

Institute for Social Neuroscience (ISN)
ISN Psychology and ISN Clinic

Policies and Procedures Manual



isn.edu.au

 **isn** | institute for social
psychology neuroscience

Definitions

Course: Consists of a degree awarded by ISN made up of a designated number of unit points.

Year of Study: Consists of 100 unit points and is equivalent to work requirements of a year level as so defined by the Australian Quality Framework.

Subject Unit: Individual units are weighted according to APAC recommendations and consist of specified unit points.

Academic Board: The role of the Academic Board is to uphold the integrity of the courses being offered, to adjudicate on matters relating to student complaints, student withdrawal of admission, confirming actions resulting from show cause notices and to partake in an advisory capacity for course review. In reference to the Chair of the Academic Board, he/she may nominate another member of the Board as a proxy to stand in this role should he/she be unavailable provided that a quorum is reached.

Austin Precinct: Geographical area which includes:

- a. ISN Clinic
- b. Florey Institute of Neuroscience and Mental Health
- c. Austin Hospital

Committees:

Staff Student Consultative Committee

Twice a semester elected student representatives will meet with academic staff to discuss any matters arising from the delivery of the course material.

Unit Grade Assessment Review Committee

The Unit Grade Assessment Review committee will consist of all unit co-ordinators and other ISN staff members who teach into the course. The committee will meet at the end of each semester after the examination period. They will assess the metrics and any special consideration for students enrolled in each unit and provide students with a final grade for each unit. The special consideration applied to a unit grade or examination provides a +1 or +2 % adjustment depending on the severity of the special consideration judged by the *Unit Grade Assessment Review Committee*.

Course Progress Assessment Review Committee

The Review Committee will consist of the Head of Psychology, the undergraduate or postgraduate coordinator, who will chair the meeting, and all unit coordinators. Each student will be discussed in relation to their progression through the course to ascertain whether an “at risk” or “show cause” notification is warranted as outlined in the policies and procedures manual.

ISN-Clinic Management Committee (ISN-CMC)

As stipulated in this policy, the committee will assess the day to day running of ISN Clinic and any matters arising. The Chair of this committee will be the Postgraduate coordinator responsible for overall administration of the postgraduate Masters Courses (AQF Level 9). The ISN-CMC will consist of three additional members, including the CEO of any affiliated parties utilizing the Clinic who may co-chair the meeting depending on the association, the most senior clinician appointed by the Directors of ISN Clinic and the Clinical Placement coordinator or their proxies. ISN-CMC will meet once a week on Monday morning to discuss caseloads and timetabling of weekly activities.

Complaints and Ethics Advisory Committee (C&EAC)

The C&EAC committee will be made up of an external psychologist two members of the Academic Board familiar with the psychologist code of conduct (AHPRA) and human based research and the Head of ISN if not party to the complaint.

This committee will address any complaints made in writing in relation to the operation or staff of ISN Clinic and to review human ethics applications. For the purpose of the Ethics Review the C&EAC will meet four times a year in February, May, September and December. Out of session meetings may be convened at any time.

Before Human Ethics applications are submitted they need to be reviewed internally utilizing the C&EAC. ISN Psychology will require potential conflicts of interest (COI) to be declared with every submitted application. Ethics applications will be reviewed by the C&EAC to ascertain COI's involving:

1. the institution itself or
2. researchers

Coordinators

Unit Co-ordinators:

Each unit will have a coordinator responsible for the delivery of the unit material and liaising with staff who teach into that unit. The unit coordinator is responsible for setting the assignments, due dates and addressing student concerns that may arise in relation to that unit.

Undergraduate and Honours Co-ordinator

The undergraduate coordinator will be responsible for overall administration of the undergraduate program. The main tasks of the undergraduate coordinator are to:

- a. Provide advice to students about course options and career paths.
- b. help resolve any concerns raised by students.
- c. coordinate orientation and other student learning initiatives and support services outside of unit learning arrangements.
- d. consolidate marks and final review of the course marks.
- e. Coordinate student feedback and teaching surveys.
- f. make recommendations to the Head of Psychology for course improvement.
- g. coordinate student admission interviews and provide feedback on the suitability of student enrolment into the course.
- h. coordinate teaching staff.

Postgraduate Coordinator (Director of Clinical Programs)

The postgraduate coordinator will be responsible for overall administration of the postgraduate Masters Courses (AQF Level 9) and as such will be designated the title Director of Clinical Programs. The main tasks of the postgraduate co-ordinator are similar to that of the undergraduate coordinator but at a postgraduate level. The postgraduate coordinator will also receive reports from the Clinical Director and Placement Coordinator.

Clinical Director and Placement Co-ordinator

The Clinical Director will have the responsibility of coordinating Clinical activities within ISN Clinic Pty Ltd and chairing the ISN-Clinic Management Committee.

The Placement Coordinator will have the responsibility of facilitating clinical placements for students both internally, at ISN Clinic, and externally at ISN Clinic.

The position may be held by the same person or split into two roles. In either case these positions report to the Director of Clinical Programs.

Head of Psychology

The Head of Psychology will be responsible for all academic members of staff. The main tasks of the Head of Psychology are:

- a. to lead, manage, and coordinate the strategic development in Psychology at ISN to maintain oversight, achievement and quality of courses.
- b. monitor and evaluate the development of learning and teaching strategies.
- c. oversee, alongside the President of ISN Psychology student progress and attainment.
- d. oversee and implementation of student safeguards and student welfare.
- e. facilitate a learning experience that provides students with the opportunity to achieve their individual potential.

Student Liaison Officer

The Student Liaison Officer will be responsible for the provision of student support. The main tasks of the Student Liaison Officer are:

- a. provision of information regarding study programs and advice related to student administration policies and procedures.
- b. provision of counselling service for students.
- c. assist with resolution of any difficulties arising during any given study period.
- d. identifying resources to support student learning.
- e. facilitate student engagement and retention.
- f. identify ways to enhance student experience.
- g. support students through the process of complaints and/or appeals.

Registrar

Responsible for the administration of student records and class enrollments. The main tasks of the ISN Registrar are:

- a. Develop and maintain strategies for the ongoing expansion of student enrollment.
- b. Stay abreast of internal paperwork related to re-accreditation and registration of the institute.
- c. Maintain databases

Boards of Management

ISN Board of Directors - consists of the Executive, College Council and Academic Board as defined in ISN's Governance Framework.

A. Admissions: Credit Transfer

1. Policy

ISN will provide credit for any units undertaken as part of an APAC accredited sequence applicable to the current course being undertaken as indicated in this policy and as referred to in the current APAC standards 5.1.9-5.1.11. A copy of the guidelines can be found at the following address:

<https://www.psychologycouncil.org.au/standards-and-guidelines/>

2. Coverage

The policy is applicable to any of the programs offered and awarded within ISN pertaining to undergraduate and postgraduate study of psychology and it covers:

- 2.1 Granting of credit in an ISN award because of prior learning at other tertiary institutions within the period of 10 years.
- 2.2 Credit will not be granted if the period of prior learning is greater than 10 years.
- 2.3 Credit will only be granted if the prior learning has a corresponding units equivalent accredited by APAC and the completed units for which advanced standing is to be granted are part of an APAC accredited sequence.

3. Definitions

The following terms are defined in this policy as such:

- 3.1 Course: A degree from ISN granted at the completion of a course of study.
- 3.2 Total Unit points: the minimum number of units needed to fulfil the requirements of a Course.
- 3.3 Credit points: credit granted in unit value for a topic of work completed.

4. Responsibility

- 4.1 The responsibility for granting of credit for prior learning shall fall on the individual course coordinator.
- 4.2 The course coordinator will determine (with reference to APAC guidelines) the appropriate level of credit.
- 4.3 The course coordinator will record the outcomes of each application on the student information system.

5. Applications for Credit

- 5.1 Applications for credit will consist of a letter outlining the request together with full documented evidence submitted to the relevant course coordinator as part of the returned forms required for acceptance of the offer.
- 5.2 Documentation will consist of a certified copy of the applicant's academic transcript, together with the handbook and any course material associated with the unit for which credit is sought.
- 5.3 Decisions on applications not received with the acceptance of offer forms may not be made in time to allow students to adjust their enrolment and may therefore have implications for their tuition fees where applicable.
- 5.4 Applications for credit cannot be made prior to a letter of offer.

6. Nature and Amount of Credit Granted

- 6.1 Specified credit will be awarded when the work presented is of substantially the same standard and has substantially the same syllabus as an equivalent topic offered at ISN.
- 6.2 The work presented must be of a significant standard and be consistent with the pass grade policy of ISN for any given subject unit of study.
- 6.3 No more than one third of the total unit value of the award will be granted as credit.

7. Notification of Applicants

- 7.1 ISN will notify the applicant of the outcome of their credit application prior to the last day of enrolment. This notification will include:
 - 7.1.1 the nature and amount of credit granted in the course.
 - 7.1.2 the requirements of the course remaining unfulfilled.
 - 7.1.3 details of any amendment to the applicant's enrolment required as a result of the outcome of the application.

8. Appeals

An enrolled student may lodge an appeal under ISN's policy on Student Appeals and Complaints on the grounds that the amount or type of credit granted towards a course contravenes this policy.

B. Admissions: Entry Requirements

1. APPLICATION FOR ADMISSION AND SELECTION PROCESS

- 1.1 Application for admission is done online through ISN's webpage.
- 1.2 Applications for course entry must be made prior to cut off dates published on the website for individual course offerings.
- 1.3 Applications will consist of submission of an application form together with original documentation outlining student achievements, past secondary and tertiary education results, and references where applicable.
- 1.4 Applications can be received at any time throughout the year although cut off dates will be published for commencement within any given semester.
- 1.5 Applications received past the published deadline for any course offerings in a given semester may not be considered.
- 1.6 Applicants may apply for entry into the following course offerings either part-time or full time:
 - a. Bachelor of Psychology (Honours) (Year 1 -4)
 - b. Bachelor of Psychological Science (Honours) (4th year only)
 - c. Master of Psychology (Clinical) (Year 5-6)
 - d. Bachelor of Psychology (Honours) & Master of Psychology (Clinical) sequence (Year 1-6)
 - e. Bachelor of Psychological Science (Honours) & Master of Psychology (Clinical) (year 4-6)
- 1.7 Applications for the following multiple course combination offerings will be permitted as full time course offerings only:
 - a. 16.d
 - b. 16.e
- 1.8 Quotas will be imposed on courses in line with available resources.
- 1.9 Part-time courses are half the full-time load.
- 1.10 Acceptance into a course is a two-stage process involving:
 - submission of an application form with relevant documentation.
 - an interview process.
- 1.11 Applicants will be notified of their progression to stage two following the outcome of a considered process of evaluation by a subcommittee of ISN representing senior members of the Academic Board (President and/or Head of Psychology) together with the Undergraduate Coordinator and/or Postgraduate Coordinator.
- 1.12 Applicants not considered having the necessary combination of academic achievements and psychology related work experience will be notified within one month of the application cut-off date.
- 1.13 Applicants considered for the stage two interview process will be considered to have the necessary combination of academic achievement and psychology related work experience.
- 1.14 Consideration will be based on the ISN subcommittee's score for each applicant determined by averaging committee members' assessment of academic achievement and psychology related work experience. Students will be ranked and notification of requests for a stage two interview will be sent out to individuals over a number of rounds until course quotas are fulfilled.
- 1.15 Applicants who have achieved a high subcommittee score (top 75th percentile) and who have also applied to undertake a sequence of courses (see 1.6d; 1.6e) will be notified to book vocational and related psychological assessments through ISN Psychology prior to attending a second stage interview. The results will be provided confidentially to the postgraduate coordinator (Director of Clinical Programs) to assist in the subcommittee's deliberations following the second stage interview.
- 1.16 Applicants of the multiple course sequence who do not meet the requirements set out in 1.15 may be notified of an interview for either 1.6a or 1.6b depending on the sequence requested.
- 1.17 Consideration to interview is no guarantee of admission into the course.
- 1.18 Interviewed applicants will be assessed for their overall suitability to the course. Final ranking by the subcommittee will be based on academic achievement, level of psychological engagement, psychological assessment where applicable and performance at interview.
- 1.19 Applicants who have applied for the sequence offering and were granted an interview with psychological assessment but who were not successful following the interview for the multiple course offering, may be offered entry into the relevant course 1.6a or 1.6b.

- 1.20 While applicants may be offered a course sequence, progression through this sequence is conditional on meeting minimum entry level expectation for each of the courses undertaken (see section B3 Requirements for Admission).
- 1.21 The decision of the subcommittee related to any stage of the admission process is final with no further correspondence entered into.
- 1.22 Offers for admission will be made over a number of rounds.
- 1.23 Should the quota not be filled, a second call for applications will be made. These applicants will be assessed on an ad hoc basis and upon reaching levels considered to be of admission standard (by way of application and interview) will be made an offer of admission.
- 1.24 In order to be considered, applicants must have completed the necessary prior levels of an APAC accredited sequence of psychology.
- 1.25 Students offered the sequence degree 1.6d or 1.6e must maintain an enrolment and pass grade in four units per semester to remain eligible for automatic entry into the next AQF level provided entry requirements are met.

2. COURSE INTAKE QUOTAS

- 2.1 A quota will be imposed on specific courses which will be determined by:
 - the staff: student ratio as prescribed by APAC.
 - the resources available to service student research offerings.
 - the number of equivalent full time (EFT) students currently enrolled in the course.
 - the number of available places.

3. REQUIREMENTS FOR ADMISSION

- 3.1 The ISN selection subcommittee will determine minimum standards.
- 3.2 The subcommittee will consist of a mixture of academic and clinical staff.
- 3.3 Competitive requirement to enter 1st year (AQF 7):
 - 3.3.1 Prerequisites: VCE Units 3 and 4 a study score of at least 20 in one of Biology, Chemistry, Geography, Mathematics, Psychology or Physics; Unit 1 and 2 Mathematics preferred but not essential; and a study score of at least 25 in any English (except EAL) or at least 30 in English (EAL).
 - 3.3.2 Non-Year 12 applicants must complete and submit a Personal Statement online if they wish other information to be considered during the selection process.
- 3.4 Competitive Hurdle requirement to enter 4th year (AQF 8):
 - 3.4.1 A average Grade Point Average (GPA) of 70% must be attained in the first 3 years of an APAC accredited psychology degree to qualify for entry to the 4th year.
 - 3.4.2 A GPA is a numerical calculation, weighted by credit points of the mean of the grades received.
 - 3.4.3 In addition, a yearly intake quota will be administered, and entry from GPA qualified students will be competitive.
 - 3.4.4 If an ISN student achieves the minimum average GPA in the first 3 years required for entry, the student will have the opportunity to enrol in the 4th year.
 - 3.4.5 An ISN student who meets the minimum entry requirements can decide to decline an offer of enrolment in the 4th year and will then be exited with a 3 year Bachelor of Psychological Science degree.
 - 3.4.6 If the student does not achieve the minimum GPA for entry, but achieves pass marks in all units in the first 3 years, they will be exited with the 3-year Bachelor of Psychological Science degree.
 - 3.4.7 In addition, as per APAC standards, successful completion of an APAC accredited three-year sequence of study in psychology within the last 10 years is required prior to entry into an Honours Program.
- 3.5 The minimum requirement for Masters level (AQF Level 9) is based on academic achievement and is determined by a weighted average of an undergraduate APAC accredited sequence over the three-year levels prior to the AQF level being considered (eg. 2nd year, 3rd year and 4th year for Level 9 Masters). A 10:20:70 weighted score will be used to calculate the academic component of the score with the most recent years of study providing a greater weighting.
 - 3.5.1 This minimum requirement must exceed 75%.
 - 3.5.2 As special considerations have normally been applied to prior learning, no special considerations will be entered into or can be applied towards meeting this minimum standard.

- 3.5.3 As per APAC standards, successful completion of a four-year APAC-accredited undergraduate sequence in psychology, with an upper second class Honours (2A) or equivalent overall mark, within the last 10 years is required prior to entry.
- 3.5.4 Candidates must be eligible to apply for provisional registration with the psychologist registration board.

4. DEFERMENT OF ENTRY

- 4.1 Students accepted into the Course of study can apply to defer their course for a period equivalent to 1 year of study only.
- 4.2 Application for this process must be received before the census date as indicated on ISN's webpage.
- 4.3 Approval to grant deferment will normally be given unless the student is in receipt of an open show cause notice upon which case deferral will not be granted.
- 4.4 There is no obligation to approve deferral if applications are submitted after the census date in each advertised semester.
- 4.5 While students will not be financially penalized for deferral before census date, a holding deposit equivalent to no more than 5% of the fee for a given year will be held upon the students return.
- 4.6 Should the student fail to return after a period of deferral, the holding deposit will be forfeited and the student will be required to reapply for admission into the course with no guarantees offered for future acceptance, or any right to future deferral.
- 4.7 Upon returning from a deferral period, the holding deposit will be credited towards subsequent fees.
- 4.8 Approved applicants and applicants accepted through readmission will only be allowed 1 period of deferral for any given course being undertaken. In the case of a health-related issue multiple periods of deferral may be allowed by written application to the Head of Psychology.

5. WITHDRAWAL FROM A COURSE

- 5.1. Students may withdraw from the course before the census date.
- 5.2. If students withdraw before the census date a holding deposit of 5%, paid upon acceptance of the offer, will be forfeited upon withdrawal.
- 5.3. ISN is not obliged to accept the withdrawn student in a subsequent application round regardless of their admission rank.
- 5.4. Students withdrawing from a course after the census date will be liable for the full fee applicable to the course of study for the semester in which the student is enrolled.

6. WITHDRAWAL OF OFFER OF ADMISSION

- 6.1 Where an applicant has been offered a place in a course as a result of inaccurate or incomplete information, the Head of Psychology in consultation with members of the Academic Board, may withdraw the offer and cancel any enrolment allowed on the basis of acceptance of the offer.
- 6.2 The Head and Academic Board will take into account the course degree in which the applicant is enrolled and what stage through the course the applicant resides when the errors were detected.
- 6.3 Prior to withdrawing the offer, the applicant will be provided with the opportunity to explain the inaccuracies or omissions in the information provided and this information will be considered by the Academic Board in addition to 6.1.

C. Academic Grievances, Complaints and Appeals

INTRODUCTION AND OVERVIEW

ISN Psychology (ISN) has incorporated four sequential avenues for resolution of academic grievances, complaints and appeals. While ISN will endeavour to resolve the issue initially through an informal process, it acknowledges that this may not always be possible and that formal procedures are necessary.

Our policy and procedures in relation to this matter have been carefully considered to adopt a sequential process over four stages to provide every opportunity to resolve the student's grievances and complaints:

Stage 1 INFORMAL CONSULTATION - is an informal review of the situation. In most cases ISN will endeavour to resolve the issue to the satisfaction of the parties involved at this stage of informal discussion, obtaining independent advice and utilising the student support services through the student liaison officer.

Stage 2 APPEAL TO HEAD OF PSYCHOLOGY - If the informal review does not produce a satisfactory outcome, the Head of ISN Psychology should be contacted and a formal written complaint submitted to the Head through the Registrar. The Head of Psychology will endeavour to resolve the issue with the student and relevant parties having the authority to instruct staff of appropriate actions required to resolve the situation.

Stage 3 APPEAL TO ACADEMIC BOARD - If the Head of ISN Psychology is unable to resolve the situation, the matter can be referred by appeal to the Academic Board who has authority to instruct the Head and/or President of ISN on how best to resolve the issue. Through the Governance structure of ISN, the Academic Board is composed of independent members from other Universities and Institutions. A formal process including interviews with stakeholders will be undertaken to resolve the situation. To maintain the independence of the Academic Board through this process, any party involved in the case prior to Stage 3, including the Head of ISN Psychology, will be precluded from being part of this appeal and review process.

Stage 4 APPEAL TO INDEPENDENT EXTERNAL ASSESSOR - If the student feels matters are still not resolved or are not in agreement with the decision undertaken by the Academic Board, they may appeal to the highest and final level of appeal through ISN Psychology. Stage 4 involves the appointment of an external investigator who will conduct an independent external review and assessment of the case being considered. This review will explore all new and existing evidence and formulate an outcome in co-ordination with the Chair of the Academic Board.

Before students elect to undertake this appeal process, careful consideration should be given to the decision undertaken by the Academic Board in Stage 3. If an appeal under Stage 4 is deemed frivolous by the external assessor, the student will incur a fee to cover part of the costs of this process (see Provision 2.10)

The student's point of contact through the various stages of this process is the Student Liaison Officer and the Registrar. Phone numbers and contact details will be available on our Website.

The Student Liaison Officer is an independent member of staff, appointed by the Academic Board. In addition, the Student Liaison Officer is a qualified psychologist and is bound by ethics of confidentiality and can assist in student counselling if required.

The policy and procedures for **ACADEMIC GRIEVANCES, COMPLAINTS AND APPEALS** are set out in the following provisions.

1. JURISDICTION

- 1.1 ISN Psychology through this policy will hear complaints and appeals arising from:
 - 1.1.1 Assessment.
 - 1.1.2 Student Progress.
 - 1.1.3 Academic Integrity.
 - 1.1.4 Potential breach of any of the policies and procedures stated in this document including providing a ruling on relevant matters not specifically listed.
 - 1.1.5 Academic courses offered.
 - 1.1.6 Committee or subcommittee decisions made on academic matters.
 - 1.1.7 Administrative operations including student admission.
 - 1.1.8 Unlawful discrimination, harassment and bullying which are dealt with in the ISN Policy Academic section 10 Student Misconduct.
 - 1.1.9 Staff misconduct.
- 1.2 A student who has ceased enrolment with ISN may have a complaint considered under this policy and procedure for a period of 3 calendar months after their enrolment has ceased.
- 1.3 These policies and procedure are available from ISN website.

2. APPEALS PRINCIPLES

- 2.1 Students should make complaints or appeals responsibly and ISN will treat them seriously. With regard to the rights of all parties there should be provision to protect ISN from vexatious or malicious complaints.
- 2.2 The rights of all parties involved in an appeal or complaint should be protected.
- 2.3 The student appeals process will be administered in accordance with the principles of natural justice and fairness to all parties.
- 2.4 The lodgement by a student of a formal complaint or appeal will not incur a fee (although note 2.10 below). All formal complaints (Stage 2-4) should be sent directly to the Registrar at: complaints@isn.edu.au with the subject heading indicating the Stage under which the complaint is to be addressed.
- 2.5 Students are required to seek complaints resolution through an orderly process beginning with Stage 1 and progressing through Stage 2, 3 and 4 in a sequential manner if the issue is not resolved and the student evokes their right to appeal the decision under this policy.
- 2.6 All parties involved in an appeal or complaint must be kept informed regularly, in writing, of progress or outcomes, including the reasons for the outcome.
- 2.7 Student grievances, complaints and appeal will be treated confidentially at all stages of the process.
- 2.8 A student may remain enrolled in his/her course of study pending the outcome of an appeal, including enrolment in any topic for which the topic under appeal is a prerequisite, unless it is demonstrated to the satisfaction of the Head in consultation with the Academic Board that ISN's duty of care to the public is such that the student should not be permitted to continue his/her enrolment. In determining the matter, the Academic Board will take into account material presented by ISN and the student. If the appeal is denied, the student will be required to withdraw from any topic for which the topic under appeal is a prerequisite or to withdraw from the entire course if failure in the topic under appeal makes him/her ineligible for re-enrolment in the course.
- 2.9 A student may refer a complaint or appeal arising from the university's complaints and appeals process (Stage 3) to an external review (Stage 4).
- 2.10 Students appeal to Stage 4 will not incur a fee unless the external independent reviewer deems the appeal frivolous, in which case a \$500 fee will be imposed to recoup some of the costs associated with the external review process.
- 2.11 The policy and procedure set out in this document does not:
 - 2.10.1 replace or modify procedures or any other responsibilities which may arise under TEQSA Higher Education standards or under statute or any other law;
 - 2.10.2 remove the student's right to take further action under Australia's Consumer Protection Laws, nor circumscribe the student's right to pursue other legal remedies.
- 2.12 Implementation of any decision and/or corrective and preventative action must be immediate.
- 2.13 The Registrar has the responsibility to maintain record-keeping and access to records. Through the record keeping process:
 - 2.13.1 Staff members have the responsibility to forward documentation in relation to the case, in an organised, clear and confidential manner, to the Registrar.

- 2.13.2 Records of grievances, complaints and appeals and their outcomes will be kept strictly confidential and filed in a separate file, with a unique folio identifier and stored in the Office of the Registrar for a period of at least five years.
- 2.13.3 The Registrar shall maintain a DE-identified Register of Formal Grievance, Complaint and Appeal Cases that records the unique folio number of the case, the date the case was first lodged by the student, the policy and procedure/s under which the case was considered, the procedural stages at which the case was considered, and the date the matter was resolved. This information will form part of the Annual review of Grievance, Complaint and Appeal Cases under provision 9 below.

3. STAGE 1: INFORMAL CONSULTATION

This will provide an opportunity to achieve a satisfactory outcome for those matters that can be resolved informally by seeking advice from an independent member within ISN.

- 3.1 Students may raise a problem or issue relating to academic offerings by ISN, for example, the content or structure of a unit, or of a whole course, or its means of assessment, to the person or body with immediate responsibility, viz:
 - 3.1.1 the Unit Co-ordinator, for complaints relating to a particular unit;
 - 3.1.2 the Course Co-ordinator, for complaints relating more generally to a course including relevant curriculum, teaching or assessment concerns.
 - 3.1.3 the Head of Psychology for complaints relating more generally to a course, including policies concerning curriculum, teaching or assessment and relating to academic procedures generally.
 - 3.1.4 Alternatively, students may make a complaint about such a matter in the appropriate committee through one of their student representatives.
- 3.2 Students wishing to raise a complaint or grievance should first seek advice from an independent person knowledgeable about the process and aware of potential outcomes, such as:
 - 3.2.1 student liaison officer and/or
 - 3.2.2 an appropriate academic staff member who is not involved in the matter in question,
- 3.3 The student and the student liaison officer will work together to:
 - 3.3.1 consider whether the complaint is reasonable
 - 3.3.2 clarify the details of the matter, including the events that occurred, the basis for the complaint and the resolution sought, and
 - 3.3.3 where appropriate, identify the most appropriate process under which the matter may be pursued.
- 3.4 The student may, on the basis of this discussion:
 - 3.4.1 take no further action
 - 3.4.2 make an informal approach to the person concerned, and/or
 - 3.4.3 proceed directly to Stage 2 of the complaint or grievance process.

4. STAGE 2: APPEAL TO HEAD OF PSYCHOLOGY

- 4.1 Complaints should be received in writing (see provision 2.4).
- 4.2 Written complaints to the Head of Psychology will be dealt with by an internal process of consultation with relevant parties and if that matter is not resolved by written confirmation within one month, the matter will be sent to the Academic Board for consideration (Stage 3).
- 4.3 A Head of Psychology receiving a written complaint will acknowledge its receipt in writing within five working days, and will reply in writing within ten working days informing the complainant(s) of the outcome of the complaint, or stating what progress has been made and when the next report to the complainant(s) will be made, and so on, until the matter is resolved. Where a complaint has a particular impact on an individual staff member/s responsible for a course unit, the staff member/s will be kept fully informed as to the progress of the matter.
- 4.4 Depending on the seriousness or nature of the complaint, the Head of Psychology can refer the matter directly to the Registrar for consideration under Stage 3.
- 4.5 If the Head of Psychology is a party to the complaint the student can bypass this stage and write directly to the Registrar for the matter to be considered directly under Stage 3.
- 4.6 Responsibility for dealing with the complaint may be transferred to the Academic Board, but the complainant(s) must be kept informed as to who has carriage of the matter at any time.
- 4.7 Where a student has raised a matter in writing at the Head ISN level and is not satisfied with the outcome, the student may escalate the matter by appeal to the Academic Board (Stage 3).

5. STAGE 3: APPEAL TO ACADEMIC BOARD

The Academic Board

- 5.1 The Academic Board will hear student appeals and will be convened to hear complaints in one or more the situations under its jurisdiction.
- 5.2 An appeal to the Academic Board can only be made on one or more of the following grounds:
- 5.2.1 the appropriate policy was not adhered to or correct procedures were not followed in considering the matter;
 - 5.2.2 the decision was made without due regard to facts, evidence or circumstances; and or
 - 5.2.3 the penalty, where applicable, was disproportionate.
- Such an appeal must be lodged with the Registrar (under provision 2.4) within one month from the date of the dispatch of the notification from the Head of ISN Psychology. The appeal must: be accompanied by a copy of the letter the student has received from the Head of Psychology; include details of the complaint and details of the action which the student has taken thus far and the grounds for the appeal, including the evidence in support of the student's case, together with supporting documentation; specifying what outcome is being sought.
- 5.3 The make-up of the Academic Board will be as so defined with the exception that no member of the Academic Board may sit or be involved in any aspect relating to the appeal if he or she was involved at any stage in the decision under appeal.
- 5.4 The Academic Board convened for this purpose will ensure a suitable gender balance is maintained.
- 5.5 A member of the committee may continue to act as a member for the duration of an appeal even if he or she loses the status, which was the qualification for membership. Notwithstanding this provision, the committee may continue to hear an appeal even if one or more members are no longer able to serve on it, provided the quorum is maintained. Except where it is necessary to maintain the quorum, a new committee member whose term of office commences during the course of an appeal hearing should not participate in that particular hearing.
- 5.6 The quorum of the committee is three persons, one of whom must be the Chair.
- 5.7 The non-voting Registrar will be appointed to keep confidential minutes of all committee meetings concerned with appeals and is responsible for ensuring that these are retained securely.

The Appeal Process

The proceedings of the Academic Board in relation to assessment of student appeals is subject to the following provisions:

- 5.8 The Chair of the Academic Board through the Registrar
- 5.8.1 will acknowledge receipt of the relevant letter and associated supporting documents presented in writing by the student; 5.8.2 will check that the nature of the concerns and the circumstances of the complaint are clearly articulated;
 - 5.8.3 may seek further clarification from the student if the nature of the complaint is unclear.
 - 5.8.4 will advise the student of the make-up of the Board;
 - 5.8.5 will advise the student of the date and time the Board will meet to consider the matter;
 - 5.8.6 will advise the student that he or she may be accompanied by a non-legal representative should a meeting be requested and;
 - 5.8.7 inform the student that neither party will have a legal representative and that all discussions in this meeting are confidential.
- 5.9 The student may seek replacement of Board members in writing to the Chair, if they have evidence to indicate that Board members had prior involvement in the matter under consideration.
- 5.10 The Academic Board will convene at its next sitting to address the matter in question and where relevant:
- 5.10.1 Ask all relevant stakeholders including the student questions regarding the case;
 - 5.10.2 Consider the material presented;
 - 5.10.3 Discuss the case during the hearing with fellow Board members without the stakeholders and their representatives present. They will be asked to leave the room until the Academic Board has had sufficient time to conduct the necessary discussions.
- 5.11 The Chair may adjourn the case to facilitate more enquiries if necessary in which case a new date will be set as mutually agreed between parties.

- 5.12 The Committee must arrive at a decision to deny or uphold the appeal and must be made by a majority vote.
- 5.13 The decision of the committee will be conveyed to the parties involved by written letter outlining the reasons for the decision.
- 5.14 The student will be given 10 business days to lodge an appeal to the decision of the academic board and progress to Stage 4 of an external review.

6. STAGE 4: APPEAL TO INDEPENDENT EXTERNAL ASSESSOR

The proceedings of an independent external review in relation to assessment of student appeals is subject to the following provisions:

- 6.1 Upon receiving the outcome letter from the Academic Board and within 10 business days of such notice, the student may make a written request to the Registrar (under provision 2.4) to take their grievance, complaint or appeal to a mutually agreeable independent external arbiter nominated by the student or ISN.
- 6.2 ISN may request an appropriate representative from another tertiary education provider to act as an independent external arbiter.
- 6.3 The external representative must:
 - 6.3.1 acknowledge receipt of the complaint or grievance in writing within five working days and indicate when a resolution of the matter should be expected
 - 6.3.2 independently review the complaint or grievance including hearing from all parties who wish to partake in the process and attempt to resolve the problem
 - 6.3.3 within 15 working days of receipt of the complaint or grievance, notify the student and the Chair of the Academic Board in writing of the nature of the investigation process and recommend any immediate corrective action that needs to be taken before the complaint or grievance is investigated
 - 6.3.4 provide the Academic Board Chair with a report of the investigation for review prior to its release. In defence of the independent investigator decision he/she must determine whether or not:
 - (a) all issues raised in the student complaint or grievance were investigated by the Academic Board
 - (b) all key stakeholders were interviewed appropriately and transcripts of the interview are provided.
 - (c) the academic board report was fair and balanced
 - (d) all relevant circumstances pertaining to the complaint have been considered
 - (e) the findings and recommendations are evidence based and defensible.
- 6.4 After consultation with the independent reviewer, the Chair of the Academic Board will provide the student with the outcome of the review process, including a resolution, whether the appeal has been upheld, or why a resolution could not be reached.
- 6.5 The investigator must notify the student and the Chair of the Academic Board if they conclude that the grievance is frivolous, or if no grounds could be adduced to support it.
- 6.6 ISN will consider this final appeal. Once a decision has been made on the appeal, the Registrar will notify the student in writing of the outcome and the reasons for the decision.
- 6.7 When appeal avenues are exhausted, the decision is final and no further avenues for appeals will be granted.

7. IMPLEMENTING OUTCOMES OF UPHELD APPEALS

If an appeal is upheld either in stage 3 or by appeal through Stage 4, the recommended actions specified that may be taken by the Academic Board are outlined in this clause.

The Academic Board may take the following actions:

- 7.1 Appeals against the outcome of a request for the re-mark of an assessment exercise
 - 7.1.1 In cases where a re-mark has not occurred, the Head of Psychology may direct the Unit co-ordinator to arrange for a re-mark in accordance with the provisions for re-marking of assessment exercises in this policy.
 - 7.1.2 In cases where a re-mark has occurred but, in the opinion of the Academic Board, this was not properly conducted, the Head of Psychology will direct the Unit co-ordinator to arrange for a further re-mark in accordance with proper procedures.
 - 7.1.3 A remark will be undertaken by a suitably qualified person other than the staff member responsible for either the original assessment or for any reconsideration of the final grade

7.2 Appeals against final Unit grades

- 7.2.1 The Head of Psychology will direct the relevant Lecturer or Unit Co-ordinator to carry out the assessment of the student's work in accordance with the requirements for the unit as approved by ISN and outlined in course manuals. (Where full compliance with the original assessment requirements is not practicable, the Academic Board, in consultation with the Head of Psychology and the applicant, may direct the relevant Lecturer or Unit Co-ordinator to appropriate an alternative assessment arrangement).
- 7.2.2 If an amendment to the final grade is recommended as a result of this assessment, the Course Progress Assessment Review Committee will amend grades to reflect this change.
- 7.2.3 If the dispute relates to the calculation of the final grade, the Head of Psychology may direct staff not involved in the disputed grade to conduct a relevant independent review including an arithmetic check of the calculation of the final grade; a re-mark of all examination scripts and a re-mark of assessment exercises.
- 7.2.4 The review will be as independent as possible and all necessary material will be provided to ensure an accurate calculation can be made.
- 7.2.5 This review will be discussed with the original assessor(s) with the view to reaching an agreed grade. If agreement cannot be reached the matter is referred back to the Chair of the Academic Board who will mediate a final outcome and submit his or her recommendations to the Course Progress Assessment Review committee for approval.
- 7.2.6 The Chair of the Academic Board may direct:
- (a) The Head of Psychology to permit the student to resubmit part or all of the assessment for a given unit within a specified time for re-assessment.
 - (b) the Course Progress Assessment Review committee to permit students to undertake supplementary assessment.
 - (c) Refer any policy issue to the relevant staff member for further consideration.
- 7.3 Appeals against final Unit grades for clinical placement
- 7.3.1 Field placement is either a pass or fail grade, the assessment of which is determined by a range of criteria including interpersonal skills, ability to work constructively with clients and demonstrated skills applicable to the profession in which the course of study is being undertaken.
- 7.3.2 Where an external placement is being undertaken, the responsibility for assessment is provided by professionally endorsed supervisors registered by the governing body. Their assessment of the student grade in consultation and agreement with the course co-ordinator is final and cannot be appealed.
- 7.3.3 Further placement days may be offered by external placement providers in order to assess competency but given the nature of external placements the Academic Board cannot mandate that this be provided as a point of resolution.
- 7.3.4 Appeals can only be made for the failure of an internal practicum. In which case:
- (a) The Head of Psychology can be directed to request that an independent review be undertaken by a registered external supervisor of case notes and student logs. The independent reviewer will also undertake confidential interviews with relevant parties to formulate an independent assessment.
 - (B) The Head of Psychology can be directed to instruct the course co-ordinator and the supervisor responsible for the grade to extend the current placement for an agreed time to reassess competencies.
 - (C) The results of the independent review will be conveyed to the Chair of the Academic Board who will table it at the next scheduled meeting for review where a decision will be made on whether the grade should be altered to a pass.
 - (d) The Academic Board can then direct the Course Progress Assessment Review committee to alter the final grade.
- 7.3.5 Where students fail successive external or internal placements or a combination thereof, a show cause notice will be issued and if the matter is not resolved the Academic Board can judge whether the circumstances warrant an appeal to be upheld and can direct the Head of Psychology to permit the co-ordinator to allow the student to undertake a third placement.
- 7.3.6 Students are permitted to undertake additional placements while under review except where a show cause notice has been issued to the student. In which case no further field placements will be permitted until there is a resolution by the Academic Board.

- 7.4 Appeals against review of student progress and for application for re-admission to a course or for re-enrolment in a Unit.
- 7.4.1 Direct ISN to review its/their decision/s, taking into account any comments made by the Academic Board which may include a statement of that Board's own view of what the appropriate action should be; or it may negotiate a new finding with ISN and the student.
 - 7.4.2 Where the committee is of the opinion that adverse circumstances out of the control of the student contributed to the decision that may have resulted in poor student progress and a failure to show cause the Academic Board can direct the Head of Psychology to allow the student to continue in the course by re-enrolling in failed units.
 - 7.4.3 Refer any general policy issues arising from a particular case to the Head of Psychology for further consideration.
 - 7.4.4 The Academic Board is not obliged to support the outcome requested by the student. For example, where a decision for termination has been overturned, other restrictions on the student's candidature may still be applied.
- 7.5 Appeals against allegations of plagiarism and other breaches of academic integrity. The provisions of this clause do not apply for student misconduct. Matters related to student conduct are referred to in ISN's policy Academic 10. Student Misconduct.
- 7.5.1 Upon reviewing the evidence, if the committee is of the opinion that no breach has occurred or there is insufficient evidence to support a case, the Academic Board will instruct the Head of Psychology to cancel any penalty imposed.
 - 7.5.2 If the penalty imposed is deemed to be severe the Academic Board will instruct the Head of Psychology to determine a new penalty in consultation with the Academic Board and the Lecturer involved in the assessment.
- 7.6 For all general appeals and complaints under the jurisdiction of the Academic Board, the Academic Board can:
- 7.6.1 Direct the Head of Psychology to review its/their decision/s, taking into account any comments made by the Academic Board or independent external review which may include a statement of what the appropriate action should be; or it may negotiate a new finding with ISN and the student.
 - 7.6.2 Refer any policy issue to the relevant staff member for further consideration.

8. IMPLEMENTATION OF DECISIONS

- 8.1 The decision of the committee must be implemented as directed within reasonable time to allow the recommendations to be put in place.
- 8.2 If the student is not satisfied the recommendations are implemented in full, he or she by written submission can notify the Chair of the Academic Board who can inform and direct the President to instruct the Head of Psychology to implement the recommendations in full. Both the student and ISN may seek advice and/or advocacy from 3rd parties at this stage, but this will be at each parties expense.

9. ANNUAL REPORT

- 9.1 The Academic Board will submit in their Annual Report generic de-identified data on the number and nature of complaints received, how many were upheld and the recommendations of the

D. Information and Communication

1. MOBILE TECHNOLOGY

- 1.1. Mobile phones must be turned off or put on silent when:
 - 1.1.1. attending to or observing a client during a consultation.
 - 1.1.2. attending a lecture, class or case conference, seminar or any official event.
 - 1.1.3. attending meetings.
- 1.2. Personal mobile phone numbers should not be passed onto clients.
- 1.3. The clinical coordinator will be responsible for distributing ISN mobile devices for work related activities relating to ISN Clinic.
- 1.4. If work specific mobile phones are required for student or research related activities, a request for such a device must be made in writing to the Head of ISN.

2. COMPUTERS

- 2.1. Each workstation will be equipped with a computer to serve staff and student needs undertaking study or work within ISN.
- 2.2. Use of computers is for the purpose of facilitating work and study requirements.
- 2.3. Software running on computers must be appropriately licensed.
- 2.4. Computers must not be used to access offensive or pornographic material. Such access will result in staff disciplinary measures or a "Show Cause" notice issued to students if the offence is deemed serious enough by the Head of Psychology.

3. INTERNET

- 3.1. Students will have access to the Internet once issued with an account.
- 3.2. Student access to the internet is primarily for academic, clinical and research related activities.
- 3.3. Access to reputable news sites is permissible.
- 3.4. Access to private Facebook and associated social network sites must be done so with direction and at times when it does not interfere with the duties required at the Clinic.
- 3.5. Students must not use the internet to access offensive or pornographic material as indicated in clause 1.5.4 of this policy.

4. EMAILS

- 4.1. Students will be issued with a gmail account in the form of initial.surname@ISN.edu.au
- 4.2. Email addresses must not be used for personal business.
- 4.3. Email addresses are a point of contact and must be accessible to the student throughout the degree of study.
- 4.4. It is the student's responsibility to check their email address on a regular basis to keep informed of announcements.
- 4.5. Due to illness or other personal reasons, lecturers or clinical supervisors may need to make alternate arrangements to meet with students. The primary means of notification of such events will be via email.
- 4.6. Email signatures must be a true reflection of the individual's status judged at the discretion of the Head of Psychology.
- 4.7. Use of group emails or "reply to all" must be used with discretion and be directly relevant to those the email is sent.
- 4.8. There is no expectation for staff to address any email marked urgent or otherwise that is sent outside of normal business hours (9-5pm Monday to Friday).

5. MOODLEROOMS ACCOUNT (LMS)

- 5.1. MoodleRooms shall be the online learning management system (LMS) utilised by ISN psychology, to provide students with online access to all relevant course information, assessments and materials.
- 5.2. Upon enrolment or shortly thereafter an account to access MoodleRooms through Wisenet will be created.

- 5.3 All students will have access to online versions of textbooks and other required materials such as lecture slides and video recordings (if applicable), through MoodleRooms.
- 5.4 Students must post comments and ask questions responsibly and related to the topic at hand.
- 5.5 Students must maintain an active account and check unit and course information regularly.
- 5.6 Students must not post any material that is likely to offend.
- 5.7 Students will abide by online etiquette as prescribed by unit coordinators and instructors when using the LMS system and online video conferencing facilities through Blackboard Collaborate.
- 5.8 Assignments will be submitted through the LMS unless otherwise instructed by the unit coordinator.
- 5.9 Assignments will be analysed through analytical software (Turnitin) to determine levels of plagiarism in student work. Excessive or blatant plagiarism will be penalised as per section F.13 of the ISN policies and procedures.
- 5.10 Online materials are not permitted to be distributed outside of the LMS environment, including texts, lecture slides, lecture recordings and any other copyright materials. Breach of this policy will result in student misconduct as per section F.10 of the ISN policies and procedures and/or possible legal action dependent on the severity of the offence.
- 5.11 ISN promotes a harassment and bullying free environment for all students and staff, including the online learning environment. Any behaviours deemed to be harassment will be considered misconduct.
- 5.12 Any suspected misconduct can be reported to unit coordinators or the student liaison officer. Please also refer to section C of the ISN policies and procedures.
- 5.13 Students are responsible for the safekeeping of private information related to usage of the LMS i.e., passwords. Student should report a breach of this to the I.T. helpdesk as soon as feasible to insure the protection of private data.
- 5.14 Students experiencing technical difficulties can contact the ISN I.T. helpdesk at helpdesk@isn.edu.au
- 5.15 Students will be asked to complete an online survey at the end of semester to provide feedback in regards to the function and usability of the LMS.
- 5.16 The LMS system has metrics that record student usage and will provide reports to unit coordinators on student engagement and activity to monitor and enhance the student experience.

6. Library services

- 6.1 Students and staff will have access to online resources through EBSCO database, allowing students and staff access to information resources on or off campus, such as APA PsychNet and Science Direct, PubMed and PsychINFO.
- 6.2 The ISN head librarian will be responsible for the acquisition, culling, renewal and retention of library resources.
- 6.3 The head librarian will have suitable qualifications and experience to support and identify student learning needs.
- 6.4 The librarian will liaise with academic and support staff regularly to ensure the necessary resources are available to meet staff and student needs.
- 6.5 The library has computers and/or space for personal laptops available at allocated times for students to perform online research and access online materials and course content.
- 6.6 The library has hardcopies of all required textbooks and additional referencing and writing resources available.

E. Financial

1. FEE STRUCTURE, FEE CREDIT AND REFUND POLICY

- 1.1 Students must complete their course within a timely manner. Students must maintain an enrolment of two units per semester for part-time and four units per semester for full time status. Failure to maintain this level may result in a “Show Cause” notice.
- 1.2 This policy does not remove the right of the student to take action under Australia’s consumer protection laws.
- 1.3 Any fee rises will need to be approved by the executive in line with CPI increases within the education sector.
- 1.4 Once a student is made an offer they will be required to pay a non-refundable deposit of \$1000 to take up that offer.
- 1.5 The offer once made will be valid for a period of 14 days.
- 1.6 Upon acceptance of the offer (or prior to the beginning of the enrolment period for enrolled students undertaking a course degree sequence), students will be required to indicate any prior learning to be considered as credit towards the degree and whether the student wishes to apply for any disability assistance.
- 1.7 From the period of acceptance to the period of enrolment, any credit transfers and disability provisions that may apply will be assessed and communicated prior to enrolment.
- 1.8 Based on the information provided in the acceptance, enrolment forms will be issued where students will be able to verify enrolled course degree units and the cost of units will be outlined together with payment options.
- 1.9 The student will pay the balance of the semester fee upon enrolment and prior to the commencement of each semester.
- 1.10 Students may apply for FEE-HELP which is an Australian Government loan scheme that assists eligible fee paying students to pay all or part of their tuition fees (<http://studyassist.gov.au>).
- 1.11 After initial enrolment, students will receive semester dues for enrolled units in the course degree.
- 1.12 Students who do not pay their fees on time will be issued with a late payment notice.
- 1.13 A late penalty will be applied if any outstanding amount is not paid within 7 days.
- 1.14 A final notice will be issued if at 21 days the amount is still outstanding. A late penalty of 5% will be added to the semester course fee. Failure to pay this notice within 7 days will result in a “Show Cause” notice.
- 1.15 Students who withdraw from a unit after census dates will not receive a refund or credit and will be required to pay the full fee for any similar units required to complete the course upon enrolment in the next semester when the unit is offered.
- 1.16 Students who withdraw from a unit prior to census date will be eligible to receive a fee credit towards future enrolment in this unit.
- 1.17 Students who withdraw from a Degree Course will forfeit monies paid no matter what the census date is.
- 1.18 Students should be familiar with all provisions stipulated in the ISN Psychology Policies and Procedures Manual.
- 1.19 APAC accreditation will be sought during the first 6 months of course operation. During this accreditation process students will be made aware that accreditation is not guaranteed. In the unlikely event that the course of study is not accredited, a full refund will be provided.
- 1.20 A student issued with a “Show Cause” notice and failing any appeal will forfeit all monies paid regardless of the census date.
- 1.21 In the event a course or unit is not delivered, students will receive a full refund.
- 1.22 Students must complete their course within a timely manner. Students must maintain an enrolment of two units per semester for part-time and four units per semester for full time status. Failure to maintain this level may result in a “Show Cause” notice.
- 1.23 This policy does not remove the right of the student to take action under Australia’s consumer protection laws.

F. Academic

1. ASSIGNMENT DUE DATES

For the purpose of this policy the definition of an assignment is a task or piece of work allocated to a student as part of a course of study. The definition includes a thesis, research report, literature review or any other piece of work so requested as part of the course of study for the purpose, but not exclusive of, assessing competency.

- 1.1 Assignments must be submitted by the due date unless one of the following conditions are met:
 - 1.1.1 The student has a medical certificate which states that he or she is unfit to conduct the work in the week prior to the assignment is due date.
 - 1.1.2 The student has been given a credit for the assignment.
 - 1.1.3 The student has requested and obtained written permission from the unit coordinator for an extension over a specified period.
- 1.2 The co-ordinator of the unit in which the assignment is due can, upon exercising their own discretion provide an individual student with an extension to the due date.
- 1.3 In order to receive an extension, the request must be in writing and provide a case specifying the reasons for an extension and the duration requested.
- 1.4 The granting of an extension to one student does not imply that all students will receive an extension based on similar circumstances. Extensions are case specific but generally the following constitute grounds for extension:
 - 1.4.1 Special Consideration on compassionate grounds.
 - 1.4.2 Special consideration such as in the event of a student suffering from a chronic condition which by its nature impedes the student's ability to conduct the work on time.
 - 1.4.3 Disability. Depending on the nature of the disability, more time may be provided to complete the assignment. This will be agreed between the unit coordinator and the respective student considering written evidence of the condition and written notice from a qualified health practitioner.
 - 1.4.4 A delay in obtaining approvals:

In the event an assignment is contingent on relevant approvals being in place (e.g. Human Ethics approval) the student may receive an extension for the period of the delay provided that:

 - a. the delay is not a consequence of late submission of the ethics application.
 - b. is not a result of an inability to satisfy ethics guidelines.
 - c. Is not a result of student inaction.
- 1.5 Extensions can only be granted retrospectively in the event of a medical certificate being presented or if the matter is on compassionate grounds a statutory declaration must be signed. Retrospective extensions must be claimed for in writing within 5 working days following an assignment due date.
- 1.6 A written request for an extension must be delivered electronically via email or through a web based portal to the unit coordinator no later than 2 weeks prior to when the assignment is due.
- 1.7 The coordinator must reply within 1 week of receiving a request for extension.
- 1.8 Assignments that are not handed in on time will be subject to a penalty if the coordinator has not granted an extension.
- 1.9 The penalty will consist of a 5% deduction per day the assignment is overdue including non-business days.
- 1.10 The calculation of the late penalty is based on the following formula:
 - a. $\% \text{Grade of Assignment} \times (1 - .05(\text{days late}))$
- 1.11 If the assignment is greater than 1 week overdue the assignment will not be graded and the student will receive a score of 0%.
- 1.12 Assignments are due electronically by the due date and will follow APA formatting style as detailed in the *6th edition of the Publication Manual of the American Psychological Association*.
- 1.13 Assignments will be required to be submitted by 5pm on the due date after which they will be considered overdue.
- 1.14 For the purpose of this policy, a 5pm cut off time designates days overdue.

2 WORD COUNT ON WRITTEN ASSIGNMENTS

- 2.1 The word count on assignments designates the requested number of words recommended to complete the piece of work at the appropriate standard.

- 2.2 Submitted Assignments (as defined in section 1 Academic) must contain a word count no more than 10% of the word count set for the assignment (title page and reference list not included).
- 2.3 Where the word count exceeds 10% of the set word count a penalty will apply consisting of 10% for every 10% over the word limit.

3 MARKING, ASSIGNMENTS AND AWARDED GRADES

- 3.1 Assignments will be marked against a rubric which will be published before and provided with the assignment.
- 3.2 Assignments will be marked out of 100 and then scaled to reflect the % contribution to the overall Course or Unit grade.
- 3.3 Unless specified all assignments will be marked by a single staff member qualified to do so.
- 3.4 Unless specified assignments will be marked internally although on occasion external casual staff and or honorary staff may be called upon to mark an assignment.
- 3.5 Substantive work such as a thesis and literature review will be double marked and the average of the two marks will be adopted as the final grade for the assignment provided that the marks fall within 10% of each other.
- 3.6 If an assignment is double marked and the grades differ by more than 10% the work will be marked by a third person suitably qualified to mark the work.
- 3.7 If a third marker is asked to mark an assignment based on the above clause 3.6 then the final grade will be the average of the two marks which differ the least rounded up in case the third marker is the middle mark.
- 3.8 Assignments together with rubric and comments will be returned to the student no later than 4 weeks after submission.
- 3.9 In the case where an assignment is graded by a single marker, the student can if dissatisfied with the mark received, appeal by requesting from the coordinator that the work be re-assessed within 5 days of receiving the mark.
- 3.10 If a second marker is assigned to grade work as a result of a student appeal, the student will be awarded the mark of this second marker which may in some circumstances be lower than the original grade.
- 3.11 Incomplete submitted assignments will be marked against the rubric criteria. It is the student's responsibility to make sure all aspects of the requested assignment have been completed.

4. STUDENT GRADES

- 4.1 All course units, with the exception of field placements, will be graded as a percentage.
- 4.2 The Unit Grade committee will assess the metrics and any special consideration for students enrolled in each unit (See section 7 below) and provide each student with a final grade for each unit.
- 4.3 Student competencies may be assessed through a number of measures including, and not restricted to, examinations, assignments, verbal presentations, class interaction and participation.
- 4.4 The measures may or may not have equal value.
- 4.5 No single measure of assessment on its own will exceed 50% of the unit grade.
- 4.6 The final grade for any of the competency measures will be aggregated and totalled out of 100 to provide the final unit grade.
- 4.7 The final unit grade will include the final percentage (FP) score in addition to a mark designator as indicated:
 - H1+ 90% or above
 - H1 80<90%
 - H2A 75<80%
 - H2B 70<75%
 - H3 65<70
 - HP 60<65
 - LP 50<60
 - F<50
- 4.8 Field placements will be awarded a pass or fail grade together with the designator FP allowing for the following marks:
 - FP-P or FP-F.

- 4.9 If students withdraw from the unit of study prior to the census date no mark will be recorded nor will any grade table reflect prior enrolment in this unit.
- 4.10 Withdrawal from a unit after census date will be indicated by the following designator:
WD
- 4.11 Students who fail a unit by less than 3% of the pass grade will be provided the opportunity to undertake an additional supplementary assignment or exam.
- 4.12 Students who pass a unit via supplementary examination will be awarded a pass grade for that unit.
- 4.13 In order to be awarded an Honours degree a 65% average aggregate score of all units undertaken must be achieved. In addition to individual unit marks, a final Honours aggregate score will be provided on the academic transcript.
- 4.14 For Masters level students, the pass grade is set at 70% for all units where grades are provided.
- 4.15 The Course Progress Assessment Review Committee will sit at the end of each semester where each student will be discussed in relation to their progression through the course to ascertain whether an “At Risk” (AR) or “Show Cause” (SC) notification is warranted as outlined in Section 5 below.

5. AT RISK AND SHOW CAUSE NOTIFICATIONS

- 5.1 As part of ISN's early intervention strategies, Academic staff will use summative (i.e. weekly online quizzes, performance in initial assignments) and formative (i.e., a student's involvement in class, their critical thinking and ability to make concepts their own, and understanding of topics) assessment strategies to identify students who may be at-risk of failing a unit.
- 5.2 Tutors and lecturers who have concerns based on the aforementioned observations and professional judgements will notify the unit coordinator. An informal meeting will be arranged with the student to identify possible causes and to work out a remedial program in collaboration with the student.
- 5.3 Based on the remedial plan, students will be directed to one or more of the following support services
 - 5.3.1 Academic:
 - 5.3.1.1 Academic Skills Workshops
 - 5.3.1.2 Face-to-Face or Online Tutoring
 - 5.3.1.3 Academic Skills Labs
 - 5.3.2 Personal:
 - 5.3.2.1 General Counselling
 - 5.3.2.2 Transitioning to Tertiary Study (support service)
 - 5.3.2.3 Time Management and Planning Strategies
 - 5.3.2.4 Speaking and Presenting (Social Anxiety Support)
 - 5.3.2.5 Stress Management
 - 5.3.2.6 Disability Support Services
 - 5.3.2.7 Pastoral Care
- 5.4 Students will be required to attend fortnightly meetings with the appropriate staff members to track their progress and attend the relevant academic support services as set out in the remedial plan for an agreed period of time. Students will present evidence of their efforts in the form of a logbook at the fortnightly meetings.
- 5.5 If a student is still having difficulties at the conclusion of this period a more formal meeting will be called with the student and all staff involved to discuss an action plan. This will be to ensure that ISN Psychology has considered and implemented all avenues of support for the student at-risk and additional academic, counselling, and disability support services will be set in place for the remainder of the semester. Should a student fail more than one unit, in spite of early intervention strategies, they will be sent an 'AR' notice. This will activate the process as set out below.
- 5.6 Students who fail more than one unit within a given semester will be designated “At Risk” and will be sent an AR notice.
- 5.7 Students sent an AR notice will be asked to attend a meeting with the unit coordinator where they are required to outline the reason they failed multiple units and what plans they will put in place to rectify the situation upon re-enrolling in the unit.
- 5.8 A written account of the meeting together with a plan must be provided and countersigned by the unit coordinator before re-enrolling in the unit.
- 5.9 Students issued with an AR notice will be put on an AR register.
- 5.10 Students on an AR register would be expected to make contact with relevant staff on average once per fortnight for assistance during the staff consultation hours.

- 5.11 Students on a AR register will be expected to attend 80% of all tutorials available for the repeat lecture.
- 5.12 Students on an AR register must maintain a diary of consultation and tutorials attended countersigned by the relevant staff member.
- 5.13 Students who fail the same unit for a second time will be asked to “Show Cause” via a SC notice.
- 5.14 Students provided with a SC notice must present a written case to the Academic Board of why they should be permitted to continue in the course of study and where relevant, present their diary as supporting evidence.
- 5.15 The written case must be presented within 10 business days of a SC notice being issued.
- 5.16 The case must provide a plan of action and reasons why the unit was repeatedly failed.
- 5.17 In considering their course of action, the Academic Board will consider progress in other units and any circumstances deemed to have contributed to the repeated failure.
- 5.18 The secretary of the Academic Board, upon receiving the case in response to a SC notice, will notify the student of receipt of information and arrange for an interview with the Academic Board at the next available sitting.
- 5.19 The process of academic deliberation on this matter will follow the ISN's *Policy of Student Appeals and Complaints*.
- 5.20 Student's may continue undertaking course units while the matter is being considered or under appeal unless otherwise stipulated by the relevant provision (e.g. *student misconduct policy*).
- 5.21 A resolution of the case and final notification will be issued before census date.
- 5.22 The resolution will indicate whether the student will be allowed to continue in the course.
- 5.23 An adverse finding will allow the student to immediately withdraw from the sitting semester at no cost.
- 5.24 Students may appeal the decision of the Academic Board as outlined in ISN's *Policy of Student Appeals and Complaints*.

6. EXAMINATION

- 6.1 Examinations will assess competencies as prescribed for each individual unit in the respective handbooks.
- 6.2 Examinations may be held at any time during the semester and may have weighting no more than 50% of the entire unit grade.
- 6.3 Examinations will be supervised by the unit coordinator and one other person for every 30 students in an examination venue.
- 6.4 Examinations will include a set period of time reserved for reading of the examination paper.
- 6.5 The examination will be defined as closed or open book.
- 6.6 A closed book exam will not permit any written or electronic material to be brought into the examination room related to the unit material under examination.
- 6.7 An open book exam will permit written material to be brought into the examination room.
- 6.8 In an open book exam, the degree of written material that can be brought into the exam will be indicated in the relevant course handbook for the unit under examination.
- 6.9 Examinations will be of a fixed duration.
- 6.10 At the conclusion of the examination period and when told to do so, students must cease adding additional answers to the question posed in the examination.
- 6.11 Failure to stop the examination when requested to do so will impose a 10 % penalty. A continued refusal to a request to stop contributing to the examination will result in an immediate fail grade of 0% for the examination.
- 6.12 Failure to adhere to any requests from the examination supervisor will result in a 10 % penalty in the first instance. Continued failure to adhere to a request will result in an immediate fail grade of 0%.
- 6.13 The examination supervisor will clearly articulate a request to a student with the final request ending in the verbal or written phrase “this is a warning please adhere to my request”.
- 6.14 Students must adhere to a request within a reasonable time consisting of no more than 30 seconds.
- 6.15 In the case where students have a hearing impairment the supervisor must be notified prior to the examination period by the unit coordinator if the hearing impairment has been registered as a disability upon enrolment.
- 6.16 In case of a hearing impairment, a written note will be placed on the examination paper by the exam supervisor to indicate the examination period has ended, or to indicate a request.

- 6.17 Students caught with unauthorized material pertaining to the course work under examination will be issued with a SC notice and immediately requested to leave the examination room and will receive a score of 0% for the examination.
- 6.18 Students issued with a SC notification will be referred to the Academic Board as per *ISN's Policy Academic section 5 and relevant sections of ISN's Policy of Student Appeals and Complaints*.
- 6.19 Students may appeal the outcome of the SC notice as outlined in *ISN's Policy of Student Appeals and Complaints*.
- 6.20 Students granted special consideration to sit the examination at an alternate time will be offered to sit a comparative exam during the supplementary examination period or at a time set by the coordinator.
- 6.21 Students granted special consideration but unable to sit an examination within the semester (due to the nature of the special consideration) will receive an incomplete grade and "INC" will appear for that unit grade on their academic transcript. An alternate date will be arranged at the discretion of the unit coordinator for the examination.

7. Special Consideration

- 7.1 A student may apply for special consideration on medical or compassionate grounds if the student believes that illness, disability through accident and/or other special circumstances significantly affected the student's performance in an examination or assessment item resulting in an overall grade that does not reflect the student's abilities or potential.
- 7.2 Applications for special consideration must be made by written submission using the Special Consideration Form available on ISN's website.
- 7.3 The application must be received within 5 business days of the final assessment or examination for the unit or units in question.
- 7.4 If multiple special consideration is sought for multiple units, these must be specified on the application form.
- 7.5 Special consideration can also be applied for individual assignments as outlined in *ISN's policy Academic 1. Assignment Due dates*.
- 7.6 Special consideration for individual assignments must be indicated in the application form.
- 7.7 Special consideration for individual assignments provides an extension as a successful outcome of the submission. No adjustment in overall assignment grade can be accounted for by special consideration.
- 7.8 Students will receive acknowledgement of the electronic submission of the special consideration form.
- 7.9 The request to award a special consideration pertaining to an individual assignment will be made by the unit coordinator as indicated in *ISN's policy Academic 1. Assignment Due dates*.
- 7.10 The request to award a special consideration pertaining to an overall unit grade or final examination will be made by the *Unit Grade Assessment Review Committee*.
- 7.11 The special consideration applied to a unit grade or examination provides a +1 or +2 % adjustment depending on the severity of the special consideration judged by the *Unit Grade Assessment Review Committee*.
- 7.12 A special consideration can be approved to defer an examination. The special consideration will constitute the deferment. The duration of deferment will coincide with the period of supplementary examination or at a time agreed by the unit coordinator.
- 7.13 Apart from the provisions indicated here, no additional credit, grade adjustment or extension can be granted through special consideration.

8. Disability Provisions

- 8.1 Students with a disability must indicate prior to their enrolment that they intend to apply for disability provisions to undertake the Course of study.
- 8.2 On a separate form marked "Private & Confidential" the nature and extent of their disability is required to be articulated. This form can be posted or personally presented at ISN reception at the ISN Clinic on Level 6, 10 Martin Street Heidelberg. It should be addressed to the Disability Officer. Or if the form is chosen to be submitted by email must be sent directly to disability@isn.edu.au. Disability as defined also includes a long term health condition for the purpose of this policy.

- 8.3 The application must be accompanied by a letter from a general practitioner confirming the condition and providing supporting evidence where applicable outlining the requested support required by the applicant. Supporting evidence from a related allied health practitioner or medical specialist may be required to substantiate the requested support.
- 8.4 Regardless of the disability, applicants are required to adhere to this policy and demonstrate the relevant competencies.
- 8.5 Disability support considerations that can work within this framework will be supported. Support considerations may include, but not limited to:
- a. extension of time to complete assignments.
 - b. extension of time for examinations.
 - c. access provisions for people with a disability.
 - d. establishing and obtaining reasonable adjustments for students with a disability.
 - e. offering special consideration as per provision ISN's *Policy Academic section 7*.
- 8.6 Following receipt of the disability application, the Disability Officer will arrange a meeting to discuss what provisions, if any, ISN can put in place to provide the support required to attain the competencies necessary for the course the applicant intends to enrol.
- 8.7 A request for a meeting will occur within 5 business days of submitting the application.
- 8.8 The meeting will take place at the ISN Clinic and the applicant can provide the appropriate support staff to assist as required.
- 8.9 Where the Disability Officer concludes that the disability may impede the ability to attain the required competencies, regardless of what disability provisions can be put in place, the applicant will be advised in of this opinion in writing and the applicant will not be able to enrol.
- 8.10 The applicant may appeal this decision to the Academic Board under the ISN's *Policy of Student Appeals and Complaints*.

9. INCOMPLETE GRADE

- 9.1 A student who does not complete the requested assignments, including submission of a thesis before semester grades are issued will receive an 'INC' grade provided approval for the late submission has been granted under the provisions set out in *ISN's policy Academic 7. Special Consideration*.
- 9.2 A student who does not complete a clinical placement within the allotted semester through no fault of their own will receive an 'INC' grade. The coordinator and field supervisor must approve carry over of clinical placement to the next semester.
- 9.3 "INC" grades can be updated with the approval of the course coordinator and Head of Psychology once the assessment for the unit is complete.

10. STUDENT MISCONDUCT

- 10.1 A student deemed to have breached policies governing the operation of ISN and in particular any of the provisions indicated herein will be issued with a SC notice in accordance with the provisions indicated here and *ISN's Academic Policy 5.0 At Risk and Show Cause Notifications*.
- 10.2 Depending on the severity of the incident in question, the student may be suspended from undertaking any further classes or unit activity while the SC notice is in effect.
- 10.3 A student misconduct committee consisting of the Head and three other senior staff will decide on whether the incident is severe enough to warrant immediate suspension which will be indicated on the SC notice.
- 10.4 Student misconduct (academic) includes but is not limited to conduct that:
- 10.4.1 involves academic fraud, cheating, plagiarism and any other dishonest conduct by a student to gain academic or general advantage; and/or
 - 10.4.2 contravenes the provisions of ISN Psychology's academic policies, procedures and/or guidelines;
 - 10.4.3 adversely impacts on ISN Psychology's reputation including the reputation of staff, students or other members of the Institute's community; and/or
 - 10.4.4 is criminal or unlawful on ISN premises or the premises of affiliated parties or property, or on a location where a student is present under the auspices of ISN; and/or
 - 10.4.5 damages or wrongfully deals with any property under the control of ISN, any property on ISN premises, or property on a location where a student is present under the auspices of the University; and/or
 - 10.4.6 obstructs any staff, student or other member of the ISN community in the performance of their duties; and/or

- 10.4.7 assaults, threatens, bullies, harasses, or endangers any staff, student or other member of the ISN community or causes fear for personal safety; and/or
 - 10.4.8 attempts to improperly influence or bribe any staff, student or other member of the ISN community in the performance of their duties; and/or disobeys any instruction of any duly authorised staff or other member of the ISN community, including the failure to leave any building or part of a building when directed to do so, or the failure to comply with an imposed penalty or agreed outcome under ISN rules and policies; and/or
 - 10.4.9 impairs the reasonable freedom of other persons to pursue their studies or research or to participate in ISN activities; and/or
 - 10.4.10 disrupts, interferes with, or is detrimental to the conduct of any teaching, study, assessment, research, or administration of ISN; and/or
 - 10.4.11 refuses, withholds, or fails to identify oneself truthfully or furnishes false personal information to any staff, student or other member of the ISN community; and/or
 - 10.4.12 falsifies, or attempts to falsify, ISN's records or official files/documents; and/or
 - 10.4.13 breaches confidentiality or privacy requirements or obligations in respect of ISN, its staff, students or other members of the Institute community; and/or
 - 10.4.14 significantly obstructs or interferes with the business of ISN; and/or
 - 10.4.15 is lewd or obscene or racially discriminative; and/or
 - 10.4.16 encourages, persuades or incites any other person to engage in conduct or behaviour constituting non-academic misconduct;
- 10.5 Student misconduct (research) means a serious or deliberate breach of the Australian Code for the Responsible Conduct of Research that involves intent and deliberation; recklessness or gross and persistent negligence; serious consequences, such as false information on the public record; or adverse effects on research participants, animals or the environment. It includes, but is not limited to conduct that:
- 10.5.1 fails to declare or manage a serious conflict of interest;
 - 10.5.2 fails to follow research proposals as approved by a research ethics committee;
 - 10.5.3 conceals or facilitates research misconduct by others.

11. RESEARCH PROJECTS

- 11.1 Students will be required to undertake a research project as part of their Masters or Honours degree.
- 11.2 Students must choose a project currently on offer by staff which will be advertised on ISN's website.
- 11.3 The project typically involves the following aspects making up the research component of the degree (proportion of the degree as stipulated by APAC) which will be assessed as part of separate units making up the course and weighted accordingly:
 - Literature Review (30%)
 - Research Proposal (20%)
 - Ethics (10%)
 - Thesis (40%)
- 11.4 Each of the aspects for the purpose of grading and assessment are considered assignments and governed by the provisions set out in ISN Academic Policy.
- 11.5 All research must be carried out in accordance with the National Health and Medical Research (NHMRC) Guidelines on Human and Animal Experimentation.
- 11.6 Research Ethics Applications involving animals will be submitted to the Florey Animal Ethics Committee for assessment.
- 11.7 Research Ethics Applications involving humans will be submitted to the Austin Hospital Human Ethics Committee.
- 11.8 Before Human Ethics applications are submitted they need to be reviewed internally utilizing the Complaints and Ethics Advisory Committee (C&EAC).
- 11.9 The make-up of the C&EAC are as described in provision 13.10 of *ISN Clinic Policy and Procedures*.
- 11.10 For the purpose of an Ethics Review the C&EAC will meet four times a year in February, May, September and December Out of session meetings may be convened at any time.
- 11.11 Masters level students must complete in sequential order all four research units each of which covers the aspects in 11.3.
- 11.12 All students will be required to verbally articulate the research proposal and research outcomes at two convened special retreats or mini conferences where staff critically assess and provide feedback to students on their research project.

- 11.13 The time and location of the research retreat/mini conference for undergraduate level and postgraduate level courses will be advertised on the ISN website and announced at the start of the relevant semester.
- 11.14 The location of the retreat or mini conference may be held at Foothills Conference Centre in Mooroolbark (or a similar venue) and may involve an overnight stay twin share accommodation. Alternatively, the retreat or mini conference may be held within the Austin Precinct.
- 11.15 The percentage grade allocation of the verbal presentation will contribute no more than 10% of the mark allocation for the respective unit assessing provisions 11.3.3 and 11.3.4.

12. Special provisions for Human Research

In accordance with the NHMRC National Statement for Human Research, this section will cover ISN policies and procedures for the following:

1. (a) managing conflicts of interest
 2. (b) monitoring research
 3. (c) handling complaints; and
 4. (d) ensuring accountability.
- 12.1 *Managing Conflicts of Interest*. Conflict of Interest Provision (adapted to ISN from the NHMRC “National Statement on Ethical Conduct in Humans Research”)
- 12.2 In the context of research, a Conflict of Interest (COI) exists where:
- 12.2.1 a person's individual interests or responsibilities have the potential to influence the carrying out of his or her institutional role or professional obligations in research; or
 - 12.2.2 an institution's interests or responsibilities have the potential to influence the carrying out of its research obligations.
 - 12.2.3 a conflict may relate to financial interests, it can also relate to other private, professional or institutional benefits or advantages that depend significantly on the research outcomes. A COI may compromise the research process itself and/or the institutional processes governing research, and may lead researchers or institutions to base decisions about the research on factors outside the research requirements.
 - 12.2.4 A perception that a COI exists can be as serious as an actual conflict, raising concerns about an individual's integrity or an institution's management practices.
- 12.3 ISN Psychology will notify a COI bearing on research by informing the Austin Ethics Committee about the conflict.
- 12.4 The Austin Ethics Committee may adopt measures to manage COI involving researchers. These measures may require that:
- the information be disclosed to research participants;
 - a person other than the researcher make the initial approach to participants;
 - the information be disclosed in any report of the research;
 - the research be conducted by another researcher; or
 - the research not be conducted.
- 12.5 ISN Psychology will require potential COI's to be declared with every submitted application to help identify any potential COI. Ethics applications will be reviewed by the C&EAC to ascertain COI's involving:
- 12.5.1 the institution itself or
 - 12.5.2 researchers.
- 12.6 Sometimes a researcher who discloses the fact that he or she has a conflict of interest may have an ethically acceptable reason for not disclosing what the conflict is, for example, that this might breach another person's privacy. The researcher may then remain involved in the research only if the review body is satisfied that the conflict can be managed without its nature being disclosed.
- 12.7 *Monitoring Research Provision*. Monitoring of research refers to the process of verifying that the conduct of research conforms to the approved proposal. Responsibility for ensuring that research is reliably monitored lies with ISN under which the research is conducted.
- 12.8 ISN will monitor compliance by requesting any of the following:
- reports from independent agencies such as the Academic Board.
 - reports from researchers every six months.
 - review of adverse event reports.
 - random inspections of research sites, data, or consent documentation; and
 - interviews with research participants or other forms of feedback from them.

- 12.9 Students and their supervisors are jointly responsible for notifying the Austin Human Ethics Committee of any potential breach or changes to the approved ethics according to their guidelines and operating procedures.
- 12.10 Students and their supervisors are responsible for providing reports to the relevant review body/ies and institution/s, including the Austin Human Ethics Committee and ISNs C&EAC.
- 12.11 Students and their supervisors must provide information when requested to do so. Such information may include but is not restricted to:
- progress to date, or outcome in the case of completed research;
 - maintenance and security of records;
 - compliance with the approved proposal; and
 - compliance with any conditions of approval.
- 12.12 Researchers should inform the relevant institution/s and review body/ies that approved the research and, wherever possible, the research participants, if the research project is to be discontinued before the expected date of completion, and why. For research at more than one site, or research where there has been multiple ethical reviews, it must be clearly established, before the research begins, how this information will be communicated.
- 12.13 Where Austin Human Ethics Committee finds reason to believe that continuance of a research project will compromise participants' welfare, it should immediately seek to establish whether ethical approval for the project should be withdrawn. This process should ensure that researchers and others involved in the project are treated fairly and with respect.
- 12.14 Where ethical approval for a research project is withdrawn:
- 12.14.1 the researcher and, where possible, the participants should be informed of the withdrawal;
- 12.14.2 ISN Psychology will ensure that the researcher promptly suspends the research and makes arrangements to meet the needs of participants; and
- 12.14.3 the research may not be resumed unless either:
- the researcher subsequently establishes that continuance will not compromise participants' welfare; or
 - the research is modified to provide sufficient protection for participants, the modification is ethically reviewed, and the modified research is approved.
- 12.15 If the Head of Psychology or review body considers that urgent suspension of research is necessary, the Head of Psychology will instruct the research to stop.
- 12.16 The Austin Human Ethics Committee may require researchers to amend research procedures to protect participants. If such amendments cannot achieve that end, a review body may rely on the provision 12.13
- 12.17 *Handling Complaints.* ISN Psychology may receive complaints about researchers or the conduct of research. Complaints may be made by participants, researchers, staff of institutions, or others.
- 12.18 Where such complaints raise the possibility of 'research misconduct' as described in the Australian code for the responsible conduct of research, they will be handled in accordance with the 'research misconduct' processes specified in that document and the matter may be referred to the Academic Board under a SC notice.
- 12.19 Where complaints about researchers allege serious misconduct that falls outside the range of 'research misconduct' as described in the Australian code for the responsible conduct of research, misconduct provision 10 will apply.
- 12.20 *Accountability.* ISN will ensure that the research is both sound and lawful, and is conducted or supervised by educated and experienced researchers. These responsibilities are set out in the Australian code for the responsible conduct of research. As such Ethics applications will be first submitted to the C&EAC with additional oversight by the Austin Human Ethics Committee.

13. PLAGIARISM

- 13.1 Plagiarism is expressly forbidden
- 13.2 No student will submit for assessment any piece of work that is not entirely the student's own.
- 13.3 An exception applies in the use of the words or ideas of others where they are appropriately and duly acknowledged.
- 13.4 Students will not submit for assessment or otherwise any work that is fabricated or falsified.
- 13.5 No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with

- 13.6 No student will submit the same piece of work for assessment in two different assignments, except in accordance with approved study and assessment schemes.
- 13.7 Any piece of work submitted for assessment that is deemed to be substantially plagiarised will receive a mark of 0%. Where plagiarism is intentional and/or systematic, students may face the harsher penalty of cheating and a SC notice may be issued at the discretion of the Head of Psychology in consultation with the course and unit coordinator.
- 13.8 Assignments submitted through Blackboard will be checked for plagiarism through Turnitin services (Originality Check). A similarity score over 25% may flag a paper for extra attention and may indicate that plagiarism has occurred requiring the judgement of the unit academic.

14. STUDENT FEEDBACK

- 14.1 A course level student representative will be chosen by a student vote within the first two weeks of the start of the semester.
- 14.2 Students will be asked to self-nominate for selection.
- 14.3 Once nominated, students will provide a 3-minute presentation to the course student cohort.
- 14.4 At the conclusion of the presentation students will be asked to vote on their representative via electronic submission.
- 14.5 Student representatives will attend two Staff-Student Consultative Committee meetings each semester.
- 14.6 The Staff-Student Consultative Committee will consist of all student representatives and teaching, and where relevant clinical, staff.
- 14.7 Student representatives are responsible for providing a consensus view of the Course offerings. They will have the opportunity to discuss any issue related to the Course offerings that they feel needs to be addressed and provide verbal feedback on the quality of the program.
- 14.8 Each student will be given the opportunity to provide individual feedback on each unit in which they are enrolled and on the quality of the course in general.
- 14.9 Individual feedback will be possible during the last week of semester by filling in the relevant survey.
- 14.10 The survey will be conducted through "SurveyMonkey" (eg. www.surveymonkey.com/mp/education-surveys/?ut_source=header).

15. CLINICAL PLACEMENT

- 15.1 Internal placements will be conducted within the ISN Clinic or associated entities.
- 15.2 Students will receive placements in the clinic and will conduct duties in accordance with their provisional probation registration.
- 15.3 A police check and working with children check will need to be in place prior to any engagement.
- 15.4 While ISN will endeavour to directly place students in external placements, these can be competitive and an interview process may be required with external placement agencies.

16. COURSE REVIEW

- 16.1 The entire psychology course offering will be evaluated and reviewed annually by the Academic Board. At the annual meeting (4th Quarter), student feedback through surveys will be examined and unit feedback and overall ratings assessed.
- 16.2 Each course coordinator will present a report detailing any issues that have arisen, suggested improvements and report on the rated quality of course offerings.
- 16.3 Following the meeting, the Academic Board will present a written summary report to the President of ISN and the Head of Psychology making recommendations for improvement.

17. HEALTH & SAFETY

- 17.1 See ISN Clinic Health and Safety Policy and Procedures where relevant.
- 17.2 Students are required to abide by all policies and procedures relevant to any institution, university or hospital they are visiting and/or placed for research and/or clinical purposes.

18. STUDENT ADVOCACY AND SUPPORT SERVICES

- 18.1 Student support will be available at level 6, 10 Martin Street, Heidelberg and at reception within the Florey Institute for Neuroscience and Mental Health.
- 18.2 Student advocacy and support services will be coordinated and directed by the Student Services Liaison officer.
- 18.3 The student service liaison officer will be a psychologist working within the clinic appointed by the independent Academic Board.
- 18.4 The following support services will be offered by ISN Psychology
- 18.4.1 Counselling and Clinical Psychology service to students.
 - 18.4.2 Orientation Program, including:
 - Transition workshops.
 - Facilities and Precinct Tour.
 - Writing psychology assignments workshop.
 - OH&S hand out materials including: pamphlets that outline student security across all affiliated locations in relation to disability access, real estate security, safety, harassment.
 - 18.4.3 Stress management classes free student classes and reduced rates for public workshops.
 - 18.4.4 Thesis and Experimental Design Workshops.
 - 18.4.5 ISN Seminar Series.
 - 18.4.6 Academic Skills Workshops
 - 18.4.7 One-on-One Tutoring
 - 18.4.8 Disability Support Services
 - 18.4.9 Undergraduate and Postgraduate Support Services
 - 18.4.10 Remote and Interstate Support Services
- 18.5 More specific information regarding support services will be available on the ISN website and in the student services handbook.
- 18.6 Surveys will be conducted each year on the quality of the support services offered. ISN Psychology will also canvass student needs through these surveys and add additional services as required.
- 18.7 The Student Liaison Officer will also report back to the Academic Board and make suggestions for future revision of student schemes. This will be considered in relation to the annual report provided by the Academic Board relating to grievance data.
- 18.8 Students are encouraged to consult with staff to seek support with lecture content. Staff consultation hours will be made available and advertised on MoodleRooms (LMS).

19. Awarding and Conferring a Degree

- 19.1 The Course Progress Assessment Review Committee, as part of its duties, will make recommendations to the Academic Board that Awards are to be granted to students who have met the criteria for each award.
- 19.2 With reference to the Bachelor of Psychology (Honours), the Course Progress Assessment Review Committee will also consider the hurdle requirements for entry into 4th year as indicated in Admission criteria in Provision 3.
- 19.3 Academic transcripts for each of the applicants to be awarded a degree will be provided to the Academic Board for ratification.
- 19.4 Where relevant and in the case of 4th year, entry requirements are not as per provision 19.2 and recommendations to award the Bachelor of Psychological Science will be made.
- 19.5 Once an award is ratified by the Board, a letter is sent out to the relevant student outlining successful completion of the requirements for the degree and they will be offered the opportunity to confer their degree at a graduation ceremony or choose to receive the award in absentia.

G. Placement Policy

ISN Psychology Master of Psychology (Clinical) Placement Policy

BACKGROUND

Placements are recognised as an essential component in the training of professional psychologists. Placements are designed to provide students with a range of experience and skills that will equip them for work as a clinical psychologist. To ensure that placements are conducted in a manner that provides appropriate experience for students, various guidelines have been developed by the Institute, APAC (the Australian Psychology Accreditation Council), the APS (Australian Psychological Society), College of Clinical Neuropsychologists/College of Clinical Psychologists and the PBA (Psychology Board of Australia).

AIMS

During placements, it is expected that students will develop a range of core and specialist competencies as described by the APS College of Clinical Psychologists (<http://www.psychology.org.au/academic/course-approval/>)

CONTACTS

ISN is required to appoint a Placement Coordinator who will be responsible for: liaising between the Institute and the field Supervisors, assisting students with the process of arranging clinical placements, monitoring student progress during placements, and ensuring that the paperwork has been completed properly. The Placement Coordinator or another academic appointee will visit each placement at least once while the student is on placement, generally midway through for the mid-placement review. Students will not receive a final mark for their placement until all placement paperwork has been reviewed by the Placement Coordinator. Placement documentation should be submitted to the Moodle Placement page relevant to one's course.

PROCESS

1. **Pre-placement**
 - 1.1 Students are required to complete the following paperwork and/or read the following documentation immediately upon commencement of the MPpsych course:
 - a. **Provisional Registration**

Upon enrolment in the MPpsych course, and before students commence their first placement, they must be registered as a provisional psychologist with the Psychology Board of Australia (PBA). A copy of the application form for provisional registration (APRO-10) is available from the PBA website: <http://www.psychologyboard.gov.au/Registration/Provisional/Higher-Degree/Forms.aspx>.

As a Provisional Psychologist, students must act in accordance with codes of ethical and professional conduct as outlined in the APS Code of Ethics which has been adopted by the PBA for the psychology profession. Students should also familiarise themselves with the Health Practitioner Regulation National Law Act 2009 with particular attention to Part 8: Health, Performance & Conduct and Part 10: Privacy and Confidentiality. A copy of the Act is available at: <http://www.ahpra.gov.au/Legislation-and-Publications/Legislation.aspx>. When students receive their registration it must be submitted to the Moodle Placement page.
 - b. **APS:** Students should familiarise themselves with the APS College of Clinical Psychologists Course Approval Guidelines and the APS College of Clinical Psychologists Competencies: Specification of Areas of Specialist Knowledge and Skills.
 - c. **Police Check:** Before students are permitted to undertake any placement, a Police check is required. Once your police check has been received it will need to be uploaded to the Masters course MoodleRooms page. Police checks are required annually.

d. Working with Children Check (WWC): All students undertaking their placements in the state of Victoria must have a valid Working with Children Check. This needs to be completed prior to your first placement even if this is not a paediatric placement as adult services often have contact with clients less than 18 years of age. There is no fee for students as you come under the volunteer category. Students need to apply online <http://www.workingwithchildren.vic.gov.au/>. If students already have a valid WWC Check, they must complete the Notification of Change of Personal Details form on the WWC Website. This must be done within 21 days of course commencement or financial penalties may occur.

1. ARRANGING PLACEMENTS

- 1.1 The MPpsych programs have established a network of placements in a variety of settings.
- 1.2 It is very important for students to discuss their placement preferences with the placement coordinator early so they can collaborate on the best way to obtain the placement that they want. In order to take students' prior experience, skills, and interests into account for the initial and the following placements, students must complete the Placement Preferences Form and submit it along with their CV to the Placement Coordinator during the first semester of the course. Student preferences will be taken into account; however, there is a high likelihood that students will be allocated to placements that they have not chosen due to limitations in availability.
- 1.3 In general, field supervisors must have:
 - full registration with the PBA and;
 - an endorsed supervisor with the PBA and;
 - be a member, or eligible for membership, of the APS College of Clinical Neuropsychologists/APS College of Clinical Psychologists and;
 - a senior member of staff (P3 or above). In some situations, field supervisors will be supplemented with supervision by ISN staff members;
- 1.4 All supervisors must provide ISN with their curriculum vitae to keep on file according to APAC guidelines.
- 1.5 The initial internal placement is allocated to students by the Placement Coordinator. Students will be allocated to the ISN Clinic (ISN512, ISN601). Students will generally apply for External Placement 1 (ISN602, Semester 1, Year 2) as early as August in the year they commenced the course and will apply for External Placement 2 (ISN612) as early as March in Year 2 of the course.
- 1.6 After discussion with the Placement Coordinator, the student will generally choose three agencies to apply to and the application procedures for the service will be supplied by the Placement Coordinator.
- 1.7 It is the responsibility of the student to adhere to the specific processes of the agencies, to supply an appropriate cover letter and a CV to the agencies, and to meet the application deadlines. Some services prefer if the Placement Coordinator submits student applications all at once and others prefer for students to apply directly so students must ensure that they are following the proper procedures.
- 1.8. It is important for students to notify the Placement Coordinator of progress during the application process. Specifically, students should email the Placement Coordinator when they have applied to a service, when the service has contacted students regarding an interview, and when the service has or has not offered students a placement.
- 1.9 Generally, students will be successful in obtaining a placement; however, if this does not occur, the Placement Coordinator needs to know as soon as possible to ensure the student is placed.
- 1.10 When students have been offered a placement, it is their responsibility to contact their Supervisor prior to their placement to introduce themselves and discuss future arrangements (e.g. days of attendance, expected work hours, recommended reading etc.)

2. PLACEMENT WORKLOAD

- 2.1 Placement activities should generally be completed within the allotted placement time, however, at times students may need to complete work outside of placement hours. Reports and notes should be done on time. This is particularly important when students are only attending the placement a few days per week. Reports need to be prepared with sufficient time for changes to be made.

3. SUPERVISION

- 3.1 Supervision should involve on average one hour of direct contact for each full day of placement.
- 3.2 This may be in the form of direct supervision of the student carrying out activities to discussion of placement activities, cases and reports. It can also include group supervision although at least 50% of supervision should be individual.
- 3.3 The student should discuss with their Supervisor their expectations of supervision including the timing and structure of sessions and abide by the policy and procedures of the organization that they are placed in.

4. INABILITY TO ATTEND PLACEMENT

- 4.1 If students are unable to attend placement for any reason it is advised that they contact their supervisor as soon as possible.
- 4.2 If they are unwell it is probably wise to stay away from placement, as spreading germs throughout an office and hospital wards is ill advised.
- 4.3 If students are absent for more than two days from a given placement they must provide written documentation, such as medical certificates, to their placement supervisor and the ISN Placement Coordinator.

5. PROFESSIONAL & ETHICAL CONDUCT

- 5.1 As Provisional Psychologists, MPsych students are required to act in a professional and ethical manner.
- 5.2 Students have to pass at a level 4 for the ethical practice competency in order to pass a placement.
- 5.3 All students should familiarise themselves and act in accordance with the Code of Ethics published by the Australian Psychological Society and the Health Practitioner Regulation National Law Act 2009 published by the Psychology Board of Australia.
- 5.4 Students should also ask their supervisor if there are policies specific to their placement organisation that they need to be aware of regarding professional and ethical behaviour.

6. STUDENT CONCERNS

- 6.1 At times, issues or problems can arise on placement. If students experience difficulties on placement they should work towards resolving the issue rather than let things continue unaddressed. Most issues can often be resolved by talking with the placement Supervisor, however, if this is unsuccessful or if students feel unable to do this, then please contact the Placement Coordinator as soon as possible.

7. INSURANCE

- 7.1 All enrolled students are members of a personal accident insurance scheme which applies in off-campus situations that include activities authorised by ISN.
- 7.2 ISN has a public and products liability insurance protecting it covers claims by third parties for personal injury or damage to property. The policy extends this protection to:
 - Employees and voluntary workers whilst acting within the scope of their duties in such capacity;
 - Students engaged in placements training both on or off-campus including but not limited to community placement, enterprise experience, work experience or off campus field assignments.
- 7.3 Some placement agencies (e.g., hospitals, government agencies) may require a negotiated agreement. If a new ISN agreement needs to be finalised this process may take up to six months or more. The Placement Coordinator can provide further information regarding these requirements if they apply to the student's particular situation.
- 7.4 Students employed by the placement agency are not covered by ISN Insurance as they are employees of the organisation.

8. DEALING WITH ADVERSE EVENTS

- 8.1 From time to time an adverse event may occur that affects a student/intern at a placement setting.
- 8.2 Such events include, but are not limited to, violence by clients, acts of self-harm or suicide by clients, the death of a client, and other distressing events. Guidelines for dealing with adverse events will be shared with all students/interns and placement/internship Supervisors prior to the commencement of a placement.
- 8.3 Furthermore acknowledgment that the guidelines have been reviewed by the Supervisor and student/intern will be included in the 'Placement Health and Safety Checklist', which forms part of the Placement Contract.
- The contact details (including emergency contact details) for the Placement Coordinator should be provided to all students/interns and Supervisors.
 - Supervisors should share information about the placement site's policies and procedures for dealing with adverse events. This is often done as part of an orientation process at the placement site.
 - As soon as possible following the realisation that an adverse event has occurred, the Supervisor should contact the Placement Coordinator to explain the circumstances of the event (if the Placement Coordinator is not available, the Supervisor should contact the Course Coordinator).
 - If the student/intern was not on-site when the event occurred, wherever practicable, it would be preferable for the Supervisor to make contact with the Placement Coordinator prior to notifying the student/intern.
 - If the student/intern was on-site when the event occurred, the Supervisor should make contact with the Placement Coordinator as soon as possible after the event.
 - The Supervisor should meet with the student/intern to discuss the event and to provide an overview of the procedures to be followed thereafter and the supports that will be made available to the student/intern.
 - The Placement Coordinator should inform the Course Coordinator of the occurrence of the adverse event and provide details of the supports that have/will be made available to the student/intern.
 - The Placement Coordinator should inform the Head of School and the Institute Solicitor's Office about the incident in accordance with insurance reporting requirements.
 - Irrespective of whether the Placement Coordinator was present when the student was informed of the event, the Placement Coordinator (or if necessary, the Course Coordinator) should contact the student/intern as soon as practicable to check on his/her well-being and to provide an overview of the procedures to be followed thereafter and the supports that will be made available to the student/intern.

9. OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT

- 9.1 Students should receive information concerning typical hazards and risks that they may encounter in the environment in which they are to work.
- 9.2 Each student has a moral and legal responsibility for ensuring that his or her work environment is conducive to good OHS by:
- Reading any notices relating to the student placement, attending any briefing sessions and returning any forms to the placement organiser
 - Taking action to avoid, report, eliminate or minimise hazards of which they are aware
 - Complying with all OHS instructions, policies and procedures
 - Making proper use of all safety devices and personal protective equipment
 - Being familiar with emergency and evacuation procedures
 - Not wilfully or recklessly endangering the health and safety of any person at the workplace or interfere with or misuse anything provided in the interests of environment, health, safety or welfare
 - Adopting safe work and study practices
 - Seeking clarification of supervisory arrangements
 - Seeking the provision of appropriate training where required
 - Reporting all accidents, injuries and near misses to their supervisor and Placement Coordinator

H. Clinic Policy

1. PSYCHOLOGICAL TESTS USED WHILE ON PLACEMENT

- 1.1 Masters level students on placement at ISN will have access to psychology tests at the ISN Clinic for the purpose of clinic assessment and diagnosis.
- 1.2 Tests must be pre-booked to ensure availability.
- 1.3 Bookings will be done electronically and will need to be authorized by one of the designated psychologists employed at the Clinic.
- 1.4 Psychology tests will be stored in a locked room and barcoded at the ISN Clinic.
- 1.5 Only authorized ISN psychologists will have access to this locked room and tests need to be electronically checked out and provided to students.
- 1.6 Tests electronically checked out will be considered on loan.
- 1.7 It is the student's responsibility to return tests at the conclusion of any testing session to authorized ISN psychologists who will electronically note the return of the test to the locked room with confirmation provided to the students.
- 1.8 Students can request test forms in a similar fashion.
- 1.9 Use of test forms will be noted and tracked electronically.

2. PSYCHOLOGY TESTS BORROWED FOR TRAINING OR RESEARCH

- 2.1 Masters level students at ISN will have access to psychology tests at the ISN Clinic for the purpose of research and training.
- 2.2 The Institute's Human Ethics committee must first approve the use of tests for research.
- 2.3 The students' supervisor and the course coordinator must approve the use of tests.
- 2.4 The process of borrowing the tests will involve pre-booking of tests with the test librarian.
- 2.5 Tests will normally only be loaned for a period up to 24 hrs.
- 2.6 If tests are required for more than 1 day but less than 7, the test librarian can use his or her discretion to decide on a longer period of loan.
- 2.7 If tests are required for a longer period of time (i.e. greater than one week), approval from the test librarian, unit coordinator and the ISN Psychology Clinic Management Committee are required.

3. TEST LIBRARIAN

- 3.1 Will be responsible for maintaining the test library including tests and related forms.
- 3.2 Will be responsible for maintaining an electronic inventory of tests and checking in and out tests borrowed by students for the purpose of research and/or training.
- 3.3 Priority is given to clinical testing; availability of tests is at the discretion of the librarian.
- 3.4 The tests will be located in a locked room within the ISN Clinic.
- 3.5 Only registered psychologists including the test librarian will have access to this room.
- 3.6 The test library will hold multiple copies of tests to ensure uninterrupted operation of the Clinic.
- 3.7 Tests loaned out by the test librarian will be done so under Provision 2.4-2.7.

4. CLIENT RECORDS

- 4.1 Client records will be stored confidentially with additional relevant information stored on a secure server in digital format using "Power Diary" Practice Management Software (PMS).
- 4.2 Test results, and other material pertaining to the client will be scanned and added to the PMS.
- 4.3 A hard copy Client file will be held at the Clinic in a secure locked filing cabinet.
- 4.4 Access to electronic records will be via secure password or via checkout upon authorization by psychology staff registered with AHPRA.
- 4.5 Students must access only client files that they are directly involved in the assessment of.
- 4.6 Client records may be accessed by staff and students undergoing research projects where prior consent has been given by the client for such records to be used in this way.
- 4.7 Access to client records under provision 4.6 can only be done so upon the engagement of a registered psychologist within the Clinic who will de-identify the data prior to access being granted.
- 4.8 Access to client records under provisions 4.6 and 4.7 may be subject to clearance from the Austin Human Ethics Committee.

- 4.9 Digital recordings of sessions are also undertaken for the purpose of review and where requested for the purpose of training provisional psychologists.
- 4.10 Prior consent from the client must be given for 4.8 and 4.9 to be enacted and used in this way.
- 4.11 The recorded sessions will be maintained together with client files.

5. Clinic Emergency and Safety Procedures

- 5.1 During placement, staff will provide students with a list of mobile phone numbers to contact staff in the event of an emergency within the Clinic.
- 5.2 In the event a panic button is pressed in the Clinic, security is automatically notified and staff and students are advised to lock all doors and remain in their office until security arrives and the situation is deemed safe.
- 5.3 A client risk assessment should be undertaken upon registration at the Clinic. The Clinic has four treatment rooms with exit doors and panic buttons at either end. These rooms should be used when clients are determined to be at a risk level of potential aggression. In such circumstances the receptionist should be notified of a potential risk.
- 5.4 In the event of a fire alarm being activated, students and staff will exit the Clinic area and direct any clients to the emergency exit leading to the stairwell or emergency lift and meet at the designated meeting point.
- 5.5 In the case of a medical emergency, the panic buttons are not to be used, but rather the clinician or student must indicate the emergency directly with other staff nearby who will notify reception to call an ambulance/paramedic while the situation is managed by staff with relevant first-aid training.
- 5.6 Before any students undergo placement at the Clinic they must undergo a building induction. The building induction should include but not restricted to:
 - 5.6.2 An overview of the Clinic policies with subsequent multiple-choice quiz.
 - 5.6.3 A tour of the Clinic area noting fire exits, panic alarm buttons, emergency exits.
 - 5.6.4 Instruction on how to operate the video recording equipment.
 - 5.6.5 Activation of pass and identification tags.

6. DRESS CODE

- 6.1 Staff and students must wear appropriate garments consistent with the role of a psychologist.

7. CLIENT AND ROOM BOOKINGS

- 7.1 The ISN- Clinic Management Committee (ISN-CMC) will be chaired by the Clinic Director of ISN Psychology.
- 7.2 The ISN-CMC will consist of three additional members, including the CEO of any affiliated parties utilizing the Clinic who may co-chair the meeting depending on the association, the Postgraduate coordinator and Clinical Placement coordinator or their proxies.
- 7.3 ISN-CMC will meet once a week on Monday morning to discuss caseloads and timetabling of weekly activities.
- 7.4 ISN Clinic has the ability to operate six Clinic rooms during the hours of 9-5 Monday to Friday. This will provide the capacity for 48 hours of clinical engagement a day or 240 clinic hours a week. Where considered appropriate and with sufficient supervision available, some provision can be made for after hours operation.
- 7.5 The Clinic rooms consist of:
 - 7.5.1 6 treatment rooms with panic alarms. One of which is designed as an observational room.
 - 7.5.2 2 multipurpose rooms to facilitate group therapy and workshops
- 7.6 Clinic Hour allocation will be based on the nature of the allocations. The types of allocations being:
 - 7.6.1 Medicare/DSC Billed Clients
 - 7.6.2 Non-Medicare Clients (minimal rate)
 - 7.6.3 Workshops (Clinic Billed)
 - 7.6.4 Group Therapy (Clinic Billed)
 - 7.6.5 Community Workshop (Free)
 - 7.6.6 Psychoeducation (Free)
- 7.7 The following are a guide to operations if demand for all activities outlined in 7.6 exceeds available clinical capacity:

- 7.7.2 Billed Clients (with preference to higher grossing Medicare and DSC clients) at 40% of the Clinic capacity.
- 7.7.3 Activities 7.6.3-7.6.7 can be undertaken at 60% of capacity to service, internal and external practicum where arrangements are in place and ISN Psychology teaching related activities where this is required.

8. PRIVATE CONSULTATION BY TEACHING STAFF

- 8.1 Staff will not be allowed to see private clients in the Clinic without written approval from the Head of ISN. ISN encourages staff to engage in the Clinic and be part of the organisation. As such each registered psychologist may receive a negotiated bonus based on net ISN billed income (less on costs) no matter the service provided, including but not restricted to medicare clients, workshops, group therapy and legal case reports provided teaching internal and external practicum commitments are met.
- 8.2 Any bonus paid under 8.1 will need to be negotiated by staff and the Head of ISN.

9. STUDENT SPACE

- 9.1 Masters level students on placement at ISN will have access to hot desks at the ISN Clinic while on placement.
- 9.2 Hot desks will also be made available to other students conducting research within the Austin Precinct but these must be pre-booked and subject to availability.
- 9.3 A booking cue system will be established should demand exceed supply.
- 9.4 An on-line booking system will be in place and bookings can be made for space at any time.
- 9.5 Students will only be able to book hot desks one day at a time or for a longer period if recommended by the course coordinator and approved by ISN Psychology Clinic Management Committee. Once booked students will not be able to book another hot desk until COB of the last day in which the hot desk was book. This is to ensure equity in accessibility of shared resources.

10. CAR PARKING

- 10.1 ISN Clinic has seven parking bays at 10 Martin St, Heidelberg. Six of these 8 parking spots are reserved for staff of ISN Psychology.
- 10.2 Two parking bays are available for clients or visitors attending the facility.
- 10.3 Priority must be given to clients eligible for disability parking.
- 10.4 Parking bays depend on availability and need.
- 10.5 Required parking bays must be pre-booked when making an appointment.
- 10.6 When booking parking to the Clinic, enough time between sessions must be left for clients or visitors to exit the parking bay.

11. HEALTH & SAFETY

- 11.1 A Staff member will be appointed as the Occupational Health and Safety (OH&S) officer for ISN.
- 11.2 The OH&S officer will be responsible for ensuring compliance with relevant authorities.
- 11.3 The OH&S officer will have or receive first aid training and implement appropriate risk assessments for relevant activities with ISN.
- 11.4 The OH&S officer will report to the ISN Head who will table reports to the Executive.
- 11.5 The OH&S Officer will be responsible for managing ISN Clinic inductions, OH&S data sheets, risk assessments and maintaining a safe working environment for staff and students.
- 11.6 Matters requiring urgent attention will be reported to both the Head and President of ISN Psychology.

12. INSURANCE

- 12.1 All ISN staff must hold Professional Indemnity Insurance through AON as part of their registration.

13. FEEDBACK AND COMPLAINTS

- 13.1 Client feedback is an important part of making sure that client needs are being met.
- 13.2 Clients will have the opportunity to provide feedback via anonymous online surveys. The survey will be made available through our website.
- 13.3 Client complaints will be taken very seriously and must be presented in writing to the Head of ISN psychology.
- 13.4 Complaints may be made orally or in writing. Oral complaints will be dealt with informally.
- 13.5 An internal process of consultation with relevant parties will deal with written complaints to the Head of ISN. If that matter is not resolved by written confirmation within one month, the matter will be sent to the Clinic Complaints and Ethics Advisory Committee (CC&EAC) for consideration.
- 13.6 The Head of ISN will acknowledge its receipt in writing within 5 business days, and will reply in writing within 5 business days informing the complainant(s) of the outcome of the complaint, or stating what progress has been made and when the next report to the complainant(s) will be made, and so on, until the matter is resolved. Where a complaint has a particular impact on individual staff or student member/s, the staff or student member/s will be kept fully informed as to the progress of the matter.
- 13.7 Depending on the seriousness or nature of the complaint, the Head of ISN can refer the matter directly to the Secretary or Chair of the CC&EAC.
- 13.8 Responsibility for dealing with the complaint may be transferred to the CC&EAC, but the complainant(s) must be kept informed as to who has carriage of the matter at any time.
- 13.9 Where the complainant(s) has raised a matter, informally or formally, at the Head ISN level and is not satisfied with the outcome, the client may make a specific and formal written complaint to the CC&EAC of ISN.
- 13.10 The CC&EAC committee will be made up of an external psychologist; two members of the Academic Board familiar with the psychologist code of conduct and human based research, the Head of the ISN if not party to the complaint.
- 13.11 The CC&EAC committee will consider firstly if there is a potential breach of AHPRA guidelines and code of ethics.
- 13.12 The complainant(s) may be invited to discuss the nature of the complaint. Once a decision has been made on the complaint, the Chair will inform the client in writing of the outcome, and the reasons for the decision.
- 13.13 A potential breach of AHPRA guidelines will result in immediate suspension of the staff or student involved from clinic duties and the matter referred to AHPRA for further investigation.

14. OUTREACH PSYCHOLOGICAL SERVICES

- 14.1 Outreach psychological services are available at the ISN Clinic.
- 14.2 Outreach psychological services are only available for clients with special needs who live within a 5km radius of the Clinic.
- 14.3 The clinician seeing the client as well as another staff member from the ISN Clinic will attend the home visit.
- 14.4 Clients will be charged double the standard rate per session.

15. ISN CLINIC FEE STRUCTURE

- 15.1 The ISN Clinic fee structure can be provided on request by contacting ISN Clinic.
- 15.2 The fee structure will be reviewed every six months



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