional and ethical TCM practitioner in Chinese herbal medicine, acupuncture, and herbal dispensary within the framework of the National Health Care System.

This Student Manual has been prepared in accordance with Institute policies and procedures, national higher education standards, and the Chinese Medicine Board of Australia's (CMBA) professional practice standards and guidelines. The Manual contains information about SITCM, the courses offered, the rights and responsibilities of students, and policies and requirements for learning and assessment.

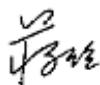
This Student Manual is a resource to assist you in your studies with SITCM along with other valuable resources such as the following:

- The Clinical Practice Program Handbook
- The Manual for Clinical Practice (Teaching and Learning)
- SITCM's Policies and Procedures are strongly encouraged to access these resources to complement their studies through SITCM's website: www.sitcm.edu.au

For questions regarding this Manual and any other resources, please contact academic and/or student support staff through the Administration Office: administration@sitcm.edu.au.

I take this opportunity to wish you every success with your studies and I sincerely hope that your time at SITCM is both productive and enjoyable.

Jian Jiang



Dean

ABOUT SITCM

The Sydney Institute of Traditional Chinese Medicine (SITCM) is a progressive education Institute established to promote the growth and development of traditional Chinese medicine through delivery of courses such as the Bachelor of Traditional Chinese Medicine (BTCM).

SITCM aims to educate and graduate primary health care practitioners who practice their profession in a safe, effective and responsible manner within the framework of Traditional Chinese Medicine. The education provided by SITCM is designed to empower graduates to serve the community through primary health care, ongoing professional development, and working collaboratively with other therapists in various clinical settings.

SITCM fosters open-mindedness and commitment to high ideals and provides an environment in which students may develop the habits of continuing self-education and self-fulfilment through service to others. Lecturers at SITCM are highly qualified practitioners in a range of TCM and related medical and/or therapeutic specialisations. They are committed to effectiveness in teaching and learning and many are recognised as leaders in their fields nationally and internationally.

GOVERNANCE

SITCM is governed by the following Boards and Committees:

Board of Directors: The Board of Directors oversees the control and management of the operations of SITCM and ensures that SITCM fulfils its responsibilities as detailed in its Mission and Goals, and continues to meet its obligations and responsibilities as a higher education provider.

Executive Management Group: The Executive Management Group (EMG) is appointed by the Board of Directors to exercise an executive decision-making and coordination role in relation to Institute business. The EMG implements policies and procedures to enable the efficient management and coordination of Institute business. The EMG implements the Strategic, Marketing, Business and Risk Management Plans to ensure that SITCM maintains a quality assured teaching and learning environment for all stakeholders.

Academic Board: The Academic Board is the governance body that oversees the academic and educational direction and operations of SITCM. The Academic Board ensures excellence in teaching and learning through academic quality assurance, free intellectual enquiry and integrity, and scholarship and professional development. The Academic Board monitors academic policies and procedures and appoints advisory committees to assist in the smooth and efficient operation of academic matters.

Course Advisory Committee: The Course Advisory Committee (CAC) is convened by the Academic Board for each broad discipline to provide industry and content specific advice and guidance in relation to the development and on-going revision of SITCM's courses. This include providing advice on new course proposals, report on applications for accreditation of new courses and re-accreditation of existing courses and to review existing courses. External membership in the CAC provides an additional measure of assuring the quality and relevance of the SITCM's courses.

Teaching and Learning Committee: The Teaching and Learning Committee (TLC) is appointed by the Academic Board to monitor and report on quality assurance processes for teaching and learning within SITCM which are in place to ensure that day-to-day academic operations meet quality educational standards. The TLC implements academic policies relating to all teaching and learning processes, monitors student progression and completion rates, assessment moderation, results, facilities and resources, and encourages a culture of scholarship throughout SITCM.

VISION AND MISSION

The Mission of SITCM is to educate, promote and unlock the power of TCM through the delivery of high quality accredited education.

This Mission is realised through the following goals:

- Provide accredited education courses in traditional Chinese medicine
- Inculcate and maintain high professional standards within SITCM and amongst staff and students
- Create a supportive learning and teaching environment that is conducive to free intellectual enquiry and scholarly endeavour
- Graduate industry-ready TCM practitioners who value continuing professional development and are prepared to contribute meaningfully to the TCM community of practice
- Enhance the involvement of the broader community through the promotion of TCM as a valid complimentary form of medical treatment
- Promote, support and contribute to TCM research and the publication of research outcomes.

ZHONG YI (中医)

Traditional Chinese Medicine (TCM; Zhong Yi) is a coherent health care system of clinical assessment, diagnosis and treatment based on Chinese medical theory and practice. It consists of Chinese Herbal Medicine, Acupuncture, TCM Remedial Massage (An Mo Tui Na), as well as dietary therapy, and various exercise therapies.

TCM is based on the ideologies of health and disease which were developed in China over thousands of years and codified in modern China. It is the result of clinical observations and experiences, which have been critically appraised, formulated and re-formulated time and again, over centuries of investigation by scholarly physicians.

TCM is a system of thought and practice grounded in theories including Yin-Yang and Five Elements philosophy concepts; the theory of Qi, Blood and Body Fluids; the theories of Zang-Fu organs and Channels, flavours and natures of herbs. TCM recognises that the human body is an integrated entity of connected channels and organ systems and that health stems from physical and emotional equilibrium and that illness only occurs when the body is unable to maintain its normal state of balance. Consequently, the TCM diagnostic system uses Syndrome Identification methodology to classify illness according to the nature of underlying imbalance and treats them using a holistic approach.

Traditional Chinese medicine is well-established in China, Korea, Japan and much of South East Asia. In Western societies, TCM is gaining acceptance by the general public, governments and the medical profession. In Australia, the Australian Acupuncture and Chinese Medicine Association (AACMA), the Australian Natural Therapies Association (ANTA), the Australian Traditional Medicine Association (ATMS), the Federation of Chinese Medicine & Acupuncture Societies of Australia Ltd (FCMA) guide and regulate the profession. Many Australian private health funds recognise TCM and provide rebates for a range of treatments.

STUDENT CODE OF CONDUCT

SITCM is committed to promoting an inclusive and safe culture in which no student is marginalised or discriminated against. SITCM upholds the principle that all students are entitled to engage in the educational process free from disruptive or inappropriate behaviours.

To this end the Student Code of Conduct clearly defines standards of behaviour and conduct for all enrolled students and procedures to manage inappropriate behaviour. By adhering to the Code of Conduct students and staff are ensured of a safe, secure, inclusive and productive environment in which to study. The Code of Conduct is available on SITCM's website: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

ADMISSION AND ENROLMENT

Applicants for admission to a course of study should liaise with a Course Advisor. The Course Advisor will guide an applicant through the admission and enrolment process and advise them about entry requirements. Enrolment application forms are included in the BTCM Student Prospectus and on the website: <http://www.sitcm.edu.au/he-courses/>

ENTRY REQUIREMENTS

Entry criteria and application procedures are published in SITCM's Prospectus and on the website for the information of persons seeking to enrol with SITCM. The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment. Persons seeking to enrol in the Bachelor of Traditional Chinese Medicine are required to satisfy the general admission requirements and English language requirements, meet additional selection criteria, and be selected in competition with other eligible applicants.

In addition, International students must be 18 years of age or over at the time that they commence the course for which they have applied.

The Student Admission and Selection Policy and Procedure is available through the website at: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>.

TRANSFER BETWEEN EDUCATION PROVIDERS

Registered providers *are restricted* from enrolling transferring overseas students prior to the student completing six(6) months of his or her principal course of study except where:

- a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- b. the original registered provider has provided a written letter of release;
- c. the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
- d. any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

For further Information please refer to *Appendix: Additional Information for International Students*

FEE INFORMATION FOR DOMESTER STUDENTS

Students who enrol in a course of study with SITCM are expected to pay for the course on enrolment or enter into one of the following arrangements:

1. Self-funding students must pay their course fees in full prior to the start of a semester. Please discuss arrangements with Administration.
2. Students on an approved instalment plan must meet all agreed payment timeframes. Please discuss plans with Administration.
3. Student undertaking Fee-Help assistance are responsible for completion of application forms to establish their Fee-Help Loan and information is available on the website: <http://www.sitcm.edu.au/he-courses/he-fees-policy/>

FEE AND REFUND INFORMATION FOR INTERNATIONAL STUDENTS

Student Association fee

International applicants MUST pay a non-refundable Student Association fee of AUD\$265.00 upon accepting offer of enrolment.

Tuition Fees

See the VET Student Prospectus for the indicative Tuition Fees of the corresponding academic year.

- ❖ Tuition fees DO cover the charges for tuition administration.
- ❖ Tuition fees DO NOT cover the charges for registration fee for vocational courses, accommodation, living expenses, textbooks, uniforms, and stationery, and equipment.
- ❖ If fees are not paid by the due date, a late fee of \$250 may be charged and students may lose their place in the course.

Note: All fees are subject to annual review.

Students will not be permitted to commence or continue their course until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating any unit of study.

Fees are set each year and are payable before each semester. The current rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by SITCM. All fees, charges and accounts will be payable in as determined by SITCM.

Tuition fees DO NOT cover textbooks, uniforms, stationery and equipment.

Visa Suspension/Cancellation & Refund policy

1. If an application for a student visa is rejected for an international student applying for enrolment from offshore, then all tuition fees will be refunded in full provided that documentary evidence is supplied within fourteen (14) days of visa rejection. The course application fee will not be refunded.
2. If a student withdraws from a course and supplies SITCM written notification before the semester commencement date, 90% of the tuition fees paid will be refunded. The course application fee and the clinical practicum fee will not be refunded.
3. If a student withdraws from a course within four (4) weeks after the semester commencement date, 70% of the tuition fees paid will be refunded. The course application fee will not be refunded.
4. If a student withdraws from a course four (4) weeks after the commencement date of the semester, no refund will be made.
5. All requests for refund must be made in writing. We undertake to make payment of all refunds within 28 days of receipt of a written application for refund.
6. We will provide a statement that explains how any refund amount has been calculated.

Refunds paid if SITCM defaults:

1. If the offered course does not start on the published or agreed starting day.
2. If a course that stops being provided after it starts and before it is completed or if a course is not provided fully to the student because we have had a sanction imposed by either TEQSA, ASQA or DET under either and or the AQTF and the ESOS Act 2000.
3. We will pay a full refund to all international students within two weeks after the default day. We will provide all students with a statement that explains how the refund amount has been calculated.

Note: *The refund policy is subject to review from time to time. Please check the current refund policy before accepting an offer.*

CREDIT OF PRIOR LEARNING (ADVANCED STANDING)

An application for credit based on prior learning must be made on the appropriate form two weeks before the commencement of the semester in which the unit is delivered. The application form should be accompanied by evidence to support the request for advanced standing.

The Associate Dean will assess the application and advise the applicant in writing of the result of their application within 21 working days. A record of any credit granted (including any reasons for not giving credit) will be signed by the Associate Dean and placed on the student's file.

For information on Credit for Prior Learning refer to the policy on SITCM's website: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

DEFERRAL OR WITHDRAWAL FOR DOMESTIC STUDENTS

Deferral of studies may be allowed for a period of up to one year from the date of course commencement. Requests for deferral or withdrawal must be received in writing by SITCM stating the reasons for the deferral and/or withdrawal from the course. The effective date of deferral and/or withdrawal will be the date on which written notification is received by SITCM. The application form 'Course Withdrawal/Deferral Application Form' is available via the Student Portal and located under Forms.

SITCM's Refund Policy for domestic students is available on the website at: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

DEFERRAL OR WITHDRAWAL FOR INTERNATIONAL STUDENTS

International students who wish to defer or withdraw from a course of study must do so in accordance with their Visa Conditions, the international student refund policy, and relevant legislation.

Students on student visa are not permitted to defer the commencement date of their course unless on grounds of medical reasons (illness), or other exceptional circumstances beyond the students control e.g. bereavement. Weddings, pregnancy, festive occasions are not acceptable.

A student's enrolment may be deferred or temporarily suspended on the grounds of compassionate or compelling circumstances (e.g. illness where a medical certificate states that a student is unable to attend class), or misbehaviour by the student.

Students must specify in writing the duration and reason for the deferral and visa cancellation may be initiated by DIBP if the deferral is for more than one semester. SITCM will enter a Student Course Variation to DIBP via the PRISMS System.

ENGLISH LANGUAGE PROFICIENCY

SITCM aims to provide a positive and rewarding learning experience for students. The enrolment process requires information regarding English language proficiency and other special learning needs. In the event that a student requires support with English language proficiency, Student Support Services will initiate contact with the student to discuss their requirements. Where assistance is required, Institute staff will make every effort to ensure that students are adequately supported to complete their course.

Academic literacy and English language proficiency is an important factor in a student being able to satisfactorily progress through their course. 'Academic Literacy' refers to the capacity of a student to undertake formal study and to understand and communicate discipline-specific knowledge. 'English language proficiency' refers to the student's ability to understand and communicate knowledge effectively in both written and spoken English.

To assist in the identification of students requiring further development of their academic literacy and English language proficiency skills, each unit contains assessment criteria that allows the lecturer to make an academic literacy and English language proficiency assessment. Following the assessment, and for students who fail to meet the criteria, the lecturer and Dean will determine the most appropriate intervention strategy to assist the student to enhance their academic literacy and English language

proficiency skills. This may include: attending academic skills workshops; and/or attending language support tutorial or study groups; and/or receiving one-on-one support and coaching services.

Information about support services to assist students to enhance their academic literacy and English language proficiency skills is provided at Orientation, via the website and in Unit Guides. Students may self-refer to student support for assistance with academic literacy and English language proficiency at any time.

OVERSEAS STUDENT HEALTH COVER

All student visa holders are required to have Overseas Student Health Cover (OSHC) while they are in Australia. This means that OSHC must commence from the date the student arrives in Australia on their student visa and must be in effect until the student leaves Australia or moves to a non-student visa subclass. If a student visa holder is in Australia and does not hold health insurance, they are in breach of visa condition 8501, even if their course has not yet started.

The following students are considered to have adequate health insurance and do not need to purchase OSHC:

- Norwegian students covered by the National Insurance Scheme,
- Swedish students who have insurance provided by CSN International or Kammarkkllegiet, and
- Belgian students.

Students can arrange their own OHSC or have SITCM arrange OHSC for them through the Australian Health Management Group (AHM). It is the student's responsibility to check the conditions of this health cover. AHM brochure is available from SITCM's office.

All international students are required to pay Overseas Student Health Cover (OHSC).

This fee is not payable to SITCM but to Australian Health Management Group directly. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to Australian Health Management Group for the appropriate premium.

The student will then be issued with a membership card upon processing of the application by Australian Health Management Group Pty Limited. OSHC for a single for four years is \$1950*. These fees are payable in advance, before you arrive in Australia.

*These prices are determined by AHM and may be subject to change. For further information visit AHM on the web at: <http://ahmoshc.com/>

STUDENT ORIENTATION

Enrolled students are required to attend an orientation day prior to the commencement of their studies. This orientation program is managed by the Student Services Officer and includes the following:

- A tour of SITCM facilities, classrooms, library, TCM clinic, student recreational areas, student administration, and other relevant campus facilities.
- Information on student services and accessing information and learning resources via the website.

For more details of student support and consultation services, refer to the Student Support Services Policy and Procedure and Student Consultation Policy and Procedure on SITCM's website:

<http://www.sitcm.edu.au/he-courses/he-policiesforms/>

CAMPUS FACILITIES

SITCM is located at Level 5, 25-29 Dixon Street, Sydney. The campus provides the following facilities for use by all students:

- Administration Office and Reception.
- Lecture rooms: There are two lecture rooms on level 5 and 7.
- Meeting room: on level 5
- Academic Staff room: the teaching faculty room is located next to lecture room 1.
- Student Recreation Space: on level 5 and 6 including microwave, fridge, washing, tables, and chairs.
- Student Clinic: the campus contains a student clinic on level 5 for clinical practice. The clinic includes reception area, herbal dispensary, consultation rooms, and treatment rooms.
- Herbal Processing room: the herb dispensing room is located in the clinic.
- Library: on level 6. Opening hours are listed on campus notice boards. Journals and Reference books: these may not be borrowed or removed but may be read in the library. Books damaged or lost must be replaced by the student.
- Printing room: Room for photocopying, scanning, printing, faxing

CLASS ATTENDANCE

Students are required to maintain a level of attendance of 80% or above at all times. Lecturers record class attendance and clinic rolls for each class and clinic session that students attend. If any student leaves a class early or arrives late, this will be recorded on the roll books.

Any student with attendance issues may contact Administration at any time to arrange an interview in relation to attendance. The purpose of this interview is to ensure that the student is fully aware of their responsibilities regarding attendance while also providing the student with the opportunity to discuss and determine a solution to any issues or circumstances that are affecting their attendance.

Any student who cannot attend any class is requested to submit an explanatory note as soon as practicable. Any student who does not attend classes without a reasonable explanation or a medical certificate will be contacted and the matter of attendance will be discussed and a reasonable solution will be agreed to through counselling either by phone or in person. Any student who cannot attend 50% of classes in any unit of study with or without a reasonable explanation will be awarded a Fail grade for that unit. Students are expected to participate actively in class discussions and activities.

COURSE RESOURCES

At the beginning of each unit lectures provide students with the following resources:

- A Unit Guide which outlines the aim and learning outcomes of the unit and the work to be covered during the semester
- The Unit Guide also provides the assessment tasks to be completed during the semester, the weighting of each assessment task, and the due date when the task(s) will be given or when the assessment tasks is to be submitted.

STUDENT SUPPORT SERVICES

Academic and support staff aim to support students to achieve their learning goals and maintain satisfactory progress towards meeting the learning outcomes of the course.

Support includes both academic support and personal support. While all staff have the responsibility to provide support to students, a Student Services Officer is available to assist students on matters related to study and personal issues. Appointments with the Student Services Officer may be organised through the Administration Office. Refer to the Student Support Services Policy and Procedure: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

SITCM is committed to ensuring that teaching staff are available for face-to-face or phone consultation on academic matters during each semester of study (including mid-semester break, study week and the examination period). Teaching staff will make themselves available for one hour per week for each unit of study they teach in order to allow students to consult on issues related specifically to those units of study. Students are encouraged to utilise email to contact teaching staff outside of scheduled consultation times, where appropriate. The contact email address for teaching staff will be published in the Unit Guides for the units of study that they are teaching. The Student Consultation Policy and Procedure provides additional information on academic support: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

ENROLMENT OVERLOAD

An enrolment overload occurs when a student is permitted to enrol in more than the full-time load (that is, 4 unit of study in the BTCM course) during a single semester. Applying for enrolment overload requires special permission, as even the best students will have a difficult time doing their best academic work when attempting to complete more than the full-time load in a single semester.

Before requesting an overload students should fully understand the time commitment required to successfully complete the units in which they wish to enrol, taking into account external commitments, such as paid employment, family responsibilities, sport and the time spent commuting to the SITCM.

Students should note that managing overload is their own responsibility and is not grounds for Special Consideration or assignment extensions. Nor is it an acceptable excuse for poor results.

This policy is not meant to encourage students to take extra subjects; it is meant for the rare student who believes he/she can do more.

Students requesting permission to take an overload, typically, must meet the following criteria:

- The student has no fail grades in his or her most recent academic semester
- The student has requested an overload that appears manageable based on the students' academic record at the time the request is made

Procedure:

- 1) Students wishing to enrol in more than the full-time load in a semester must submit a completed Application for Course Overload to the Administration Office. As the outcome of requests to overload depends upon the results achieved in the previous semester, applications will not be accepted or considered until results of these subjects are available.
- 2) Once the application has been submitted to the Administration Office, it will be forwarded to the Dean for consideration.
- 3) Students will be informed within ten working days of the outcome of their application.

MONITORING COURSE PROGRESS

To ensure course completion within the expected duration as specified on their CoE, international students are required to study full-time and their course progress will be individually monitored, recorded and assessed each semester. SITCM's Intervention Strategy will be implemented to assist students who have been identified as at risk of not making satisfactory course progress where the student has failed or has been deemed not yet competent in 50% or more of the modules attempted in a semester. A record of the intervention and the outcome will be kept in the student's file.

Please refer to *Appendix: Additional Information for International Students* for further information.

STUDENT REPRESENTATION

Each class group in each year of the course nominates a Student Representative to provide feedback on any matters related to teaching and learning. Student Representatives meet with key academic and support staff each semester to discuss and address issues and/or concerns of the student body.

COMPLAINTS AND APPEALS

The Academic and Non-Academic Grievance Handling Policy and Procedure provides a procedure for complaints and/or appeals related to either academic or administrative matters. The policy is available through SITCM's website at: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

CHANGE OF ADDRESS

Students are required to promptly notify Administration if there are any changes to their address or contact details.

International students are required to notify Administration of changes to their address or contact details within seven days. Failure to do so may lead to the cancellation of their student visa.

EMAIL, STUDENT PORTAL AND SMART TCM

Enrolled students are required to update their email address and contact details (as required) with Administration and to regularly check their account to ensure they remain fully up to date with all the latest news and notifications.

Enrolled students are provided with a secure login to the SITCM Student Portal which provides access to the full range of online learning and support resources.

Students undertaking Clinical Practice are provided with a secure login to the SITCM Smart TCM database at the commencement of TCM106 TCM Diagnosis and Clinical Theory. Smart TCM provides students with access to patient records and the ability to update data.

PRIVACY AND COPYRIGHT

SITCM manages student personal information in accordance with national privacy principles and the Personal Information Procedure available at: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>. SITCM is also obliged to provide personal information requested by the Chinese Medicine Board of Australia about students and the mandatory notification requirements under the Health Practitioner Regulation National Law.

A copyright owner is entitled to take legal action against a person who infringes their copyright. Unless otherwise permitted by the Copyright Act 1968, unauthorised copying of a work in which copyright subsides may infringe the copyright in that work. Where making a copy of a work is classed as fair dealing under section 40 of the Copyright Act 1968, making that copy is not an infringement of the copyright in that work.

It is classed as fair dealing to make a copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion.

More extensive copying may constitute fair dealing for the purpose of research or study. To determine whether it does, it is necessary to have regard to the criteria set out in sub-section 40 (2) of the Copyright Act 1968. A copy of the Copyright Act 1968 is available for viewing in the SITCM Library or through this link: www.comlaw.gov.au/series/C1968A00063

GRADUATION CEREMONY

SITCM's Graduation Ceremony is held in late early December each year. Eligibility to graduate and approval to be issued with an award is in accordance with SITCM's Graduation and Awards Policy and Procedure. Information on graduation and related procedures is available via the Student Portal.

END OF YEAR CELEBRATION

SITCM hosts an annual end of year celebration for all staff and students (including families and friends) to celebrate their achievements throughout the year. This event includes the recognition of excellence in teaching and learning through awards and entertainment. Information on the date and location will be provided through the website.

INSTITUTE SEMINARS

SITCM hosts a range of seminars throughout the academic year and invites distinguished national and international TCM academics and practitioners to conduct the seminars. Students are encouraged to attend these seminars which are advertised throughout the campus and through the website.

CHINESE MEDICINE BOARD OF AUSTRALIA

The Chinese Medicine Board of Australia (CMBA) is the government body that sets the standards for the Chinese Medicine profession in order to protect the public in Australia. CMBA holds registers of Chinese Medicine students and practitioners and mandates SITCM to provide personal information of its students for the register. Graduates who wish to practice as a Chinese medicine practitioner in Australia are required to register with the Chinese Medicine Board of Australia. Registration also allows practitioners to use professional titles of Acupuncturist, Chinese herbal practitioner and Chinese herbal dispenser in Australia.

Information on registration requirements and procedures is available here: <http://www.chinesemedicineboard.gov.au/Registration.aspx>

LIVING OFF CAMPUS INFORMATION

Off-campus housing options include:

- Shared accommodation:
 - your own bedroom in a shared flat or house which generally involves sharing rental,
 - Electricity/gas and phone bills. Approximately \$150 to \$200+ per week.
- Private board:
 - Your own bedroom, usually in family home, meals included. Approximately \$200 to \$280+per week.
- Renting a flatette:
 - Single bed/living room with its own basic kitchen, and often a shared bathroom. Approximately \$150 to \$200+ per week. .
- Renting a house or flat:
 - One or more bedrooms, a kitchen, bathroom, living area, and usually laundry. Approximately \$180 to \$250+ per week for one bedroom plus \$60 to \$150+ per week for each additional bedroom.

A number of Real Estate agencies service the campus area and are easily contactable either in person or by telephone, e- mail etc.

VISA SUSPENSION AND CANCELLATION – INTERNATIONAL STUDENTS

Mandatory cancellation of student visas will occur when a student visa holder is assessed as not complying with the requirements of their visa conditions relating to meeting course requirements. Visa cancellation can mean detention, removal from Australia and a bar on applying for other visas, other than a Protection Visa.

Current Visa conditions set down by DIBP that international students must be complied with include:

- Maintain satisfactory attendance and course progress for each semester as required by SITCM
- Satisfy course requirements
- Maintain a valid enrolment with SITCM
- Notify SITCM of any change of address within seven days
- Have sufficient funds to cover tuition fees and living expenses whilst in Australia
- Do not work more than 20 hours per week during semester
- Maintain a valid Overseas Student Health Cover
- Inform DIBP of any change in their student status
- Inform DIBP if they withdraw from the course they are enrolled in
- Students must extend their student visa before it expires

Students will be informed of SITCM's intention to suspend or cancel their enrolment where the suspension or cancellation is not initiated by the student, and will be notified that they have 20 working days to access SITCM's *Academic and Non-Academic Grievance Handling Policy and Procedure* to challenge that decision. During the appeals process, the suspension or cancellation of the student's enrolment cannot take effect until the process is completed, unless extenuating circumstances relating to the welfare of the student apply.

STUDENT ASSESSMENT

Student progress in a course of study is assessed throughout and at the end of each semester in accordance with the assessment schedule for each unit of study. Students are advised during the first lecture of each unit about the type and number of assessment tasks for a unit of study.

Assessments aim to integrate theory and practice and to demonstrate the achievement of unit learning outcomes. Appropriate academic progression through a course of study requires adherence to prerequisite requirements for specific units of study unless a student has been awarded advanced standing for particular units.

A range of resources are available through the Library and online to support learning and assessment tasks. These resources are important to help students understand and integrate into their learning the major disciplines of TCM such as traditional Chinese medicine theory, acupuncture, Chinese herbal medicine, clinical Chinese medicine, human medical sciences, and research and professional issues. For more information on student progression refer to the Student Progression and Exclusion Policy and Procedure via the website: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

FLEXIBLE ASSESSMENT ARRANGEMENTS

SITCM has processes to provide flexible assessment arrangements for students with permanent disabilities, temporary disabilities or other medical needs. Flexible assessment arrangements may include:

- Extra time
- Special venue
- Specialised technical equipment or facility
- Alternative form of assessment

Granting of flexible assessment arrangements does not exclude the student from seeking special consideration for assessments due to extenuating circumstances beyond a student's control. See section below on *Special Consideration and Deferred Assessments* for further information.

Procedures

Steps to apply for flexible assessment arrangements are as follows:

1. The student completes an 'Application for Flexible Assessment Arrangement' form available from the Administration Office and submits the application, together with any supporting documentation, to the Student Support Officer as soon as possible after successful enrolment.
2. The Student Support Officer will verify the supporting documents and forward the application to the Associate Dean for assessment.
3. The Associate Dean will conduct an interview with the individual student to assess the application.
4. If flexible assessment arrangement is granted, the Associate Dean will discuss with the student the best possible way to accommodate the student in assessments according to the medical practitioner's recommendations
5. The Associate Dean will advise the Student Support Officer of his decision and, if approved, details and conditions of flexible assessment arrangements.
6. The Student Support Officer will inform the student the outcome of his/her application and, if the application is granted, the specific arrangements for assessments and conditions of approval.

ACADEMIC INTEGRITY

SITCM upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavour. Students of SITCM will conduct themselves in their academic studies honestly and ethically and are expected to carefully acknowledge the work of others in all their academic activities.

SITCM uses the automatic plagiarism detection software Turnitin. Turnitin is an online web-based text-matching software that electronically compares submitted assessment papers to content located on the internet. This software will provide a valuable addition to existing methods for supporting SITCM's policy on academic integrity and honesty.

For access to the Academic Integrity and Honesty Policy and Procedure and related information refer to: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

ASSIGNMENT SUBMISSION

Students are required to submit assessment items at the time and date specified in the Unit Guide. Assessment items submitted after the due date will be subject to a penalty unless the student has been given prior approval in writing for an extension of time to submit that item.

Submission of written paper (such as essay) will be through Turnitin unless otherwise indicated.

Correct formatting and referencing procedures as indicated in the *Assignment Checklist* should be strictly adhered to. You should submit a proper reference list for all written papers. A reference list contains only those works *cited* or quoted from in your essay. A bibliography is acceptable for practical-type assessments (such as posters).

Written papers or other physical submissions need to be time and date stamped by the administration office as a record of receipt before being placed into the Assignment Box of the unit lecturer located outside Classroom 1. The paper should have a signed Assessment Coversheet (available for download from Moodle) unless other arrangements have been agreed on in writing with the Lecturer. Assessments submitted via email direct to the Lecturer or put under the Academic Staff Room door will not be marked.

Students must keep a copy of each submitted assignment.

LATE SUBMISSION AND EXTENSION OF ASSESSMENTS (SPECIAL CONSIDERATION)

An assessment item submitted after the assessment due date, without an approved extension or without approved mitigating circumstance, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 10% of the total mark applicable for the assessment item, for each day or part day that the item is late (a 'day' for this purpose is defined as a calendar day). Assessment items submitted more than ten days after the assessment due date are awarded zero marks.

In the eventuality of extenuating circumstances, a student may apply for an extension within 5 days of the due date for submitting an assessment. Applications must be made in writing to the Associate Dean through a 'Application for Special Consideration Form' available from the Administration Office or the website. Requests for extensions made after the assessment due date will not be considered.

Special consideration involves matters related to illness, misadventure, or other extenuating circumstances beyond a student's control that may prevent the completion of course and/or unit of study requirements or attending or submitting assessable work for a unit.

Misreading the Unit Guide, organising conflicting travel arrangements or poor time management will not be accepted as grounds for an extension of time for submission of an assessment. If the extension form has not been approved by the unit lecturer, or is not attached to the assessment when it is submitted, penalties for late submission of an assessment will apply. Except in exceptional circumstances, a student will be offered only one extension for any particular assessment task. A maximum of two (2) weeks extension only will be granted.

Applications for assessment extensions may be rejected if the Associate Dean and/or the Dean have justifiable reasons to believe that the student is seeking to gain an unfair advantage through deferred assessment. This judgement may be based on the particular circumstances of the student; the student's academic record; the student's history of assessment extension applications.

The Administration Office cannot take responsibility for the loss of assessments. Students must make a copy of all assessments submitted and if assessments are submitted via mail, they should be posted by Certified Mail or Express Post.

EXAMINATION GUIDELINES

Before the exam

Check your exam timetable

- Class examinations are usually held during scheduled class time, and in general, cannot be held in the last teaching week of semester. Any final formal assessment scheduled during examination periods must be included on the examination timetable.
- Examination timetables are published on **MOODLE-Student Online** in **May for Semester 1 and October for Semester 2**. To view your exam timetable logon to **MOODLE**, then go to **Student Online**. The dates of each exam period are published in the Academic Calendar.
- If an examination cannot be held due to unforeseen circumstances (e.g. a bomb threat or fire/storm damage to an exam venue), the exam may be rescheduled within that designated examination period. It is recommended that students be available for the duration of the exam period.
- Students should not normally be required to sit more than 1 examination in a day.
- For students deferring or failing examinations, deferred or post exams must be held in the Deferred and Supplementary Exam Period as indicated on the academic calendar. Students failing to attend the exam during that period will not be given further opportunity unless special consideration is granted.
- *Exam clashes*

If you notice a clash in your exams, please email administration@sitcm.edu.au ASAP. You will usually sit both exams on the same day in one room under supervision. You will have a one hour lunch break where you will be allowed to study during the break between exams. You won't be allowed to use any electronic devices (including mobile phone) until you have finished both exams.

Prepare items to bring in the exam

- Check with your lecturer if the exam is closed, open book, and what specifically permitted items are authorised to bring into the exam.

<input checked="" type="checkbox"/> Authorised items: What to bring	<input checked="" type="checkbox"/> Unauthorised items: Must NOT bring	
	Closed Book	Open Book
<input checked="" type="checkbox"/> Your student ID card to be placed on your desk.	<input checked="" type="checkbox"/> Books	You can bring and use any material except : <input checked="" type="checkbox"/> A calculator <input checked="" type="checkbox"/> Computer <input checked="" type="checkbox"/> Electronic dictionary <input checked="" type="checkbox"/> Any other electronic device
<input checked="" type="checkbox"/> A bottle/cup of water to be placed under your desk.	<input checked="" type="checkbox"/> Notes	
<input checked="" type="checkbox"/> Stationeries and personal items in a closed bag to be placed under your desk.	<input checked="" type="checkbox"/> Paper	
<input checked="" type="checkbox"/> Mobile phones switched off and to be placed under your desk.	<input checked="" type="checkbox"/> Electronic devices	
	<input checked="" type="checkbox"/> Pencil cases	
	<input checked="" type="checkbox"/> Any other material/items	

Linguistic dictionaries

- Students from an English as a second language background can apply to use a standard linguistic dictionary in examinations. This is usually limited to students who did not sit the NSW Higher School Certificate (or equivalent) or those enrolled as an international student.
- *Applying to use SITCM library's dictionary*
You will need to email library@sitcm.edu.au at least 7 days prior to your exam date. In your email please include your name, student number, unit code and title, exam date, time and room, and specify the language of the dictionary. A dictionary will be provided to you during exam reading time and be collected when you finish your exam.

- *Applying to use your own dictionary*

You will need to bring your dictionary to the Library (Level 6) for approval before taking it into an examination. Please note, this can take up to 48 hours and can only be done during business hours Monday to Friday. Once checked and stamped, you can use it in examinations throughout your enrolment.

Approved dictionaries will be checked during examinations for unauthorised notes or materials that may constitute academic misconduct.

<input checked="" type="checkbox"/> Dictionaries that will be approved:	<input checked="" type="checkbox"/> Dictionaries that will NOT be approved:
<input checked="" type="checkbox"/> English to foreign language or vice versa (bilingual) <input checked="" type="checkbox"/> single-volume editions (one book only)	<input checked="" type="checkbox"/> dictionaries that contain images of any kind. This includes dictionaries that have had pages with images torn out <input checked="" type="checkbox"/> standard English to English dictionaries <input checked="" type="checkbox"/> textbook-style dictionaries, eg medical dictionary <input checked="" type="checkbox"/> electronic dictionaries <input checked="" type="checkbox"/> dictionaries containing personal notes (written or typed)

On the day of the exam

15 minutes before exam starting time	<input checked="" type="checkbox"/> Students arrive at the exam venue <input checked="" type="checkbox"/> Supervisor puts up seating allocation sheet in the exam room
5 minutes before exam starting time	<input checked="" type="checkbox"/> Students enter the exam room and follow supervisors' instructions: <ul style="list-style-type: none"> * Place all unauthorised items in your bags in a secure, allocated area * Go directly to your pre-allocated seat holding only authorised items * Place Student ID card on the top right hand corner of the desk * Approved linguistic dictionaries to be placed under the Student ID * A bottle/cup of water to be placed under the desk * Stationeries and personal items in a closed bag placed under the desk
Exam starting time	<input checked="" type="checkbox"/> Supervisor read out exam rules and hands out exam paper <input checked="" type="checkbox"/> Late student may enter the exam within the first hour but will NOT be given extra time Warning: Supervisors will regard any material or item on your desk, chair or person to be in your possession. Possession of unauthorised materials including mobile phones in an exam is an academic misconduct.
Reading time starts	<input checked="" type="checkbox"/> Read exam instructions carefully <input checked="" type="checkbox"/> No writing or highlighting during reading time
Writing time starts	<input checked="" type="checkbox"/> Students may NOT leave the exam venue until 1 hour after writing time starts. <input checked="" type="checkbox"/> If you have any question or requests, raise your hand in the air and wait for the supervisor to come to you. <input checked="" type="checkbox"/> If you need to go the bath room, raise your hand and stay in your seat until you get permission to go from a supervisor. Please note that you may be accompanied by a supervisor. Warning: Do not communicate in any way with other students. Do not to draw attention to yourself by looking frequently at other students or around the room.
1 hour after writing time	<input checked="" type="checkbox"/> Late students may NOT enter the exam venue 1 hour after writing time. <input checked="" type="checkbox"/> Students may leave the exam venue 1 hour after writing time starts. <input checked="" type="checkbox"/> Students must not remove any exam paper or scrap paper from the exam venue.
10 minutes before the end of the exam	<input checked="" type="checkbox"/> Supervisor warns students that it's 10 minutes to the end of the exam. <input checked="" type="checkbox"/> Students may NOT leave the exam venue during the last 10 minutes of the exam
Exam ends	<input checked="" type="checkbox"/> Supervisor instructs students to stop writing and collect all exam and scrap papers. <input checked="" type="checkbox"/> Students must not remove any exam paper or scrap paper from the exam venue. <input checked="" type="checkbox"/> Students remain in seats until are permitted to leave the exam venue.

DEFERRED EXAMINATION (SPECIAL CONSIDERATION)

Examinations or end of unit assessments are undertaken in the allocated examination weeks. Requests from individual students to undertake an examination and/or assessment at a time other than the scheduled time must be submitted within five working days of the due date of the assessment item or exam in a written request to the Associate Dean. Refer to the 'Application for Special Consideration Form' available on the website at: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

Special consideration involves matters related to illness, misadventure, or other extenuating circumstances beyond a student's control that may prevent the completion of course and/or unit of study requirements or attending or submitting assessable work for a unit.

Students must be responsible for ensuring that they attend examinations at the correct time and location. Failure to attend an exam without written approval will result in a 'Fail' grade being awarded for the unit. The following circumstances are not accepted or considered for special consideration: prior work commitments; misreading or misunderstanding the examination timetable; prior holiday arrangements; social, leisure or personal commitments (including weddings); or forgetfulness.

ASSESSMENT FEEDBACK

Students will receive regular feedback on their assessment tasks within 2 weeks from the unit lecturer. Feedback will include comments on current progress and (where necessary) advice and assistance in overcoming areas of difficulty. Refer to the Student Assessment Policy and Procedure on SITCM's website: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

REVIEW OF AN ASSESSMENT DECISION

A student may request a review of an assessment decision. In the first instance, students should approach the unit lecturer to discuss their concerns about the assessment decision. Where the issue regarding the assessment decision is unable to be resolved at this level, a request for a review may be made in writing and lodged with the Associate Dean within five working days of formal notification of the assessment result.

The grounds upon which the student may request a review of an assessment decision are:

- That the student believes that an error has occurred in the calculation of the grade; and /or
- A demonstration that the assessment decision is inconsistent with the published assessment requirements or assessment criteria.

Students should note that each review against an assessment decision is determined on its own merits without reference to other applications. The Associate Dean will normally respond to the request for a review of an assessment decision in writing within ten working days and may confirm or vary the original decision. All decisions relating to reviews of assessment decisions are sent to the Dean who compiles an annual report for review by the Teaching and Learning Committee. If a student remains dissatisfied with the outcome of the review of an assessment decision they may utilise SITCM's grievance handling procedures. Refer to the Student Assessment Policy and Procedure at: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>.

ASSESSMENT RESULTS

Students are awarded a mark and grade for each unit of study completed. Final grades for a unit of study are calculated when the end-of-semester examination results are finalised. Grades and marks from previous assessment tasks and examination results are jointly calculated to determine the final mark and grade for the unit. Student performance in individual units of study shall be graded in accordance with the following guidelines:

Grade	Definition
High Distinction (outstanding performance) Code: HD Mark range: 85-100%	Complete and comprehensive understanding of the unit content; development of relevant skills to an outstanding level; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and excellent achievement of all major and minor objectives of the unit.
Distinction (very high level of performance) Code: D Mark range: 75-84.99%	Very high level of understanding of the unit content; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and comprehensive achievement of all major and minor objectives of the unit.
Credit (high level of performance) Code: C Mark range: 65-74.99%	High level of understanding of the unit content; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not fully achieved.
Pass (competent level of performance) Code: P Mark range: 50-64.99%	Adequate understanding of most of the basic unit content; development of relevant skills to a satisfactory level; adequate interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not achieved.
Non-graded Pass Code: NGP	Successful completion of a unit assessed on a pass/fail basis, indicating satisfactory understanding of unit content; satisfactory development of relevant skills; satisfactory interpretive and analytical ability and achievement in all major objectives of the unit.
Fail (unsatisfactory performance) Code: F Mark range: below 50%	Inadequate understanding of the basic unit content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve some or all major and minor objectives of the unit.
Withdraw With Failure Code: WD	Cancelled enrolment in the unit after the final date for withdrawal without failure (the census date).
Advanced Standing Code: AS	Credit has been granted for the unit of study following an application and its approval for Advanced Standing.

RESUBMISSION

Where a student marginally fails a unit of study (i.e. has achieved a score of 46-49.99%) the Associate Dean may recommend that the student be offered the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the unit. The grade awarded after the additional assessment is finalised is limited to NGP or F. If the student does not take up the opportunity to complete additional assessment work the grade remains as an F. No fees are required for resubmission.

CLINIC PRACTICE

The qualifications awarded by SITCM require the completion of clinical practice under the supervision of experienced practitioners. Clinical practice is a valuable form of experiential learning to help students gain confidence and expertise as a TCM practitioner.

Clinical Practice commences (for full-time students) in Year 1, Semester 2 while undertaking the unit TCM106 TCM Diagnosis & Clinical Theory. Prior to commencement of this unit it is recommended that a student is vaccinated against Hepatitis A and B and completes a First Aid Certificate.

To ensure that a student is ready to safely engage in Level 2 Observer clinical practice (ACU207 TCM Practice 1) the student must provide the following documentation to the Clinic Manager:

- A valid Senior First Aid Certificate
- A National Police Clearance Certificate (NPC)
- A signed acknowledgement form of having read the SITCM Manual for Clinical Practice and a signed acknowledgement form of having read the SITCM Clinical Practice Program Handbook

Students are also required to:

- Notify the Clinic Manager about any impairments to practice in accordance with the Health Practitioner Regulation National Law
- Comply with the guidelines (current and revised) of the Communicable Diseases Network Australia (CDNA) should a student practitioner be infected with a blood-borne virus

The *SITCM Manual for Clinical Practice* is available through the Student Portal on the website.

CLINIC PLACEMENT

A total of 500 hours of clinical training is provided through the SITCM Teaching Clinic. A percentage of those total hours may be undertaken at an approved external clinic. An additional 400 hours of intensive, supervised clinical practice is undertaken at the SITCM Teaching Clinic when students undertake CPP408 Block Clinical Practice.

For comprehensive information on Clinical Practice refer to the Clinical Practice Program Handbook through the Student Portal on the website.

CLINIC ATTENDANCE

Attendance at clinic is compulsory. If a student is unable to attend a scheduled session due to illness or other circumstances, the Clinic Manager must be advised immediately. Students must present supporting documentation (i.e. Medical Certificate) to the Clinic Manager for any missed sessions. Transfer to an alternative clinic session is possible with the prior approval of the Clinic Manager.

In accordance with health regulations and guidelines, when undertaking clinic practicums students must wear an approved protective garment (e.g. laboratory coat) and covered footwear at all times. Long hair must be pulled back off the face and tied; nail polish is not to be worn. All visible jewellery such as rings, earrings, face and body piercing rings or studs, bracelets and anklets must not be worn in the clinic. If a student is unsure of what is acceptable they should discuss the matter with their clinic supervisor.

HEALTH AND SAFETY

SITCM maintains compliance with Workplace Health and Safety requirements and ensures that facilities and the clinic are in full compliance with legislation. For detailed information on Workplace Health and Safety Information refer to the website at: <http://www.sitcm.edu.au/he-courses/he-policiesforms/>

TRANSFER BETWEEN EDUCATION PROVIDERS

Restrictions apply to international students who wish to change their education provider prior to completing six (6) months of their course of study with SITCM. Students are required to make application for letter of release to transfer to another registered provider and specify in writing their reasons for transfer and include with their application a letter from the receiving provider confirming that a valid enrolment offer has been made. No restrictions apply after the first six months of the course.

Requests for letter of release will be assessed on the basis that as consumers, overseas students may require support to exercise choice and to transition to study in Australia. Circumstances which may be in the best interest of the student for a transfer to be granted may include:

- If the course the student wishes to transfer to:
 - Better meets the study capabilities of the student; or
 - Better meets the long term goals of the student, whether these relate to future work, education or personal aspirations.
- If the student wishes to change course in order to get access to greater support (may be through the services offered by another provider, commercial or non-for-profit services or through access to family, friends or a cultural support network); and
- If the student claims or can provide evidence that his or her reasonable expectations about the current course are not being met.

Transfer applications may be declined under circumstances that may be considered to the student's detriment in light of the student's individual circumstances and a broader range of factors, such as those outlined above. These include:

- If the transfer may jeopardise the student's progression through a package of courses
- If the student has recently started studying the course and the full range of support services are yet to be provided or offered to the student; and
- If the student is trying to avoid being reported to DIBP for failure to meet the provider's attendance or academic progress requirements.

A letter of release will be provided for a student where:

- A student can provide evidence that he or she was misled by the provider or an education or migration agent regarding the provider or its course, which constitute a breach of the ESOS Act, or
- An appeal (internal or external) on a matter that may reasonably result in the student wishing to seek a transfer supports the student.

Procedure:

1. The applicant fills in an application for a letter of release from SITCM to transfer to another registered training organisation, detailing reasons for the transfer.
2. Attached to the application should be:
 - a. Adequate support for reasons of transfer; and
 - b. A letter from another registered training provider confirming that a valid enrolment offer has been made.

Applications failing to present a valid letter of offer of enrolment from another provider will be refused.

3. When the application is lodged, a receipt will be issued to the applicant acknowledging that the request has been received.

4. SITCM reserves the right to check and verify the letter of offer of enrolment and the supporting documents.
5. The application is reviewed by the Principal and the student will be notified of the outcome of their application in writing within 10 working days of the result of their application.
 - a. If approved, a letter of release will be issued at no cost to the student. The letter will inform the student of the need to contact DIBP to seek advice on whether a new student visa is required.

If a letter of release is not granted, the student will be provided with written reasons for refusing the request and will be informed of his/her right to appeal the decision in accordance with SITCM's *Academic and Non-Academic Grievance Handling Policy and Procedure*.

MONITORING COURSE PROGRESS

To ensure course completion within the expected duration as specified on their CoE, international students are required to study full-time and their course progress will be individually monitored, recorded and assessed each semester. SITCM's Intervention Strategy will be implemented to assist students who have been identified as at risk of not making satisfactory course progress where the student has failed or has been deemed not yet competent in 50% or more of the modules attempted in a semester. A record of the intervention and the outcome will be kept in the student's file.

Procedure

International students are expected to complete their course in the standard number of years for a student undertaking a full-time load (the registered CRICOS course duration) less any time compensating for credit garnered by SITCM. This time period is noted on the student's CoE.

The registrar will monitor international students' enrolment load and academic progress at the end of each compulsory study period to determine if the student has met the minimum academic standards and will be able to complete their studies within the registered course duration. Where necessary an intervention strategy will be put in place (as described in 3.1 of the Student Progression and Exclusion Policy and Procedure; see <http://www.sitcm.edu.au/he-courses/he-policiesforms/>).

The Dean may extend the duration of an international student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- a) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes); and/or
- b) an intervention strategy being implemented for students who are at risk of not meeting minimum academic standards.

Where an international student has failed to meet minimum academic standards the Dean may consider a reduction in their study load as part of the intervention strategy. All considerations for a reduction in study load due to failure to meet academic standards will be at the sole discretion of the Dean.

Following an intervention strategy being put in place, if an international student fails to meet the minimum academic standards in a second consecutive study period, the Dean will advise the student in writing of the intention to report the student for not achieving satisfactory academic progress. The student will also be advised that they have a right to appeal the decision within twenty working days. During the period for lodging an appeal and, if the student lodges an appeal, during the period the appeal is being considered, the student has a right to continue their studies in the course.

After all grievance and appeals processes are finalised, or if the student has chosen not to access the appeals process within twenty working days, the student's enrolment will be formally terminated and SITCM will report the student through PRISMS.

ACKNOWLEDGEMENT DECLARATION

I acknowledge that I, have read and fully understand the contents of this Student Manual, which outlines the conditions my rights and responsibilities as a student of the Sydney Institute of Health Sciences Pty Ltd trading as Sydney Institute of Traditional Chinese Medicine and that I have also received induction into my BTCM program at the Sydney Institute of Health Sciences Pty Ltd trading as Sydney Institute of Traditional Chinese Medicine as outlined within this manual.

.....
Name

.....
Signature

.....
Date

.....
Name of Witness

.....
Signature of Witness

.....
Date