Welcome!

A warm welcome to all postgraduate students.

Whether you are a continuing student, a student undertaking postgraduate study for the first time, or you are returning to study after a break, congratulations on taking the decision to further your education with postgraduate study at NSWIOP. We trust that you find your study experience fulfilling and rewarding.

This Student e-Guide provides detailed information for all currently enrolled students undertaking postgraduate study at NSWIOP, including links to essential academic forms and student policies, and contact details for key course personnel.

If you require information on the courses that we offer, or information on how to enrol in our programs, please refer to the Postgraduate Course Handbook available on our website at www.nswiop.nsw.edu.au

NSWIOP is committed to providing quality learning based on the principles of academic integrity, fairness, equity and mutual respect.
Key Personnel

The following staff are available to support students while enrolled at NSWIOP:

Education Support Officer (ESO)
The Education Support Officer is available to:
• Act as the first point of contact for students
• Advise students on enrolment and academic policy queries
• Assist students with resources & access to elearning technologies
• Refer students to academic or IT staff where required.

Course Coordinator
The Course Coordinator is available to:
• Manage and coordinate the course
• Provide academic oversight for the course
• Ensure all requirements for successful course completion are met.

Unit Coordinator
The Unit Coordinator is available to:
• Manage and coordinate individual units
• Interact with students via elearning technologies
• Provide academic oversight for the unit
• Ensure all requirements for successful unit completion are met.

Information Communications Technology (ICT) Officers
The ICT Officers are available to:
• Provide technical support for students in use of learning resources and elearning technologies such as Moodle, our Learning Management System.

Librarian
The Librarian is available to:
• Provide help and training via telephone, email or in person
• Assist students in finding information to support their coursework.

Call (02) 9840 3833 to contact any of these support staff.

Contacting NSWIOP

NSW Institute of Psychiatry
Tel: (02) 9840 3833, Fax: (02) 9840 3838
Email: institute@nswiop.nsw.edu.au, Web: www.nswiop.nsw.edu.au
Hours: 8.30am–5.00pm, Mon–Fri

Street Address:
NSW Institute of Psychiatry
Cumberland Hospital (East Campus), 5 Fleet Street North Parramatta

Postal Address:
NSW Institute of Psychiatry
Locked Bag 7118 Parramatta BC NSW 2124

Course Contacts

Perinatal and Infant Mental Health
Education Support Officer: Luisa Mulholland
Course Coordinator Year 1: Martha Birch
Course Coordinator Year 2: Kathryn Solanki
Course Coordinator Year 3: Dr Nick Kowalenko

Child and Adolescent Mental Health
Education Support Officer: Amanda Kiellor
Course Coordinator: Christine Senediak

Adult Mental Health
Education Support Officer: Amanda Kiellor
Course Coordinator: Mike Hayden

Older Persons Mental Health
Education Support Officer: Erica Khattar
Course Coordinator: Dr Diba Pourmand

Family Therapy
Education Support Officer: Erica Khattar
Course Coordinator: Christine Senediak

General Practitioner Programs
Education Support Officer: Luisa Mulholland
Course Coordinator: Dr Amanda Rosso Buckton
Welcome to Postgraduate Study

Main Campus - North Parramatta
NSWIOP is located in historic premises in Sydney’s western suburbs at Cumberland Hospital (East Campus), 5 Fleet Street, North Parramatta. Cumberland Hospital is in close proximity to Westmead Hospital, Westmead Children’s Hospital and Sydney West Local Health District.

Facilities
Our premises house contemporary lecture theatres, group rooms and meeting rooms. Students are welcome to make use of the tearoom, kitchen facilities, relaxation areas and surrounding gardens. Local shops and businesses are within walking distance of the campus. The free Parramatta shuttle bus stop is a short walk from the campus, and provides quick access to Parramatta CBD and surrounds.

Meals
The NSWIOp provides coffee, tea and biscuits for students attending study blocks and workshops at the NSWIOp. Other meals or special dietary requirements are the responsibility of the student. There is a cafe located within the grounds of the hospital campus and local shops and restaurants are within walking distance of the campus.

Accommodation
Some accommodation options close to NSWIOp are listed below for the information of students. Students should contact individual organisations directly for bookings:

- UWS Village, Parramatta, www.uws.village.com.au, Tel: (02) 8821 0631
- Wesley Lodge Motel, Westmead, www.wesleylodge.com.au, Tel: (02) 9635 1233
- Crowne Plaza, Parramatta, www.crowneplaza.com, Tel: (02) 9689 3333
- Novotel, Parramatta, www.novotel.com, Tel: (02) 9630 4999
- Quest Apartments, Rosehill, www.questapartments.com.au, Tel: (02) 9687 7711
- Parramatta City Motel, Parramatta, www.citymotel.com.au, Tel: (02) 9635 7266

Parramatta Visitor’s Centre can also assist with travel and accommodation information: www.discoverparramatta.com

Location
NSW Institute of Psychiatry
Cumberland Hospital
East Campus
5 Fleet Street
North Parramatta, Sydney
Tel: (02) 9840 3833
Fax: (02) 9840 3838
www.nswiop.nsw.edu.au

Getting Here
Arriving by Public Transport
The closest rail links are Westmead station (20 mins walk) and Parramatta station (30 mins walk).

There is a free "Parramatta Shuttle" bus service available from Parramatta Station - alight at Parramatta Leagues Club and walk to NSWIOp (5 mins walk).


Arriving by Car
Vehicle access is only permitted from the Fleet Street Entrance to Cumberland Hospital. Fleet Street is off O’Connell Street in North Parramatta. (The Hainsworth Street entrance from Westmead is monitored by boom gates). Parking is located in the marked car park.

Arriving by Taxi
For a taxi, contact Taxis Combined Services on 133 300.
The airport is 30 kilometres away.
History of the building

NSWIOP’s historic premises at Cumberland Hospital, Fleet Street, North Parramatta are recognised as a major archaeological site and have Heritage and National Trust listings.

The building itself was constructed in 1884 and replaced an earlier building which was the “Factory for Women” or “Female Factory”. The factory, which had been originally intended as a place of detention for women convicts, was also used as a place of industry, and was designed by Francis Greenway and constructed under the governorship of Lachlan Macquarie from 1818-21.

Sandstone from the earlier factory buildings was used in the construction of the existing Ward One building. The tower was built to house a clock mechanism which was one of five presented to the colony by King George IV in 1822. The bell in the tower is dated 1820. Surrounding the building are reminders of the days of the Female Factory.

The design of the gardens surrounding the building date from the mid-1880s, when the terraced riverbank and landscaped trees were put in place. Just below the building is a weir constructed in 1889, which threw back water to form an artificial lake as part of the landscaping of the grounds. Below this weir and rising up the riverbank towards the building can be seen the remains of a sandstone dam which has existed since at least 1822. This dam is thought to have been part of a water-driven Flour Mill which had been built in 1799 and later removed from the site.

The back gardens of the NSWIOP look across the river to the historic Wisteria Gardens and Parramatta Park, which are within walking distance of the NSWIOP campus.

SEMESTER 1, 2014

**Sem 1: 17 February–13 June 2014**

Sem 1 Enrolments close: Fri 6 Dec 2013*
Sem 1 Early Bird Fee closes: Fri 17 Jan 2014
Sem 1 commences: Mon 17 Feb 2014

Week 1: Mon 17 Feb – Fri 21 Feb 2014
Week 2: Mon 24 Feb – Fri 28 Mar 2014
Week 3: Mon 3 Mar – Fri 7 Mar 2014
Week 4: Mon 10 Mar – Fri 14 Mar 2014
Week 5: Mon 17 Mar – Fri 21 Mar 2014
Week 6: Mon 24 Mar – Fri 28 Mar 2014
Week 7: Mon 31 Mar – Fri 4 Apr 2014
Week 8: Mon 7 Apr – Fri 11 Apr 2014
Mid-Semester Break: Mon 14 Apr – Fri 25 Apr 2014
Week 9: Mon 28 Apr – Fri 2 May 2014
Week 10: Mon 5 May – Fri 9 May 2014
Week 11: Mon 12 May – Fri 16 May 2014
Week 12: Mon 19 May – Fri 23 May 2014
Week 13: Mon 26 May – Fri 30 May 2014
Week 14: Mon 2 Jun – Fri 6 Jun 2014
Week 15: Tue 10 Jun – Fri 13 Jun 2014

Sem 1 concludes: Fri 13 Jun 2014

*Late applications will be considered if places are still available

SEMESTER 2, 2014

**Sem 2: 21 July–14 November 2014**

Sem 2 enrolments close: Fri 13 Jun 2014*
Sem 2 Early Bird Fee closes: Fri 20 Jun 2014
Sem 2 commences: Mon 21 Jul 2014

Week 1: Mon 21 Jul – Fri 25 Jul 2014
Week 2: Mon 28 Jul – Fri 1 Aug 2014
Week 3: Mon 4 Aug – Fri 8 Aug 2014
Week 4: Mon 11 Aug – Fri 15 Aug 2014
Week 5: Mon 18 Aug – Fri 22 Aug 2014
Week 7: Mon 1 Sep – Fri 5 Sep 2014
Mid-Semester Break: Mon 8 Sep – Fri 19 Sep 2014
Week 8: Mon 22 Sep – Fri 26 Sep 2014
Week 9: Mon 29 Sep – Fri 3 Oct 2014
Week 10: Tue 7 Oct – Fri 10 Oct 2014
Week 11: Mon 13 Oct – Fri 17 Oct 2014
Week 12: Mon 20 Oct – Fri 24 Oct 2014
Week 13: Mon 27 Oct – Fri 31 Oct 2014
Week 14: Mon 3 Nov – Fri 7 Nov 2014
Week 15: Mon 10 Nov – Fri 14 Nov 2014

Sem 2 concludes: Fri 14 Nov 2014

*Late applications will be considered if places are still available
Fees and Payments

How to Pay

Payment can be made on our website at [www.nswiop.nsw.edu.au](http://www.nswiop.nsw.edu.au) using PayWay, or by cash, cheque, money order, EFTPOS, Visa, Mastercard or BPAY. Payment can be made in person at NSWIOP in North Parramatta, or via telephone on (02) 9840 3833. Payment details can also be submitted on a Course Application Form.

Students are reminded that fees are payable in advance and that Early Bird rates are offered. Please note closing dates for Early Bird rates below.

### Fees 2014

<table>
<thead>
<tr>
<th>Program</th>
<th>Full Fee PER UNIT</th>
<th>Early Bird PER UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multidisciplinary &amp; General Practitioner Mental Health Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perinatal and Infant Mental Health</td>
<td>$1920</td>
<td>$1575</td>
</tr>
<tr>
<td>Child and Adolescent Mental Health</td>
<td>$1920</td>
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<tr>
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<tr>
<td>Adult Mental Health</td>
<td>$1920</td>
<td>$1575</td>
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<tr>
<td>Older Person Mental Health</td>
<td>$1920</td>
<td>$1575</td>
</tr>
<tr>
<td>General Practitioner Postgraduate Programs</td>
<td>$1920</td>
<td>$1575</td>
</tr>
</tbody>
</table>

Unless otherwise stated, fees include access to all online study materials, attached workshops, web forums, face-to-face teaching and assessments per unit. Students are reminded that acknowledgement of the terms of the [Student Fee Policy](http://www.nswiop.nsw.edu.au) is a condition of enrolment. The NSWIOP reserves the right to discontinue or vary arrangements, programs and courses at any time without notice and at its discretion. Students should contact NSWIOP or view [www.nswiop.nsw.edu.au](http://www.nswiop.nsw.edu.au) for up-to-date information. All dates, costs and details are confirmed upon enrolment. Fees for the MPSY/PCP Course differ and are listed in the [Postgraduate Course Handbook](http://www.nswiop.nsw.edu.au).

### Early Bird Closing Dates 2014

Please note the following Early Bird Closing Dates, which apply to ALL programs:

- **Early Bird for Semester 1 2014 closes:** Friday 17 January 2014
- **Early Bird for Semester 2 2014 closes:** Friday 20 June 2014

It is the student’s responsibility to ensure that payment is received by NSWIOP on or before the Early Bird Closing Date to receive the Early Bird discount fee. Payments received after the Early Bird Closing Date will attract the Full Fee for the course/unit of study, with no exceptions. Although students may receive reminders about Early Bird dates from NSWIOP from time to time, failure to receive such a reminder will not be seen as a valid reason for extending the Early Bird Closing Date.
Distance learning

Distance Education offers the opportunity to study in ways which suit specific circumstances and to adopt a flexible approach to learning. However, it also requires a specific approach to learning which can take a bit of time to get used to. Like all forms of study, it can be affected by life events and unexpected situations. If students are experiencing difficulty with managing a Distance Education workload or events and situations impact on study, e.g. illness, misadventure, it is important to speak to the Unit or Course Coordinator. One of the roles of the Coordinator is to assist students with better study management. This is best done when difficulties first arise rather than leaving it until the last minute. In some situations the Course Coordinator will work with the student to develop a plan of action to assist with progression through a course of study. For further details see the NSWIOP Progression Policy.

Specific needs

If a student has any specific needs which may affect their ability to successfully undertake a unit of study, the student needs to inform the NSWIOP as soon as possible, preferably before commencement, to discuss their learning and support needs.

Library Services

NSWIOP Library

The NSWIOP Library is generally a closed reserve collection to be used when students are on-campus. In certain circumstances materials may be borrowed overnight or on short term loan by prior negotiation with the librarian or your course administrator. Students are encouraged to use the comfortable library space to consult with the librarian when in block. The NSWIOP’s librarian David Wong-See can provide help and training via telephone, via email or in person, to assist students in finding information to support their coursework. Students should not hesitate to contact the librarian on (02) 9840 3833 or email david.wong-see@nswiop.nsw.edu.au. The NSWIOP librarian is on-site 3 days per week, usually Mondays, Thursdays and Fridays.

The NSWIOP library web pages on the NSWIOP website have been designed to support your studies by listing catalogues, databases and websites relevant to studies in mental health. Students may also find the following guide prepared by the NSWIOP Librarian helpful:


Mental Health Library, Cumberland Hospital

Membership of the Mental Health Library is free to staff of Sydney West Area Health Service, and the Transcultural Mental Health Centre. Staff from other Area Health Services and health professionals who are not employed by the NSW Department of Health can apply to the Manager of the Mental Health Library for borrowing membership (cost involved - please confirm costs with the Mental Health Library when joining). This membership allows students to borrow materials in person from the Mental Health Library, Cumberland Hospital. Students can search its online catalogue at: http://library.wsahs.nsw.gov.au. The Mental Health Library is just a short walk from the NSWIOP and has one of the largest collections of mental health resources in Australia. The Mental Health Library participates in resource sharing with other Australian Libraries, so individuals who are not able to personally borrow should contact their own organisation or public Library to find out about interlibrary loan services.

Local hospital libraries

As many NSWIOP students are drawn from the public sector, students have found their workplace hospital library to be the preferred and most convenient means of accessing additional materials. This is especially the case for distance students and it is anticipated that students will find the local hospital library in the first instance to be of great assistance.

FREE Study Skills Workshops

These workshops are free of charge for any students currently enrolled at NSWIOP who wish to develop their skills in academic writing at a postgraduate level, researching the literature for assignment work and evaluating the literature for evidence-based practice. Interested students may choose to attend one or both of the study skills sessions in both first and second semester (numbers permitting).

2014 Workshop Dates

Semester 1: Friday 7 March 2014

Semester 2: Friday 8 August 2014

Topics include:

• how to structure an essay
• how to develop an argument
• appropriate use of language and grammar
• critical analysis
• referencing techniques
• identifying information sources
• how to search using databases
• evaluating the literature
• referring to the literature
• demonstrating a link between theory and practice

Bookings are essential

Contact NSWIOP on 02 9840 3833 for a registration form or download the flyer below.

Study Skills Flyer (PDF)
Study Materials
At the commencement of semester, students will receive a variety of study materials. These materials are provided via Moodle - our online Learning Management System (LMS) and will include:
- **Unit Materials**
- **Required Readings (PDFs)**
- **List of Supplementary Readings**

**Unit Materials**
Unit materials provide all of the resources for self-directed study. Materials will include:
- **Study modules**
- **Study schedule**
- **Details and due date for assignments and study tasks**
- **Dates for any workshops or teleconferences**
- **Contact details for key staff**

**Required Readings**
Required readings are all provided as PDF documents. The readings are usually journal articles or chapters from books and they act to provide essential information, broaden perspective or supplement the text of the study modules.

**Supplementary Readings**
Most units identify a number of supplementary readings. These are not required readings, however students may find them useful as additional resource material, or to gain further knowledge. Supplementary readings are not supplied, so students need to source these readings themselves via a library/online.

Textbooks
Required textbooks (if any) will be listed in the Unit Materials. Not all units require textbooks. Student discounts have been negotiated with the Co-op Bookshop for NSWIOP students. Contact your Education Support Officer for details.

Workshops and Study Blocks
NSWIOP offers a flexible learning environment, with most units of study conducted in mixed mode, that is with a combination of face-to-face teaching and self-directed online study. Attendance requirements vary according to the course undertaken and should be confirmed on enrolment. For those units that include compulsory workshop or study block attendance, the following should be noted:
- Exemption from compulsory workshops is considered only under exceptional circumstances and extra assessment tasks may be required from students who do not attend the workshops.
- Students from metropolitan Sydney and rural NSW are expected to attend. Requests for exemptions must be in writing and include appropriate documentary evidence i.e. medical certificate.
- Students should confirm dates and times for workshops with NSWIOP prior to making any leave or travel arrangements, as on-campus workshop dates and study blocks are subject to change.
- NSW Ministry of Health employees who are participating in a course sponsored by their Local Health District are considered to be on-duty when attending NSWIOP courses.
- International, interstate and remote students may request to undertake an assessment task in lieu of attendance at a workshop. Requests must be in writing and submitted at enrolment.

Orientation Sessions
It is recommended that students attend the Orientation Session (if one is held for the unit or course), where the unit materials will be reviewed, and discussion will take place regarding learning tasks and assignments. Information on accessing and using Moodle, the Learning Management System (LMS) and library facilities may also be provided. This session is a useful way to meet the other participants and discuss any concerns regarding the unit. Sessions are usually held on-campus but other arrangements may be made. In many cases, the Orientation Session may be compulsory.

E-learning
NSWIOP is continually expanding its use of e-learning and other media rich content in the delivery of courses. The aim is to provide students with an interactive and engaging learning experience and to allow greater flexibility and opportunity for access. Students access course materials via Moodle – our Learning Management System (LMS).

All assignments are uploaded through Moodle which uses a plagiarism plugin (Turnitin) allowing both students and markers to check work for originality. Moodle is also used for:
- Web forum discussion and interaction
- Video podcasts and live-streaming
- Feedback and evaluation
- Course materials and resources.

Web Forums and Internet Access
Students undertaking postgraduate study at the NSWIOP will require reliable internet access and will be expected to participate in web forums, which are considered to be part of the learning process and are used both formally and informally.

**At an informal level** – students can use the web forums to chat to other students, get advice about assignments and discuss any general issues associated with the unit. Increasingly, NSWIOP is using recorded (podcast) and ‘live-streamed’ video of lectures and video vignettes for a more engaging experience for students.

Some additional points on the use of web forums:
- Web forums are meant to be ‘conversation’ based. Students should feel free to write casually, express an opinion, use bullet points etc., as suits the student’s own style
- Responses should be brief and kept to no more than 200 words per task
- Students are expected to respond to the contributions of others, as one of the main benefits of a web forum is the opportunity to ‘talk’ to peers
- As long as the ideas of the student are clearly communicated, grammar, spelling and punctuation are less important in this forum
- It is recommended that students compose responses in Word (or similar) before posting to the web forum, this is especially beneficial if an internet connection fails
- The Unit Coordinator will regularly log on to the web forum, but for more timely responses, direct emails are preferred.

Reflective Journal/Supervision Log
Some units of study require students to keep a Reflective Journal or Supervision Log. An overview of how to keep a reflective journal or supervision log is included in the “Managing Postgraduate Study” booklet below. Please check the Unit Materials or contact the Unit Coordinator for further information or specific requirements on keeping journals and logs.

Managing Postgraduate Study (PDF)

Course Workload
The average workload for units offered over 1 semester (15 weeks) is approximately 120-150 hours per unit (8-10 hours student effort per week). Self-directed learning involves activities associated with distance education materials, web based activities, directed readings, study tasks and assignment preparation.
**Study Tasks**

Some units have study tasks that students are expected to complete. This can be done in a way that suits the student best, for example, handwritten notes or on computer. It is recommended that students number and date the study tasks. Students may be required to submit some or all of the study tasks for assessment, reflect on them as part of a reflective journal assignment, discuss them during a workshop or discuss them as part of a web forum. Please check the Unit Materials for specific study task requirements.

**Assignments**

All units have assessment tasks and these are detailed in the Unit Materials. NSWIOP has a clear Assessment Policy. It is important that students familiarise themselves with this policy:

- **NSWIOP Assessment Policy** (PDF)

**Presentation of Assignments**

- Assignments should be word processed and submitted electronically, unless prior arrangements have been made with the Unit Coordinator.
- Assignments should be professionally presented in clear and legible font, double line spacing and a 12 point font.
- Pages should be numbered with the student’s name, Unit ID/Description and Assignment number included in the footer of the document.
- All assignments must include a completed “Assignment Cover Sheet”.

- **Assignment Cover Sheet** (PDF)

The Assignment Cover Sheet can be completed electronically and attached to the assignment. Students may create their own cover sheet but it must include all the information on the NSWIOP cover sheet.

**Submitting Assignments**

- All assignments must be submitted via Moodle, the Learning Management System (LMS) as per the instructions in the Unit Materials.
- Students should be aware that all assignments are processed using Turnitin - anti-plagiarism software.
- Assignments must not be submitted by mail, fax, email or hand-delivery unless prior arrangement has been made.
- Assignments must not be submitted to the Unit or Course Coordinator unless prior arrangement has been made.
- All assignments must include a completed “Assignment Cover Sheet”. Assignments without an Assignment Cover Sheet will not be accepted.

**Due Date**

The Due Date is the last date for acceptance for that assignment; it is not the date by which the assignment must be posted. Students must ensure that work arrives on time. These dates are the final acceptance dates and any assignments arriving late may be penalised.

**Late Submission of Assignments**

If students find they are unable to submit an assignment by the due date, they must contact the Coordinator by phone and then provide an Application for Extension Form prior to the due date.

- **Application for Extension Form** (PDF)

All requests for extensions must be in writing and received prior to the due date. The extension date should be written on the assignment sheet cover page. If the assignment is not submitted by the date of the extension and the explanation is unsatisfactory, the assignment is liable to be penalised. It is the responsibility of the student to follow up on any extension request.

**Return of Assignments**

NSWIOP education support staff record the receipt of all assignments and ensure that the lecturer receives all assignments for marking. Students should normally expect marked assignments to be returned to them within three weeks of the due date, provided the assignment was submitted on time.

**Grading Outline**

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<thead>
<tr>
<th>Grade</th>
<th>Mark Range</th>
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<tr>
<td>Fail</td>
<td>Below 48</td>
</tr>
<tr>
<td>Conditional Pass</td>
<td>48-54</td>
</tr>
<tr>
<td>Pass</td>
<td>55-69</td>
</tr>
<tr>
<td>Credit</td>
<td>70-79</td>
</tr>
<tr>
<td>Distinction</td>
<td>80-89</td>
</tr>
<tr>
<td>High Distinction</td>
<td>90-100</td>
</tr>
</tbody>
</table>

**Guidelines for Assignment Marking and Learning Presentations**

Lecturers use a system to guide them in their marking. The following guidelines should be considered when writing an assignment or presenting a seminar.

- **Marking Guidelines** (PDF)

**Complaints and Grievances**

NSWIOP has in place a complaints and grievances management system which aims to facilitate prompt, fair and flexible management of any complaints or grievances, with a focus on effective resolution.

Students are encouraged to promptly articulate any concerns associated with studying at NSWIOP and feel confident that this will not in any way prejudice or disadvantage their study.

Any complaints associated with academic issues e.g. assessment results are addressed according to the steps outlined in the NSWIOP Assessment Policy.

Any other complaints or grievances are managed in accordance with NSW Ministry of Health’s Grievance Resolution Procedures, as follows. At all stages the focus will be on the prompt resolution of the complaint or grievance:

1. In the first instance students should report any complaints to the Course Coordinator who will attempt to resolve the issue if possible. If this is not satisfactory;

The Head of Multidisciplinary Education invites students to make written comment and feedback on any NSWIOP policy which impacts on students, including the grievance policy.

**Student Rights and Responsibilities**

NSWIOP has a statement of student rights and responsibilities which has been adapted from the Australian Universities Vice Chancellors’ Committee (AVCC) Generic Guidelines for Universities and their Students: Expectations and Responsibilities and University of Canberra’s Guidelines on Institutional Responsibilities towards Students and Student Responsibilities.

- **Student Rights and Responsibilities** (PDF)
Course Sequence and Articulation
The Graduate Certificate articulates with the Graduate Diploma and the Master degree. Credit is given for subjects completed in the Graduate Certificate. The Graduate Diploma articulates with the Master degree and credit is given for subjects completed in the Graduate Diploma.

In order for students to progress through a program of study (Graduate Certificate to Master):

• Students must complete all requirements for current units before commencing any additional unit;
• To progress from Graduate Certificate to Graduate Diploma, students must attain prerequisite Total Credit Points (i.e. 24) and achieve an average mark of 60% or above;
• To progress from Graduate Diploma to Master level, students must attain the prerequisite Total Credit Points (i.e. 48) and achieve an average mark of 65% or above.

As students progress through the courses from Graduate Diploma to Master level, they are encouraged to think more widely and more critically about the mental health system and mental health interventions.

All students at Master level are required to demonstrate an understanding of evidence-based practice and research principles. At the Master level students may choose to undertake a Research Pathway or a Coursework Pathway.

This structure ensures that students on both pathways develop skills, knowledge and attitudes associated with higher order analysis and critical evaluation while adopting either a research focus or advanced clinical practice focus.

Progression
NSWIOP has a Student Progression Policy which outlines the requirements to be met in order for students to progress from one level of a course to the next, along with a process to assist in the early identification and provision of support to students who may be struggling with study and/or are at risk of academic failure.

Satisfactory/Unsatisfactory Progress
Student progress will be reviewed by the head of each program at the end of semester.

Students making satisfactory progress and students at risk will be identified; those considered to be at risk will be discussed at Senior Academic Staff committee.

Refer to the Progression Policy for more details.

NSWIOP Progression Policy (PDF)

Timeframe
Students are expected to complete the program of study within the following timeframe.

Any alteration to this timeframe must be approved by the Academic Board.

Graduate Certificate .................. 1-2 years
Graduate Diploma ................... 2-4 years
Masters .................................. 3-6 years

Graduation
NSWIOP typically holds a Graduation Ceremony in April each year for students who have completed their studies in the previous academic year.

The ceremony is an opportunity for graduates to celebrate their achievements with family, friends and staff.

At the ceremony, graduates are presented with their Testamurs and Academic Transcripts, academic prizes are awarded, and there is an opportunity for graduates to be professionally photographed in academic dress.

NSWIOP notifies potential graduates at the start of each academic year of the details for graduation.
Policies and Guidelines

Academic Policies and Guidelines
All students of NSWIOP are expected to make themselves familiar with the following academic policies/guidelines:
- Academic Integrity Guidelines (pdf)
- Advanced Standing Policy and Guidelines (pdf)
- Assessment Policy (pdf)
- Progression Policy (pdf)
- Student Fee Policy (pdf)
- Statement of Student Rights and Responsibilities (pdf)

Further information about academic policies can be obtained from the Education Support Officer or Course Coordinator for your program.

General Policies
NSWIOP is governed by the NSW Health policy framework and as such adheres to the principles of equal opportunity and anti discrimination. This entails a commitment to fair practices, recognition of and respect for the social and cultural backgrounds of staff and students. It also includes the right to work and learn in an environment that is free of harassment and discrimination on the basis of ethnicity, gender, sexual preference, age, disability, political or religious affiliation. Equal opportunity involves offering an opportunity for education to groups for whom access has been limited. The NSWIOP is committed to increasing access to groups disadvantaged due to geographical isolation. Further information about the NSW Health policy framework can be found at www.health.nsw.gov.au/policies

The NSW Health Code of Conduct outlines a framework for ethical decision making and articulates standards of behaviour expected of individuals who work for NSW Health, which includes staff and contracted staff who work at NSWIOP.

Forms

Completed forms should be sent to the Education Support Officer for your unit at the NSWIOP along with any supporting documentation. Links to these forms are included below and can also be accessed from Moodle and the NSWIOP website.
- Personal Details Variation (pdf) - To advise of changes to personal details such as name, contacts, specific needs
- Indication of Support Needs (pdf) - To indicate a support need which may affect the ability to undertake a unit of study
- Application for Extension (pdf) - To apply for an extension of time to submit an assignment
- Assignment Cover Sheet (pdf) - To be submitted with each assignment
- Enrolment Variation (pdf) - To advise of your intention to withdraw or defer from a unit or to request a leave of absence
- Application for Exemption from Workshop (pdf) - To request an exemption from attendance at a compulsory workshop
- Evaluation Questionnaire (doc) - To provide feedback on any aspect of course delivery

Marking Sheets

The following general marking sheets are provided here for the information of students. These marking guidelines will be used by NSWIOP to assess students’ progress in each unit. (Please note that some units use specific marketing sheets, in this case you will receive copies of the specific marking sheets with your individual study materials).
- CBT Skill Demonstration Marking Sheet (pdf)
- Class Case Presentation Marking Sheet (pdf)
- Clinical Exchange Marking Sheet (pdf)
- Critical Discussion Paper Marking Sheet (pdf)
- Essay/Written Assignment Marking Sheet (pdf)
- Literature Critique/Annotated Bibliography Marking Sheet (pdf)
- Reflective Journal/Clinical Log Marking Sheet (pdf)
- Study Task Marking Sheet (pdf)
- Take Home Exam Marking Sheet (pdf)
- Vignettes Marking Sheet (pdf)
- Web Forum Marking Sheet (pdf)
- Journal of Change (pdf)
- Presentation (pdf)
- Project Plan (pdf)
- Six Written Reports (pdf)
### Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Attached Workshop</td>
<td>see Unit Workshop</td>
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<tr>
<td>Core Unit</td>
<td>Compulsory unit of study which must be attained to meet course requirements.</td>
</tr>
<tr>
<td>Course</td>
<td>A program of study in a particular clinical area e.g. Graduate Certificate of Mental Health (Adult), Graduate Diploma in Mental Health (Older Person).</td>
</tr>
<tr>
<td>Course Handbook</td>
<td>Prospective; provided to potential students prior to commencement. Includes application form, detailed course information, student fee information and fee policy.</td>
</tr>
<tr>
<td>Elective Unit</td>
<td>Unit of study chosen from list of options</td>
</tr>
<tr>
<td>Modules/Topics</td>
<td>Units of study are divided into sections described as modules or topics.</td>
</tr>
<tr>
<td>Reflective Journal</td>
<td>An assignment task where the student keeps a reflective journal/supervision log to reflect on their experiences in light of the knowledge and/or practical skills that they have gained as a result of their studies.</td>
</tr>
<tr>
<td>Standalone Unit</td>
<td>A unit of study undertaken purely for professional development not as part of a postgraduate degree.</td>
</tr>
<tr>
<td>Student eGuide</td>
<td>Electronic handbook given to students annually containing administrative, general information and requirements. Available on Moodle and NSWIOP website.</td>
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