

# Faculty of Health

ESSENTIAL  
INFORMATION FOR  
STUDENTS





## Essential Information for Faculty of Health Students

This guide 'Essential Information for Faculty of Health Students' directs you to important and useful information regarding student responsibilities and conduct, resources to assist you with your studies, and advice on assignment writing including the Harvard (UTS) reference style.

The information contained in this Guide is not exhaustive and you will need to follow the links provided to read the details.

This Student Study Guide is available online at [www.uts.edu.au/current-students/health/study-and-assessment-resources](http://www.uts.edu.au/current-students/health/study-and-assessment-resources). The Faculty Handbook is located at [www.handbook.uts.edu.au/health/index.html](http://www.handbook.uts.edu.au/health/index.html) and the UTS Handbook at [www.handbook.uts.edu.au/](http://www.handbook.uts.edu.au/)

This Guide **MUST** be used in conjunction with your subject outlines.

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# A MESSAGE FROM THE DEAN



## Welcome to the Faculty of Health

UTS: Health has a national and international reputation for its innovative and practice-oriented programs in nursing, midwifery, health, sport and exercise science and health services management.

Our courses place a high value on evidence-based practice and not only keep pace but often lead the way in the health care industry. Subjects are taught by academics with professional experience as registered nurses and midwives, sport and exercise professionals, health professionals and health service managers, who are specialists in their fields and are actively involved in research.

I do hope that you enjoy your time studying at UTS in the Faculty of Health. Our staff are here to work with you, to support you and to ensure that you achieve the most from your studies with us.

Best wishes,

Professor John Daly  
Dean

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# BEING AT UNIVERSITY – AN OVERVIEW

***Whatever your reasons for being at UTS, this guide will assist you to gain more from your studies.***

Students come to university for a variety of reasons such as to gain a specific qualification, to pursue their interest in a particular field and to broaden their education. It is worth remembering that at university you are expected to be an active learner who manages and motivates your own learning and the onus is on you to complete the requirements of each subject. This demands reasonably high levels of personal discipline, self-motivation and effective organisation of your time. It is a challenge to balance these demands with the apparent freedom of university life.

Information for current students at UTS can be found at: [www.uts.edu.au/current-students](http://www.uts.edu.au/current-students)

Specific information about being a student in the Faculty of Health at UTS can be found at: [www.uts.edu.au/about/faculty-health](http://www.uts.edu.au/about/faculty-health)

## Preparation and Participation

At the University of Technology Sydney, learning.futures is creating better graduate outcomes by putting you at the centre of the learning experience. To find out more about how UTS Health connects your learning to your new future as a graduate see: <https://youtu.be/J-yX60I5Rrc>

Your experiences at UTS will encourage you to be an active, independent learner. You'll be guided by academics, tutors and peers as you progress but it's you who will ultimately determine what you get out of your time at UTS.

In each subject you will undertake preparatory learning activities prior to attending classes. These activities may include podcasts, screencasts, YouTube, Open Education Resources, readings and digital resources from Library, social media and text books. By preparing for class, you will be able to fully participate in and make the most of the content gathered and explored in sessions which are set aside for discussion whether in the classroom or via UTSONline. Listening to and considering other views, and framing and expressing your own opinion about a topic, are of benefit to your studies because they help to develop critical and analytical skills necessary for a deeper level of understanding of the content. If you find it difficult to participate you should remember that your views are just as important to the discussion as those of more outspoken students. Moreover, once you gain confidence with making a contribution, you will find that class discussions are among the most satisfying and valuable parts of your learning activities.

## Raising a grievance or complaint

Students may sometimes feel that they have experienced unreasonable treatment, disadvantage, or distress about which they would like to complain.

A statement of concern becomes a grievance when it is reported to a person in authority at UTS, and requires action and response under UTS policies and procedures. A grievance can be about a situation, a process, person, or people. The initial approach to dealing with a grievance is to try to resolve it at the appropriate lowest level of authority within your faculty or the university.

For further information go to: [www.gsu.uts.edu.au/policies/complaintspolicy.html](http://www.gsu.uts.edu.au/policies/complaintspolicy.html)

## Respecting the rights of others

**Your rights at UTS are always qualified by the rights of your fellow students.**

All students have the right to:

- express their views and have those views respected;
- attend classes that are free from harassment, intimidation or unnecessary interruption;
- expect that academic resources such as computing and library facilities will not be abused or monopolised by other students.

For further information on *student's rights and responsibilities*:

[www.gsu.uts.edu.au/policies/studentcharter.html](http://www.gsu.uts.edu.au/policies/studentcharter.html)

For further information on *general conduct*: [www.gsu.uts.edu.au/rules/2-1.html](http://www.gsu.uts.edu.au/rules/2-1.html)

## SHOUTS (Sex-based Harassment, discrimination and bullying Out of UTS)

UTS is committed to ensuring that all students and staff are treated fairly, and can study and work in an environment free from harassment. Discrimination, harassment and victimisation are unlawful, undermine professional relationships, diminish the experience of university life, and will not be tolerated at UTS.

Students who feel they may be subjects of harassment should seek advice from the *Equity and Diversity Unit* if the complaint relates to unlawful harassment: [www.equity.uts.edu.au/shouts/](http://www.equity.uts.edu.au/shouts/) or the *Student Services Unit* for counselling and support: [www.ssu.uts.edu.au/counselling/](http://www.ssu.uts.edu.au/counselling/).

For nursing and midwifery students this includes clinical placement facilities. This type of misconduct has the effect of disrupting teaching, and in turn, student learning. For the benefit of yourself and others make sure you are familiar with the complete account of Student Rules at [www.gsu.uts.edu.au/rules/16-2.html](http://www.gsu.uts.edu.au/rules/16-2.html)

## Staff and student responsibilities

You may expect UTS staff to undertake their responsibilities as academics in accordance with the UTS *Code of Conduct* available on the web at: [www.gsu.uts.edu.au/policies/code-conduct.html](http://www.gsu.uts.edu.au/policies/code-conduct.html) and [www.hru.uts.edu.au/docs/manual/7\\_4.pdf](http://www.hru.uts.edu.au/docs/manual/7_4.pdf)

## Graduate Attributes

The Faculty of Health has worked with our industry partners to develop a set of graduate attributes for each program we run (Nursing, Midwifery, Sport and Exercise Science, Health Science and Postgraduate studies). Graduate attributes are the qualities expected of graduates to enable them to work and succeed in the complex environments of health care. Please look at the following links for further information about the attributes for each specific program run.

Bachelor of Nursing: [www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/bachelor-nursing](http://www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/bachelor-nursing)

Indigenous Grad Attributes: [www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/indigenous-grad-attributes](http://www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/indigenous-grad-attributes)

Midwifery: [www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/midwifery](http://www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/midwifery)

Sport and Exercise Science/Management: [www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/sport-and-exercise-sciencemanagement](http://www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/sport-and-exercise-sciencemanagement)

Postgraduate Programs: [www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/postgraduate-programs](http://www.uts.edu.au/about/faculty-health/what-we-do/graduate-attributes/postgraduate-programs)

## University study

***The enquiry style of learning has a focus on research, questioning, analysing, synthesising and concluding. In most cases, it is not sufficient for you to simply repeat or report what is in the material you have read or has been covered in lectures.***

Generally the form of teaching and learning in this Faculty is in keeping with the enquiry style of study. This may differ from the form of study and learning with which you are familiar, and may require you to develop a more planned approach to study than has been necessary for you in the past.

The enquiry style requires that you research and question what you are reading. It is different from the style of learning where students are expected to memorise and repeat information. You are expected to undertake independent research wider than the information provided and to be critical of the material that you read.

Study with the Faculty of Health involves 'intensive' study days, half days, lectures, laboratories and workshops, and clinical placements as well as distance mode learning via UTSONline. While this minimises the number of days you need to be at the university it may also limit the number of days you have access to your lecturers and classmates.

In addition to class and practicum attendance, for each 6 credit point subject, you will be required to undertake a further 6 – 9hrs per week of study.

## First Year Experience Project

This project focuses on the First Year Experience (FYE) of students as they enter UTS, which includes not only first year subjects, but subjects undertaken by pathway students (Transitional focus). The goal of this project is to ensure that the experience of students entering the undergraduate programs at UTS is rewarding and positive so that each student has the opportunity to reach their potential both in and outside class, and in their academic development.

From 2013, the role of FYE Transition coordinator was funded in each faculty at UTS. This person builds and coordinates a first year and transition discussion within the faculty by working with fellow academics and professional staff such as the Student Engagement team in SSU. The Faculty coordinators meet regularly and share their practice and build on relationships and are also part of the UTS. Lisa (the Faculty of Health FYETC) is working to improve the experience of first year students, through working with student and staff cohorts. If you would like to become involved in the FYE project to offer your insights and perspective, email Lisa on [Lisa.Townsend@uts.edu.au](mailto:Lisa.Townsend@uts.edu.au).



# RESOURCES AND INFORMATION FOR STUDENTS

The UTS website is your definitive source for all information you will need to assist you with your studies at UTS. [www.uts.edu.au](http://www.uts.edu.au)

We have provided a brief overview of key services and resources in this guide but please access the UTS website regularly to familiarise yourself with the range of services, activities and events that are available at UTS.

## ActivateUTS

ActivateUTS is here to provide you, the students, with a rich and exciting university experience outside of the classroom, so make sure you get involved! ActivateUTS provides all students with somewhere to socialise, eat and drink as well as a host of clubs and societies and sports and recreational programs to keep you busy while on campus. For further details: [www.activateuts.com.au](http://www.activateuts.com.au)

## Careers Service

The Careers Service works closely with graduate recruiters and faculties to facilitate programs and events that equip UTS students with key employability skills, as well as the knowledge and the confidence vital for success.

The Careers Service offers career consulting, helpful advice, and assistance in finding work opportunities. The career development services include work-ready programs, planning resources, job-search strategies and events, as well as help with resumes, applications and interviews.

For further details: [www.uts.edu.au/current-students/opportunities/career-development/careers-service](http://www.uts.edu.au/current-students/opportunities/career-development/careers-service)

## Contact

You should ensure that you contact the most relevant person to assist with your enquiries. The following information should assist you to determine who will be able to assist you:

Type of Enquiry	Who to contact
Academic matter – related specifically to a subject	First, ask your class tutor. If they cannot help, then contact your subject coordinator. This information can be found in your subject outline. If they are unable to assist, you should then contact the relevant course coordinator and then the program director.
Academic matter – related specifically to your course	You should contact the appropriate course co-ordinator in the first instance. In some cases you may also need to contact the program director.
Administrative matter	Start at the Building 10, Level 2 Student Centre and the staff there will be able to assist you. Online enquiries and eRequests can be submitted via <a href="http://www.ask.uts.edu.au">www.ask.uts.edu.au</a> . For telephone enquiries call 1300 ASK UTS (1300 275 887).
Clinical matter	You should go the clinical site on UTSONline in the first instance and consult the U: Nurse or U:Midwifery Guide. Students with enquiries should contact the Clinical Practice Unit (CPU): <a href="mailto:Health.Clinical.Practice@uts.edu.au">Health.Clinical.Practice@uts.edu.au</a> . For telephone enquiries call 9514 5122.
Library matter	If you need help finding information for your assignment or have questions relating to borrowing, contact the library. There are several ways to contact the library: <a href="http://www.lib.uts.edu.au/help/ask-librarian">www.lib.uts.edu.au/help/ask-librarian</a>

## Course Advice

For academic advice regarding your course, you should contact the appropriate director of study:

- Director of Undergraduate Nursing Studies – [Aileen.Wyllie@uts.edu.au](mailto:Aileen.Wyllie@uts.edu.au)
- Director of Postgraduate Nursing Studies – [Debra.Palesy@uts.edu.au](mailto:Debra.Palesy@uts.edu.au)
- Director of Clinical Practice - [directorofclinical@uts.edu.au](mailto:directorofclinical@uts.edu.au)
- Director of Sport and Exercise – [Rob.Bower@uts.edu.au](mailto:Rob.Bower@uts.edu.au)
- Director of Midwifery Studies – [Caroline.Homer@uts.edu.au](mailto:Caroline.Homer@uts.edu.au)
- Director of Health Services Management Studies – [Deborah.Debono@uts.edu.au](mailto:Deborah.Debono@uts.edu.au)
- [Director, Health Studies](#) – [Joanne.Lewis@uts.edu.au](mailto:Joanne.Lewis@uts.edu.au)
- Director, International Activities – [Fiona.Orr@uts.edu.au](mailto:Fiona.Orr@uts.edu.au)
- Director, Research Students – [Alex.Wang@uts.edu.au](mailto:Alex.Wang@uts.edu.au)

## Course Coordinators

A list of current course coordinators can be found at: [www.uts.edu.au/current-students/health/faculty-contacts/directors-studies-and-course-coordinators](http://www.uts.edu.au/current-students/health/faculty-contacts/directors-studies-and-course-coordinators)

## Credit Recognition

Please refer to the following page from the Faculty website for application details: [www.uts.edu.au/future-students/health/essential-information/credit-recognition](http://www.uts.edu.au/future-students/health/essential-information/credit-recognition)

## HELPS (Higher Education Language and Presentation Support)

HELPS provides assistance with English language proficiency and academic language. Students who need to develop their written and/or spoken English should make use of the free services offered by HELPS, including academic language workshops, vacation intensive courses, drop-in consultations, individual appointments and Conversations@UTS. HELPS staff are also available for drop-in consultations at both the Library.

For further details and to book on-line go to: [www.ssu.uts.edu.au/helps/](http://www.ssu.uts.edu.au/helps/)

## Equity and Diversity

*...higher education shall be equally accessible to all on the basis of merit.*

*(2) Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace.*

Article 26 of the Universal Declaration of Human Rights

The Equity and Diversity Unit at UTS provides a range of services for students: [www.equity.uts.edu.au/uts/index.html](http://www.equity.uts.edu.au/uts/index.html)

## International Students

The Faculty of Health warmly welcomes those students who have come from other countries to study with us. Information about supports and services for international students can be found at: [www.uts.edu.au/future-students/international](http://www.uts.edu.au/future-students/international)

Please contact the Director of International Activities – [Fiona.Orr@uts.edu.au](mailto:Fiona.Orr@uts.edu.au) in the Faculty of Health for support with your studies.

## Jumbunna Indigenous House of Learning

All Indigenous students at UTS are able to access the services and academic and cultural support offered by Jumbunna. Jumbunna also offers financial assistance and scholarships and helps students to find others.

For further details go to: [www.jumbunna.uts.edu.au/students/services.html](http://www.jumbunna.uts.edu.au/students/services.html)

## Maths Study Centre

The Maths Study Centre provides support to all UTS undergraduate and postgraduate students studying in various introductory mathematical areas including statistics.

Personal tutorial assistance with any problems related to mathematical studies is available. In addition, the Centre also runs workshops for students to assist them with calculations specific to Nursing and Midwifery practice.

For further details: [www.uts.edu.au/current-students/science/study-resources/maths-study-centre](http://www.uts.edu.au/current-students/science/study-resources/maths-study-centre)

## My Student Admin

As a UTS student you can use the online application My Student Admin to do much of your study management. Available at: [www.uts.edu.au/current-students/managing-your-course](http://www.uts.edu.au/current-students/managing-your-course)

You can login to My Student Admin at <https://onestopadmin.uts.edu.au/estudent/>. To access My Student Admin it is essential that you have activated your UTS Webmail account. You can do this at: <https://email.itd.uts.edu.au/webapps/myaccount/activation/>

## Safety and Security

UTS has a large on-campus security presence and liaises with local police to help ensure the safety of our community.

We are able to assist staff, students and visitors at [www.fmu.uts.edu.au/security/](http://www.fmu.uts.edu.au/security/)

In case of an emergency you should first contact Security Services on extension '6' (internal phones only) or free call on 1800 249 559.

## Safety and Wellbeing

You should familiarise yourself with the university procedures on safety, security, first aid and accident/hazard reports.

This information is available on the UTS Safety and Wellbeing website: [www.safetyandwellbeing.uts.edu.au/branch/index.html](http://www.safetyandwellbeing.uts.edu.au/branch/index.html)

Students should watch the 3-minute video, entitled 'Escape from UTS' that shows students how to evacuate University buildings in the event of a fire or other emergency: [www.fmu.uts.edu.au/security/emergencies/escape.html](http://www.fmu.uts.edu.au/security/emergencies/escape.html)

All students are required to complete the Safety and Wellbeing Essentials self-paced, on-line training module. The training module covers university procedures on safety, security, first aid and

accident/hazard reports. This information is also available on the UTS Safety and Wellbeing website: [www.safetyandwellbeing.uts.edu.au](http://www.safetyandwellbeing.uts.edu.au)

## Safety procedures and rules for teaching laboratories

These guidelines explain responsibilities and duties that students accept when they commence work in Faculty of Health laboratories. Laboratories contain equipment that has potential to cause injury and diseases.

### General teaching lab rules

- Undergraduate students are not allowed into a laboratory unless a supervisor is present.
- Smoking, eating and drinking are not allowed in the laboratory.
- Mobile phones are to be switched off in laboratories unless prior permissions obtained.
- All needles, scalpel blades and other items that may stab or cut the skin must be placed in designated sharps containers in the laboratory, never in the normal waste bin.
- Substantial shoes must be worn otherwise you will be denied access to the practical class. The shoe should cover heels and toes, low-heeled and non-slip. Thongs and sandal styles are unsatisfactory and must not be worn in the labs.
- Students are required to wear the official uniform of the Faculty of Health to the clinical laboratories.
- Clinical laboratories are to be left tidy at the end of each class.
- Equipment is to be respected and breakages reported.
- Children are not allowed in the clinical laboratory at any time.
- Audio visual recording and photography is not permitted in the clinical laboratories unless prior permission is obtained.

### Student's Association

The Students' Association is the student representative body on campus. They represent all students at UTS and run campaigns around student issues and issues students are passionate about.

The Students' Association is a completely independent and democratic organisation run by students, for students. [www.sa.uts.edu.au](http://www.sa.uts.edu.au)

### Student Centres

The staff of UTS Student Centres will provide general and specific student administration information and advice to any UTS student.

The student centre for the Faculty of Health is located in Building 10, Level 2.

The number for phone enquires is: **1300 ASK UTS (1300 275 887)**

For information about the locations, contact details and services provided by Student Centres go to: [www.handbook.uts.edu.au/general/inquiries.html](http://www.handbook.uts.edu.au/general/inquiries.html)


### Student Ombuds Office

If you are a student of UTS who feels unfairly treated by the University or if you find yourself in a disagreement or dispute with an individual, an office or a department within the University, or related to the University, you can turn to the Student Ombuds Office for assistance. All matters are treated in the strictest confidence and in accordance with proper processes.

For further details: [www.ombuds.uts.edu.au](http://www.ombuds.uts.edu.au)



## Student Services Unit



Student Services Unit (SSU) staffs provide a range of professional services to assist UTS students. Providing you valuable support designed to help you achieve success as a learner and have a positive experience at UTS.


For further details: [www.ssu.uts.edu.au/](http://www.ssu.uts.edu.au/)

## U:PASS

U:PASS is a program run by the Student Services Unit designed to assist students who are studying subjects which are perceived as difficult or historically have a high failure rate. Overall U:PASS is fantastic program which makes a real difference to student learning and student development. For further details: [www.ssu.uts.edu.au/peerlearning/](http://www.ssu.uts.edu.au/peerlearning/)



# GOOD ACADEMIC PRACTICE



Students come to university for a variety of reasons; but whatever your reasons are for being at UTS, you will gain more from your studies if you follow some basic principles of good academic practice. These include the following:

- academic integrity
- self-motivation and commitment to learning
- awareness of requirements
- participation
- student responsibilities
- respecting the rights of others.

Further details can be found at: [www.gsu.uts.edu.au/policies/academicpractice.html](http://www.gsu.uts.edu.au/policies/academicpractice.html)



# ASSESSMENT

The University and the Faculty are committed to excellence in academic practice and ensuring that students are assessed fairly and with the utmost integrity.

Assessment is an integral part of the learning process for students and strongly influences what and how students learn in their courses. Effective assessment supports learning, conveys to students the kinds of intellectual and personal engagement desired, provides feedback on learning and fosters students' ongoing development.

Through assessment, judgements can be made about the quality and extent of students' achievements and performances. Assessment enables students to demonstrate that they meet or exceed minimum academic and professional requirements and allows UTS to meet its responsibilities to the community and to meet the required standards for recognition of its courses by the professions and industry. Assessment should enable UTS to certify that any grade awarded corresponds to the student's performance and that the student has met subject and course requirements in an approved manner. Students, staff and the wider community need confidence in the continuing academic standards of UTS courses and the rigorous environment in which learning occurs.

UTS has procedures for the assessment of students in coursework (ie not research) programs and this can be found at: [www.gsu.uts.edu.au/policies/documents/assessment-coursework-procedures.pdf](http://www.gsu.uts.edu.au/policies/documents/assessment-coursework-procedures.pdf)

Not all assessment tasks are the same, there are particular types of assignments you may be asked to produce. These include essays, reports, discussion papers (for example 'green papers' or submissions), analysis of case studies, electronic presentations, literature reviews and annotated bibliographies, as well as clinical assessment. Some will be individual work while others will require collaboration with other students.

## Clinical assessment

Clinical experience is essential compulsory part of your preparation to becoming a registered nurse or midwife. Clinical placements are integrated in all sessions of your program and complement your theoretical studies. Clinical learning objectives will both guide your learning on your placement and form the basis of your clinical assessment. It is an inherent requirement of the nursing and midwifery degrees to complete a number of unpaid clinical placements in a range of facilities and failure to do so will mean a student is not able to successfully complete their course.

If a student is concerned about their ability to complete a clinical placement, they should read the information provided in relation to the inherent requirements for Nursing or Midwifery. Inherent requirements are the essential components of a course that demonstrate the capabilities, knowledge and skills to achieve the core learning outcomes.

To attend a clinical placement it is a requirement that the Student Placement Declaration form has been signed and submitted at the beginning of each session.

Students should consult the following for a full overview of the Nursing or Midwifery inherent requirements:

Nursing: [www.uts.edu.au/sites/default/files/UTS-Inherent-requirements-for-Nursing-undergraduate-courses\\_0.pdf](http://www.uts.edu.au/sites/default/files/UTS-Inherent-requirements-for-Nursing-undergraduate-courses_0.pdf)

Midwifery: [www.uts.edu.au/sites/default/files/UTS-Inherent-requirements-for-Midwifery-undergraduate-courses\\_0.pdf](http://www.uts.edu.au/sites/default/files/UTS-Inherent-requirements-for-Midwifery-undergraduate-courses_0.pdf)

If a student is unsure about this information, they should contact the Faculty's Academic Liaison Officer via [health.alo@uts.edu.au](mailto:health.alo@uts.edu.au) or 9514 5747 so that any queries can be addressed.

As part of your enrolment in a professional placement / practicum subject, students understand that:

The Faculty of Health will collect personal information provided by a student as part of their enrolment at UTS, including their contact and study details. Additional information that will be collected includes working with children checks, placement requests, special requirements, and any supporting documents.

UTS will also generate information relating to placements and the outcomes of participation in placements by individual students.

To enable UTS to place a student on a clinical placement, personal information, including student ID, name, year of birth, gender, and study discipline, will be entered by UTS into the NSW Health placement system (Clinconnect) and into the Health Education & Training Institute (HETI). Additional information will be entered by students directly into that system, including details relating to immunisations and police checks. This information, as well as verification details, will be transferred from Clinconnect to UTS for our placement system (MyPlacement).

UTS will not disclose personal information further to the above, unless required or permitted by law. For example, UTS will abide by mandatory reporting obligations under the [Health Practitioners Regulation National Law Act 2009 \(NSW\)](#). Information will be retained by UTS securely in line with the minimum retention requirements of the State Records Act 1998 (NSW).

## Referencing / Acknowledging Sources

It is necessary in your assessments that you carefully cite all sources of ideas you use. The Faculty of Health uses the Harvard UTS style for Referencing and there is a [general guide](#) available via the Library website which provides details about how to reference for your assignments: [www.lib.uts.edu.au/help/referencing/harvard-uts-referencing-guide](http://www.lib.uts.edu.au/help/referencing/harvard-uts-referencing-guide). It is recommended that you use the guide to reference manually for your first assignments and only adopt referencing software, such as Endnote or Refworks, once you become familiar with how your referencing is supposed to look.

There is also a short online tutorial available which provides a general overview about referencing using Harvard (UTS): [www.youtube.com/watch?v=d\\_ikJLypADg](http://www.youtube.com/watch?v=d_ikJLypADg)

## EndNote and RefWorks

Referencing software is useful to store and organise references and citations. Using EndNote or RefWorks can assist linking in-text citations and creating reference lists.

To learn more about these tools:

- EndNote [www.lib.uts.edu.au/help/referencing/endnote](http://www.lib.uts.edu.au/help/referencing/endnote)
- RefWork: [www.lib.uts.edu.au/help/referencing/refworks](http://www.lib.uts.edu.au/help/referencing/refworks)

The library also provides technical support and training sessions on the use of both systems. Sessions can be booked via the Events page on the library website. [www.lib.uts.edu.au/events](http://www.lib.uts.edu.au/events)

**NB: A lack of acknowledgement of sources could be perceived as plagiarism.**

## Group work

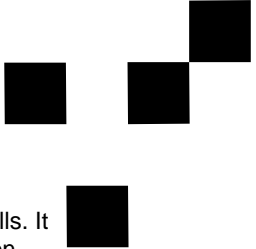
Learning to work effectively in groups is critically important for all health professionals. To this end, students are often asked to undertake group assignments. For information about group work including the UTS policy see: [www.lib.uts.edu.au/help/study-skills/group-work](http://www.lib.uts.edu.au/help/study-skills/group-work) and [www.iml.uts.edu.au/learn-teach/groupwork/resources/charter.pdf](http://www.iml.uts.edu.au/learn-teach/groupwork/resources/charter.pdf)





## Study Skills

Study Skills has been developed to help you with the preparation of assignments and other study skills. It can be found at: [www.lib.uts.edu.au/help/study-skills](http://www.lib.uts.edu.au/help/study-skills). This website will provide you with information on the Harvard (UTS) referencing system which is the convention used in this Faculty.



## Late penalties

Assignments that are submitted late (with no extension granted) will incur a penalty of 5% per 24 hours (including Saturdays, Sundays and public holidays), to be deducted from the final mark. That is to say 5% of the original mark for the assignment is deducted from the mark awarded for the assessed work. Therefore, if an assignment is worth 30 marks and is two days late, the penalty incurred = 3 marks ( $30 \times .05 \times 2$ ). If the work was evaluated at 25 out of 30, then the final mark would be = 22 marks (25-3) after the penalty was subtracted from the mark awarded. After a period of ten days, no marks will be awarded to late assignments where no extension has been requested and given.

# ACCESSING INFORMATION AND USING THE LIBRARY

## Library Website

The [UTS Library website](#) contains information and resources to help you learn to research and gather information for all your assignment and study needs.

The [Borrow](#) tab includes information about borrowing books and fines. You can look at what books you have borrowed, pay fines and renew items under My Library. Under the [Facilities](#) tab, you can book individual and group study rooms around the university and learn all about how to print, copy and scan in the library. The [Help](#) tab lists all the help available in the library including help finding information, referencing, English language support and more.

**Books have general information on topics and can be useful when you commence study on a new topic.**

## Using the library catalogue

You can use the Library Catalogue to find books, journals, videos, subject readings and more. To find books type the title or the subject area into the search bar underneath the UTS Library Logo on our website. You can limit your search on the left-hand side to online items if you are away from campus or studying at home. If you can't find the book, you are looking for in the library try searching BONUS+, which gives you access to collections from universities across Australia.

Open Reserve is the area located next to the Enquiries and Loans Desk which stores all the high use items, like textbooks. All BONUS+ and LRS items are placed in this area for pickup.

The LRS stands for the Library Retrieval System which is an underground storage facility located under the alumni green. If you request an item from the LRS, the library will bring the item over and place it in Open Reserve ready for you to pick up.

## Using Journal databases

Journal databases bring together references (or citations) of articles from many different journals and can be searched online. They often include abstracts and sometimes the articles themselves in full text. Look for SFX links if the full text is not provided by the particular database you are searching. SFX is a linking tool to help you find the full text wherever it is located.

The databases at UTS can be accessed by title through the library catalogue or by clicking on [Find Databases](#) in the quick links menu on the left-hand side of the library homepage.

CINAHL (Cumulative Index to Nursing & Allied Health Literature) is an important database for nursing, midwifery, and health as it indexes the largest number of scholarly nursing journals. However, there are many other useful databases available through UTS Library specific to your area of study.

A few other [health databases](#) include:

- Maternity and Infant Care
- Medline (or PubMed)
- Cochrane Library
- EMBASE
- Health Collection (Informit) (Australian database)
- Health Source: Nursing Academic Edition (Ebsco)
- ProQuest Health and Medicine
- PsycInfo
- SportDiscus.

Databases vary considerably in their coverage and subject strengths and your choice of a database may depend on the topic you are searching. For example, if your topic has social, educational, psychological,

legal or political aspects, you should try other databases besides CINAHL. Also, some are more scholarly, professionally or research focused (e.g., Medline, Cochrane) while others are provided by commercial publishers (e.g., ScienceDirect [Elsevier], Health Source [Ebsco]).

Useful multidisciplinary databases include:

- Academic Search Complete (EBSCO)
- ProQuest
- Science Direct (Elsevier)
- Web of Science
- Google Scholar

## Using “Find Articles”

[Find Articles](#) is a useful way to find some articles quickly or conduct a broad search and is useful to locate specific articles when you know the specific citation. However, for subject specific searching, databases such as CINAHL and Medline will provide more accurate and comprehensive results.

[Google Scholar](#) can be a great place to start your research.

## Using Google and Google Scholar

Google can be useful for locating websites of particular organisations and specific items not found in databases but check the assessment requirements to confirm if you can include non-academic sources.

Google Scholar is a subset of Google which only includes scholarly or academic publications and articles. Access Google Scholar via the [Find Databases](#) page to access UTS library links to full text when available.

## Find Subject Resources

[Subject Resources](#): Includes a variety of resources relating to specific subjects such as eReadings and books in Reserve (two hour loan). Simply search for your subject by number, subject name or lecturer's name. eReadings for your subject may also be available via UTS Online.

## Tutorials and Guides

[Heads Up](#): our new orientation program featuring video's and quizzes to help you get started at uni.

[Study Guides](#) are available for each course offered in the faculty and often for specific subjects as well.

[YouTube Channel](#): Library staff have created custom tutorials for Health students, covering referencing, database searching, evidence based practice and more.

[Lynda.com](#): massive library of online tutorials covering many skills such as software tools, Microsoft Office, communication, web design, education, project management and more.

The library provides access and support for EndNote and Refworks which can be downloaded by students and staff from the website.

## Help available from the library

If you need assistance with improving your information skills, the following options are available:

- Attend a Library class which may be offered for your course (usually presented as 'hands on' sessions in a computer lab). Some of these classes are available to book via the [Library Events page](#) (otherwise your lecturer will advise).
- Ask for help at the Research Help Desk on Level 2 of the Library.
- Visit our [Ask a Librarian](#) page.
- For more extensive help, [make an appointment](#) with one of the librarians supporting the Faculty of Health (this option reserved for postgraduate research students).

## Contact and location details for the Library

*Information Services Librarians supporting the Faculty of Health:*



Tess Aitken  
• Midwifery

Tel: 9514 3572  
Helen.Chan@uts.edu.au

Rosie Glynn  
• Nursing  
• Public Health  
• Primary Health Care

Tel: 9514 3341  
Rosie.Glynn@uts.edu.au

Jackie Edwards  
• Health Services  
Management  
• Sport & Exercise

Tel: 9514 3649  
Jackie.Edwards@uts.edu.au

UTS Library (Blake Library)  
Cnr Quay Street and Ultimo Road  
Ultimo NSW 2007  
Tel: 9514 3666

# UTSONLINE

***Learning at UTS is facilitated by a web-based learning tool called UTSONline.***

Subjects in The Faculty of Health are supported by UTSONline. This includes the provision of subject outlines, reference lists, links to interesting websites, and other electronic resources, and discussion boards. UTSONline is also used to communicate general information to students enrolled in the subject. Students are advised to access UTSONline at least weekly during academic session. Further information about UTSONline is available at: <https://online.uts.edu.au:8020/fit/students/>

## Getting Started with UTSONline

UTSONline can be accessed from inside and outside UTS via most web-browsers.

## How do I log in to UTSONline?

To log in to UTSONline you will need to have an activated UTS email account. You can do this at <https://email.itd.uts.edu.au/webapps/myaccount/activation/>

The URL for the UTSONline log in page is: <http://online.uts.edu.au/>

Remember to use your UTS email account:  
[www.itd.uts.edu.au/services\\_facilities/email\\_access.html#email\\_accounts](http://www.itd.uts.edu.au/services_facilities/email_access.html#email_accounts)

# SEEKING ASSISTANCE – special Conditions

## Academic Liaison Officer for Faculty of Health

An Academic Liaison Officer (ALO) is an academic in the Faculty who helps students with special needs related to disability or who have significant primary carer responsibilities or are pregnant.

Name: Lisa Townsend  
Room: Building 10, Level 7, Faculty of Health  
Tel: (02) 9514 5747  
Email: health.alo@uts.edu.au

***Please note that Special Conditions are NOT the same as Special Consideration. The ALO does NOT manage Special Consideration. See information related to Special Consideration***

## Special Conditions

The Faculty aims to create an inclusive and equitable learning environment for all students. This means that students may sometimes require special conditions ie reasonable adjustments to learning and/or assessment tasks. This includes students with temporary or permanent disabilities (e.g. ongoing illness, learning disability, mental health problem).

It is an essential requirement of the nursing and midwifery degrees for students to complete a number of unpaid clinical placements in a range of facilities and failure to do so will mean a student is unable to successfully complete their course. If students have a disability and are concerned about their ability to complete a clinical placement, they should read the information provided regarding the inherent requirements for nursing or midwifery. Inherent requirements are the essential capabilities, knowledge and skills students must demonstrate to achieve core learning outcomes of a course. Students should consult the following for a full overview of the nursing or midwifery inherent requirements:

Nursing: [www.uts.edu.au/sites/default/files/UTS-Inherent-requirements-for-Nursing-undergraduate-courses\\_0.pdf](http://www.uts.edu.au/sites/default/files/UTS-Inherent-requirements-for-Nursing-undergraduate-courses_0.pdf)

Midwifery: [www.uts.edu.au/sites/default/files/UTS-Inherent-requirements-for-Midwifery-undergraduate-courses\\_0.pdf](http://www.uts.edu.au/sites/default/files/UTS-Inherent-requirements-for-Midwifery-undergraduate-courses_0.pdf)


Students with disabilities are advised to contact the university's Special Needs Service in the first instance. This service provides ongoing confidential support for students and identifies appropriate supports to assist students with learning and assessment tasks. An appointment can be made by phoning 9514 1177. Students may be referred to the Faculty's Academic Liaison Officer (ALO) who will assist in putting appropriate supports in place. Further information is available at: [www.uts.edu.au/current-students/information-special-needs-students/](http://www.uts.edu.au/current-students/information-special-needs-students/). Please see Resources and Assistance.

## Students who are primary carers or are pregnant

Students who are pregnant or have significant primary carer responsibilities may also require reasonable study adjustments if their responsibilities impact on their studies and assessments. Please see [www.uts.edu.au/current-students/students-who-are-parents-or-carers/information-carers](http://www.uts.edu.au/current-students/students-who-are-parents-or-carers/information-carers). The ALO assists students to negotiate with subject coordinators/lecturers for reasonable adjustments to learning and/or assessment tasks if required.



## Special Consideration



An application for special consideration can be made online by students whose academic work or performance in an assessment task/s during a session or teaching period has been affected by illness or misadventure (beyond their control). Such circumstances may include a serious illness or psychological condition or other causes such as loss or bereavement, hardship or trauma. Applications must be supported by a registered professional authority and are considered by the subject co-ordinator and/or the Faculty Results Ratification Committee. Online application forms for Special Consideration are available at: [www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special](http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special)

# STUDENT MISCONDUCT

***If the university's rules and procedures are not followed this may result in an issue of academic misconduct. Student misconduct is taken very seriously by the university and faculty.***

*Student misconduct is classified as academic or non-academic misconduct.*

The University and the Faculty expect students to conduct themselves in a professional manner. This can be achieved by observing the university rules and policies and by following Faculty procedures at all times.

Further information related to student misconduct can be found at: [www.gsu.uts.edu.au/rules/16-index.html](http://www.gsu.uts.edu.au/rules/16-index.html)

## Non-academic Misconduct

Non-academic misconduct includes, but is not limited to:

*“behaving disgracefully, improperly or inappropriately in a class, meeting or other activity in or under the control or supervision of the University, on University premises, or on any other premises to which the student has access for his or her University purposes.”*

## Academic Misconduct: Plagiarism

Plagiarism is the most common issue of academic misconduct to arise in this Faculty. It is in your best interests to become familiar with what it means to plagiarise so that you can avoid any possible breaches of the rules.

See the following links:

[www.uts.edu.au/current-students/support/helps/self-help-resources/referencing-and-plagiarism](http://www.uts.edu.au/current-students/support/helps/self-help-resources/referencing-and-plagiarism)

[www.iml.uts.edu.au/assessment/plagiarism/](http://www.iml.uts.edu.au/assessment/plagiarism/)

<http://web.uts.edu.au/teachlearn/avoidingplagiarism/>

## Academic Integrity & Student Misconduct

Academic integrity is central to the work of the University and is an essential part of the professional identity of graduates from the Faculty of Health. The University Academic Board advises students that academic integrity:

*involves a good measure of trust between students, and between students and academic staff...Cheating, whether in the form of plagiarism, bringing unauthorised material into exams, submitting false requests for alternative exams or special consideration, or any other form, is a breach of this trust. Cheating also subverts the aims and value of students' studies. In certain courses, this may have serious consequences for public health and safety.*

Plagiarism is defined in the UTS *Student Rules* as “taking and using someone else's ideas or manner of expressing them and passing them off as his or her own by failing to give appropriate acknowledgement of the source to seek to gain an advantage by unfair means.”<sup>2</sup> It is a serious form of Student Misconduct and can result in harsh penalties.



Plagiarism includes, but is not limited to:

- copying words, or ideas, from websites, reference books, journals, newspapers or other sources without acknowledging the source;
- paraphrasing material taken from other sources, to change the words but keep the ideas, without acknowledging the source;
- downloading material from the internet and including it as part of your own work without acknowledging the source;
- copying work, such as all or part of an assignment, from other persons and submitting it as your own work;

Cheating includes but is not limited to:

- copying work, such as all or part of an assignment, from other students and submitting it as your own work;
- purchasing an assignment from an online site and submitting it as your own work;
- requesting or paying someone else to write original work for you, such as an assignment, essay or computer program, and submitting it as your own work;
- unauthorised collusion with students or others and submitting it as your own.

**Plagiarism and cheating is completely unacceptable behaviour.**

You will need to read and understand the following to assist in understanding your responsibilities for academic integrity and plagiarism at the University:

1. *Avoiding Plagiarism Tutorial*: <https://avoidingplagiarism.uts.edu.au/>
2. *Student Misconduct Definition (Rule 16.2) and Appeals* [www.gsu.uts.edu.au/rules/student/section-16.html#r16.2](http://www.gsu.uts.edu.au/rules/student/section-16.html#r16.2)

## Avoiding plagiarism

For a full explanation of plagiarism using examples of correct and incorrect references to the work of others, follow the link <http://web.uts.edu.au/teachlearn/avoidingplagiarism/>

We suggest you complete the quiz to review your understanding of how you can avoid plagiarism in your academic writing.

For further details about the university-wide penalties for plagiarism go to: [www.gsu.uts.edu.au/rules/student/section-16.html#r16.3](http://www.gsu.uts.edu.au/rules/student/section-16.html#r16.3)