



School of Dentistry and Oral Health
Undergraduate Student
Guidebook 2011

Student Name: _____

Student Number: _____

Information in this publication was correct as at January 2011, but is subject to change from time to time. In particular, the University reserves the right to change the content and/or the method of presentation and/or the method of assessment of any unit of study, to withdraw any unit of study or program which it offers, to impose limitations on enrolment in any unit or program, and/or to vary arrangements for any program.

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School of Dentistry and Oral Health Staff
<http://www.griffith.edu.au/health/school-dentistry-oral-health/staff>

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1 INTRODUCTION

Welcome to, or welcome back to, the School of Dentistry and Oral Health here at Griffith University. We are rapidly growing and have excellent academic staff to support your studies. You will be working in outstanding physical facilities in the Griffith Centre for Medicine and Oral Health.

Whether 2011 is your first, second or third year with us, you are part of a vanguard: members of the first new dental school in Australasia for 60 years. The world and our fellow dental schools are watching our development with interest (and a little envy). We trust you will join our staff in their efforts to make this an outstanding clinical and educational institution in our region and beyond.

Our intent is to be *state of the art* in structure, content and method. We also aspire to being an evidence based and research led institution. We have made an excellent start with projects and research interests in education, indigenous health, oral microbiology and immunology, oral cancer and dental implantology. Research, and the evidence base, will underpin our approach to all aspects of general and oral health and our clinical service.

Our programs in dental technology and in clinical prosthetics are fully accredited with the Dental Technicians and Prosthetists Board of Queensland. The Bachelor of Oral Health in Dental Science and the Graduate Diploma of Dentistry are fully accredited with the Australian Dental Council. Accreditation of the Doctor of Clinical Dentistry (Periodontics) is underway.

I wish you a rewarding, successful and exciting year ahead!

Best of luck.

Professor Ward Massey
Head of School

2 Vision and Mission of the School of Dentistry and Oral Health

The School's dentistry and oral health programs will adhere closely to the principles and philosophies laid down by the University's vision and mission. These programs have been developed to emphasise innovation, integration of academic and professional disciplines, development of knowledge through active research, and the contribution of highly skilled graduates to a profession committed to advancing the health and welfare of society both within Australia and internationally.

2.1 Vision

The Griffith University School of Dentistry and Oral Health will, through leadership and innovation in teaching, research and community service, achieve its missions and create sustained improvements in health promotion/disease prevention and in integrated, patient-centred oral health service provision and oral health care outcomes for the local, national and international communities.

2.2 Mission

The Griffith School of Dentistry and Oral Health is committed to the advancement of the oral and general health of local, national and international communities, and the advancement of the oral health professions through:

- (i) Attracting, engaging and retaining excellent staff and students who will enhance the reputation of the School and position the School as a leader in oral health education and research.
- (ii) Producing authentic learning environments within which to build academic, clinical and professional competencies, and ensuring quality learning experiences are maintained through the application of processes of evaluation and continuous improvement.
- (iii) Producing conscientious graduates who exhibit and uphold a commitment to professional ethics, service and social values and who are capable of showing leadership in their professional domain.
- (iv) Producing competent graduates who:
 - are competent to practice in their chosen professions at a high standard;
 - possess skills that enable them to in engage, communicate and interact effectively with patients, the public and colleagues involved in the provision of all aspects of health-care;
 - understand and work cooperatively with other health professionals and as members of oral health teams;
 - have a sound knowledge of their profession and an appreciation of the importance and limitations of evidence-based knowledge and research;
 - possess a sound understanding of the scientific basis of their chosen oral health discipline;
 - maintain clinical competence and professional knowledge through a commitment to life-long learning and continuing professional development; and
 - are eligible for professional registration.
- (v) Fostering an active research programme among staff and students to enhance knowledge and understanding relating to oral health and its interactions with general health, clinical diagnosis and dental treatment for the benefit of the oral health professions and the community.
- (vi) Maintaining close contact with the oral health professions and the local community in order to ensure that the content and delivery of educational programs remain up to date with, and informed by, advances in the basic and clinical sciences, evolving community needs and expectations and commercial realities of clinical service delivery.
- (vii) Promoting oral health care issues within the community and modelling best practice in oral health service provision and prevention-based care through the Griffith Oral Health Centre and Outreach Centres.

3 ORIENTATION AND GENERAL INFORMATION

3.1 Student Checklists

Terminology

School of Dentistry and Oral Health = DOH

Information / Policies to read (please access by URLs given below)

<input type="checkbox"/>	Degree Requirements of Program Enrolled	http://www.griffith.edu.au/programsandcourses/
<input type="checkbox"/>	Enrolling in classes	Enrolling on the Griffith Portal – follow the online enrolment guide: https://intranet.secure.griffith.edu.au/student/enrolment
<input type="checkbox"/>	DOH Code of Conduct and Behaviour	http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms
<input type="checkbox"/>	DOH Professional Dress Code	http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms
<input type="checkbox"/>	Infection Control Procedure Manual	http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms
<input type="checkbox"/>	DOH Clinical and Laboratory Requirements	http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms
<input type="checkbox"/>	DOH Health Policy	http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms
<input type="checkbox"/>	Griffith University Smoking Policy	The Griffith University Smoking Policy states: "Smoking is prohibited in buildings or parts of buildings under the University's control, and in University vehicles. Smoking is also prohibited within 5 metres of air intakes, external doors, open windows and ventilation louvres, and in any other areas so designated from time to time by the University."
<input type="checkbox"/>	DOH Assessment Policy	http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms
<input type="checkbox"/>	Griffith University Assessment Policy	http://www62.gu.edu.au/policylibrary.nsf/alldocscat/65e95921348eb64ca256bdd0062f3b0
<input type="checkbox"/>	DOH Academic Calendar and Extended Semester Timetables	Students are required to attend courses that extend outside of the standard Griffith teaching weeks. Refer to: http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/calendar-timetables
<input type="checkbox"/>	Griffith University Academic Misconduct Policy	http://www62.gu.edu.au/policylibrary.nsf (type in misconduct in the search engine)
<input type="checkbox"/>	Inability to Complete Required Components of a Professional Qualification	http://www62.gu.edu.au/policylibrary.nsf/mainsearch/386028BDBED1FD4E4A256BAA00631981/
<input type="checkbox"/>	ARPANSA Code of Practice for Radiation Protection in Dentistry	http://www.arpansa.gov.au/Publications/codes/index.cfm
<input type="checkbox"/>	Student Policies	https://intranet.secure.griffith.edu.au/student/student-forms/student-policies

Students are advised to review the School's website frequently for new and updated policies.

3.2 General Information

3.2.1 Student Administration Forms

Students can obtain all relevant administration forms, including applications for credit transfer, deferred examinations and special consideration, review of grade and changes to course enrolment from the Student Administration Centre on the Gold Coast campus, or online at:

<https://intranet.secure.griffith.edu.au/student/student-forms>

NB: Important due dates for the student administration forms are available at:

<https://intranet.secure.griffith.edu.au/student/student-forms/student-policies>

3.2.2 Student Policies

Student policies apply to students enrolled in any Griffith University program. It is the student's responsibility to ensure familiarity with all policies by regularly visiting the website: <https://intranet.secure.griffith.edu.au/student/student-forms/student-policies>

In addition to Griffith University policies, School of Dentistry and Oral Health specific policies can be found on the School's website:

<http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms>

3.2.3 Textbooks

Prescribed and recommended textbooks can be found in individual course outlines as they become available and at:

<http://www3.griffith.edu.au/03/STIP4/app?page=StipHome&service=external&sp=0>

3.2.4 Website

Students are encouraged to make use of the student website as a first point of information regarding their courses, administration questions, examination timetables and class timetables. Students are also encouraged to make use of the School of Dentistry and Oral Health website at: <http://www.griffith.edu.au/school/doh> for information regarding programs, courses, school news and events, scholarships and prizes, policies, extended semester timetable and more.

Please refer to <http://www.griffith.edu.au/health/placement-essentials> for information regarding placements from your second year onwards.

3.2.5 GUDSA

GUDSA (the Griffith University Dental Students Association) is a non-profit student run organisation established in 2004. GUDSA supports students. GUDSA members assist in orientation week and other school activities, attend school committee meetings, organise social events for DOH students, mediate between staff and students and more. DOH students may join GUDSA for a yearly fee of \$15. Further information will be provided on Orientation day, or may be obtained by emailing mygudsa@gmail.com

4 PROGRAM, COURSE AND ASSESSMENT INFORMATION

The provision of training for dentists, dental technicians and oral health therapists at a common site is a key innovative feature of the programs. Furthermore, some courses will be taken in common with students across the range of oral health programs, as well as with students studying towards careers in other health professions. This team approach will provide graduates with a clear understanding about which elements of knowledge and skills are common, and which are distinct, from those of related dental and oral health and general health professions. This will minimise the misunderstanding and rivalry that can develop where allied oral health professionals are trained in separate institutions, and it will ensure maximum efficiency in the delivery of oral health programs.

4.1 Program Information

The program structure, degree requirements and general program information can be found online at: <http://www.griffith.edu.au/programsandcourses/>

4.1.1 Support through a program

(i) Program Convenor

The Program Convenor may be consulted on matters relating to academic progress, selection of courses and the conduct of the program. Matters pertaining to a particular course should first be discussed with the Course Convenor:

- | | |
|-----------------------------------------------------|-----------------------|
| • Dental Science | Prof Anut Itthagaran |
| • Oral Health Therapy | Ms Urvashnee Govender |
| • Dental Technology (including Post-Registration) | Ms Jane Evans |
| • Graduate Diploma of Dentistry | Prof Florian Mack |
| • Master of Dental Technology in Prosthetics | Mr John Mackay |
| • Doctor of Clinical Dentistry (Periodontics) | Prof Saso Ivanovski |
| • Master of Clinical Dentistry in Implant Dentistry | A/Prof Nikos Mattheos |

See <http://www.griffith.edu.au/school/doh> (current students, Course Convenors) for contact details.

(ii) Course Convenor

The Course Convenor may be consulted on matters relating to a course, including course content and course assessment. Your Course Profiles will provide details of the Course Convenor.

(iii) First Year Advisors

The First Year Advisors may be consulted on all matters relating to you and your study at Griffith University. They are available to assist all students in all degree programs. Feel free to take any questions or concerns to the first year advisor for discussion.

To arrange appointments, you can contact your advisors as follows:

Dental Science

Dr Vaness Reher

T: 07 5678 0767

E: v.reher@griffith.edu.au

Dental Technology

Mr Nathaniel Davies

T: 07 5678 0734

E: n.davies@griffith.edu.au

4.1.2 Degree requirements and courses for exclusion

Students should be aware of **degree requirements** that must be met in order to be eligible for graduation from a program. All degree requirements for each program can be found through <http://www.griffith.edu.au/programsandcourses/>

Degree requirements to note*:

<p>Bachelor of Oral Health in Dental Science</p>	<ul style="list-style-type: none"> gain 240CP for the prescribed courses successfully complete all first year courses before proceeding to second year courses or if credit has been received from approved transition arrangements satisfactorily complete 1111DOH_Y1 and 1111DOH_Y2 Introduction to the Dental Professions by the end of Year 1 or except where application for prior credit has been approved in years two and three, successfully complete all courses in one semester before proceeding to the next semester the grade of <i>Pass Conceded (PC)</i> will not be awarded in this program complete a recognised first aid certificate with CPR (at their own expense) by the end of the first semester in Year 1 - certificates that expire during the program must be renewed for further information regarding the requirements of community and clinical placements, please refer to the Placements Essentials website - http://www.griffith.edu.au/health/placement-essentials
<p>Bachelor of Oral Health in Dental Technology</p>	<ul style="list-style-type: none"> gain 240CP for the prescribed courses successfully complete all first year courses before proceeding to second year courses satisfactorily complete 1111DOH_Y1 and 1111DOH_Y2 Introduction to the Dental Professions by the end of Year 1 in years two and three, successfully complete all courses in one semester before proceeding to the next semester the grade of <i>Pass Conceded (PC)</i> will not be awarded in this program complete a recognised first aid certificate with CPR (at their own expense) by the end of the first semester in Year 1 – certificates that expire during the program must be renewed. satisfactorily complete 12 weeks work experience independent of the laboratory practice completed on site within the School. The work experience must be approved by the School and can commence from first year, semester 2 and must be completed by third year, semester two, week 10. Meeting of specific criteria and stipulated goals, and completion of a reflective log journal on the work experience is required for further information regarding the requirements of community and clinical placements, please refer to the Placements Essentials website - http://www.griffith.edu.au/health/placement-essentials
<p>Bachelor of Oral Health in Dental Technology Post-Registration</p>	<ul style="list-style-type: none"> gain 80CP for the prescribed courses the grade of <i>Pass Conceded (PC)</i> will not be allowed for any DOH-coded courses within this program (a student who fails a DOH-coded course will be required to repeat that course in order to progress through the program) gain no more than 10CP for non DOH-coded courses in which a grade of <i>Pass Conceded (PC)</i> has been attained.

*Subject to change. Consult the web for current degree requirements <http://www.griffith.edu.au/programsandcourses/>

Exclusion Policy

Students undertaking clinical courses within the School of Dentistry and Oral Health will be actively engaged in the provision of oral health services to members of the public. To protect the interests of patients and the reputation of the University, clinical courses within the program are designated for the purposes of exclusion. View courses for exclusion under degree requirements.

This means that, in addition to intervention strategies including support and counselling, the School has the ability to recommend exclusion of students in instances where individuals behave grossly inappropriately with patients, staff or peers in the clinical situation. The Dean and Head of School will carefully monitor any instances of exclusion.

A student is excluded when the University terminates their enrolment on the grounds of unsatisfactory academic performance or academic misconduct or on other grounds specified in other relevant policies. A student who is excluded is not permitted to attend classes or undertake study in any program of the University or to take study on a non-award basis within the University.

For your ease of reference, the Policy on academic standing, progression and exclusion, as well as the Policy on academic misconduct, can be found at:

<https://intranet.secure.griffith.edu.au/student/student-forms/student-policies>

4.1.3 DOH Academic Calendar and Extended Semesters

Due to the need for students to develop complex clinical and technical skills throughout this program, extensive hands-on exposure to clinical/laboratory environments is required. As a result, some courses commencing from Year 1/Semester 2 of this program will extend beyond the standard 13-week teaching semester (i.e. commencing earlier and extending later than the standard 13-week semester). Students are advised that the timetables for these courses will not exceed 21 teaching weeks per semester (i.e. the academic year will not exceed 42 teaching weeks in duration). Classes that fall outside of the standard University semester dates are known as Professional Intensives.

The School's Academic Calendar, which details extended semesters, is available at: <http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/calendar-timetables> - click on School Academic Calendar 2011 (includes extended semesters) (PDF 14K)

Frequently Asked Questions on Extended Semesters may be found online via the URL above. Students should note that extended semester class timetables only detail classes in the weeks that fall outside of the Griffith University Academic Calendar (standard 13 teaching weeks). Timetables for the standard 13 teaching weeks are available at:

<http://www.griffith.edu.au/calendars-events/academic-calendar>

4.1.4 Program Transfer

The School of Dentistry and Oral Health does now allow students to apply for an internal transfer between bachelor programs by completing the Application for Internal Transfer:

<https://intranet.secure.griffith.edu.au/student/student-forms>

4.1.5 Applications for Credit

For any applications for credit or provisional credit please visit Student Administration, go to <http://www.griffith.edu.au/admissions/credit-transfer-articulation> or email: credit@griffith.edu.au.

Students who are studying a Dentistry bachelor program with the intention of applying for another bachelor program within the School of Dentistry and Oral Health, should be aware that whilst you may obtain a satisfactory grade point average (GPA), this does not guarantee acceptance into the program. The student

*must undergo all admission procedures. If admitted to the desired program, courses common to both programs may be credited towards the new program of study. **While a student may have successfully completed the first or second year of a program, progression into second or third year is NOT automatic and is only permitted when clinical and laboratory space permits (approval of the Program Convenor is also required).***

4.1.6 Leave of Absence

Students who are enrolled in an oral health program and wish to take leave from the program must seek approval from the Head of School for leave of absence, as this is not automatically granted. The maximum period of allowed leave will normally be two semesters. A leave of absence form may be accessed at <https://intranet.secure.griffith.edu.au/student/student-forms>

4.1.7 Academic Progression

Griffith University has in place standard progression requirements for all students enrolled in its programs. In order to be deemed to be in good academic standing, students undertaking undergraduate study must maintain a Grade Point Average (GPA) of at least 3.0, and students undertaking postgraduate study must maintain a GPA of at least 3.5. For the purpose of determining academic standing, the Grade Point Average is cumulative across all study in all semesters at the one academic level (e.g., undergraduate or postgraduate). When a student completes a program and graduates, the cumulative GPA for subsequent study is calculated on the basis of the study taken subsequent to graduation.

For more information, refer to the Griffith University Assessment Policy:

<http://www62.gu.edu.au/policylibrary.nsf/alldocscat/65e95921348eb64c4a256bdd0062f3b0>

4.1.8 Inability to Complete Required Components of Professional Qualification

Griffith University has a policy in place that deals with the situation where a student is prevented from undertaking or completing the required component of a professional qualification (e.g., clinical placements) by factors of a non-academic nature. Situations in which a student might be prevented from undertaking or completing a required professional practice component may include, but are not restricted to, legal, health and safety, and professional conduct matters.

The policy prescribes the processes which should be used to address situations with due regard to the professional integrity and standing of the program, duty of care, and the rights of the student. All students are strongly urged to read and be familiar with this policy which can be accessed at the University's policy library <http://www62.gu.edu.au/policylibrary.nsf>

4.1.9 Paying Tuition Fees

Student Administration can provide information on payment of tuition fees. Located on the Gold Coast Parklands campus, they may be contacted on 07 5552 8811.

Student Services have a welfare and student liaison services that can assist with information relating to financing your studies, Centrelink payments and budgeting. Located on the Gold Coast Parklands campus, they may be contacted on 07 5552 8734.

4.1.10 Scholarships and Prizes

A range of scholarships and prizes are available to Dentistry and Oral Health students. The School's website is continuously updated with details at:

<http://www.griffith.edu.au/health/school-dentistry-oral-health/student-opportunities>

4.1.11 Health, Immunisation and First Aid Requirements

It is a requirement of any undergraduate program that oral health students fulfil a list of requirements prior to going on placement and attending classes that involve exposure prone procedures (EPPs). Prior to commencing semester one of their second year, students must submit their forms and documents to the Placement Officer for recording and approval to proceed. These requirements are set out in the School's website and can be accessed at the following link:

<http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms>

Students will be informed of such requirements by the end of Semester 1 in their first year to allow for sufficient time to complete the forms and documents.

Students are strongly advised to refer to the Immunisation and Infectious Disease Policy prior to commencing their studies to be informed of future health requirements as oral health students. This policy can be viewed by the following link:

<http://www.griffith.edu.au/health/placement-essentials/pre-placement-requirements/health-immunisation>

4.2 Course Information

4.2.1 Course enrolment information

It is your responsibility to make sure you enrol in the correct courses each semester. Before enrolling, please ensure you are familiar with the degree requirements for your program. Enrolment is undertaken online via the **Griffith Portal** (accessed from the Griffith homepage).

Enrolling in or withdrawing from a course must be done prior to specific dates to avoid academic and financial penalties. It is your responsibility to be aware of all enrolment deadlines. The University Academic Calendar details these:

<http://www.griffith.edu.au/calendars-events/academic-calendar>.

Please also see the Tuition fees and charges Important Dates:

<http://www.griffith.edu.au/tuition-fees-charges/important-dates>

When enrolling you will need to take note of the policies that govern enrolment at Griffith University.

When enrolling in a course, you may be able to select a tutorial or laboratory that best suits your timetable constraints. Griffith Portal will facilitate your immediate allocation to these classes. Assistance with how to enrol can be obtained from the University's website at: <https://intranet.secure.griffith.edu.au/student/enrolment>

Many clinical oral health courses are year long courses. A year long course has a course code ending with Y1, for example XXXXDOH_Y1. The Y indicates it is a year long course. The 1 indicates semester 1. If it read XXXXDOH_Y2 this would indicate it is the semester 2 component of a year long course. Students should note that even though it is a year long course they must enrol each semester (Y1 for semester 1 and Y2 for semester 2).

Please be aware that some tutorials and laboratory sessions are only available to students of a particular school. Where this is the case a noting will be seen on the timetable, for example 'for DOH students only.'

Student Administration provides a range of services to help you complete your enrolment:

- On-Campus support at the Student Centre and in Learning Centres staffed with experienced Griffith Portal users.
- Telephone support from experienced University staff available to help you enrol online.

Telephone Student Administration or visit one of Student Administration Centres. Student Administration details for the Gold Coast campus are:

Phone: (07) 555 28811

Location: Parklands Campus, G33 Student Centre

4.2.2 Pre-requisites and co-requisites

A **pre-requisite course** is a course that must be completed, and for which a specified minimum grade must be obtained before another specified course may be commenced. A **co-requisite course** is a course which must be studied before, or at the same time, as another specified course.

Unless otherwise specified the minimum grade which must be obtained to satisfy a pre- and co-requisite condition is a Pass. Pre-requisites and co-requisites are listed on each course outline, the online course catalogue found at:

<http://www.griffith.edu.au/programsandcourses/>

It is important that you pay close attention to pre-requisite courses as any course where a grade of pass conceded or fail is earned may impede your progression through your degree program.

Responsibility for Pre-requisite Check

It is the student's responsibility to ensure that they are aware of and satisfy all pre-requisite and co-requisite conditions before enrolling in a course. If the student fails (or receives a pass conceded (PC) in a program where PC are not allowed) a course in one semester which is a pre-requisite for a course in which the student has enrolled in a future semester, the student must de-enrol or withdraw from the course in which pre- or co-requisites have not been met.

If you have not met a course's pre- and co-requisite conditions:

- the School can remove you from the course and holds no responsibility for any damages and inconvenience this may cause to you;
- and you fail to amend a study program that does not satisfy the conditions, when requested in writing to do so, your enrolment in the course concerned may be cancelled and a grade of withdrawal with failure rewarded if this occurs after the HECS census date.

To avoid any enrolment penalties consult the student administration policy under student policies for deadline dates:

<https://intranet.secure.griffith.edu.au/student/student-forms/student-policies>

Waiver of Pre-requisite or Co-requisite

Only under special circumstances may a pre-requisite or co-requisite condition be waived. Program convenor approval is required.

4.2.3 Course Profiles

Course Profiles provide comprehensive information regarding a course. Course Profiles may be found through Learning@Griffith course sites. Access Learning@Griffith through the Griffith Home page or from the Griffith Portal.

4.2.4 Course Evaluations

Each time a course is offered, the Course Convenor reflects on and reviews the course. They may ask for your help with this by conducting a confidential written or online evaluation to obtain your feedback.

In light of the review that is made, the Course Convenor will update the Course Outline in preparation for the next offering of the course and will communicate relevant information or outcomes of the review to the Program Convenor to inform the Annual Program Monitoring process. The revisions to the Course Outline may include updating dates for assignments, updating texts and reference materials, and adjusting the sequence of presentation, or may involve significant changes to content or teaching strategies.

Your participation in evaluation exercises is valued and important as it will help to ensure that the courses within your program are structured and delivered to achieve the best learning outcomes possible.

4.3 Assessment Information

4.3.1 Assessment Philosophy and Methods

The School uses valid, reliable and practical approaches to assessment within its courses. The aim of assessment is to guide students' learning to the stated learning and program outcomes by ensuring that expected learning takes place within the courses making up the program. Program outcomes will be achieved by progressively meeting appropriate levels of knowledge, skills and understanding during the years of study.

Course level learning outcomes describe the level of learning expected in the course, and are assessed by strategies appropriate to that level of learning and the physical and social learning environments provided by the course.

4.3.2 Procedures for assessment and students' learning

Assessment items are designed by the Course Convenor of each course. There are many assessment tools available to Course Convenors including theoretical written tasks such as essays and reports, empirical research and literature reviews, case-studies, examinations, and practical tests of applied clinical skills, all of which may require varying combinations of individual and team contribution. Laboratory and clinical competence will be evaluated in all practical clinical and laboratory courses.

Assessments of student performance are made against objective criteria. Griffith University does not use a system whereby students within a cohort are graded based on a pre-determined distribution of grades. Because criteria based judgments are in principle made independently for each student rather than by comparison with the quality of work from other students in the cohort, the judgements represent absolute rather than relative decisions.

Final grades awarded to students at the conclusion of a course offering are ultimately determined by the Faculty Assessment Board following a peer-review process

(School Assessment Board) undertaken within the school in which the course resides.

For more information, refer to the Griffith University Assessment Policy:

<https://intranet.secure.griffith.edu.au/student/student-forms/student-policies>

In addition to the Griffith University Assessment Policy the School of Dentistry and Oral Health Assessment Policy specifies information which is specific to the School and additional to that presented in the Griffith University Assessment Policy. Refer to the School's Assessment Policy at <http://www.griffith.edu.au/health/school-dentistry-oral-health/resources/policies-forms>

4.3.3 Assessment submission

Written assessment (i.e. assignments) items must be submitted to one of the following:

- a. to Student Administration Centre for courses held at Parklands campus,
- b. to the Library, GH1 for courses held at the Centre for Medicine and Oral Health,
- c. or as advised by the Course Convenor – please check your module and/or course outlines for details.

An assessment item submitted after the due date, without an approved extension, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 10% of the maximum mark applicable for the assessment item, for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than five days after the due date are awarded zero marks.

4.3.4 Results

Students whose course falls outside the Griffith University standard academic calendar may not receive results until the extended semester period has been completed. Upon completion, students are advised to check the Griffith Portal for their results.

4.3.5 Special Consideration and Deferred Exams

Special consideration or deferred exams will normally only be granted for medical or other exceptional reasons.

All deferred exam applications should be accompanied with supporting documentation. Medical certificates should clearly detail the condition. It is preferred Griffith University medical certificates, found with the deferred exam application, be used. Medical certificates with a vague diagnosis may not gain approval. Where supporting evidence is not provided with an application the School has the right to refuse the application.

After the first deferred exam application made by a student, any further deferred exam applications may not be approved if the School believes justification for the deferred exam is inadequate. Students should be aware that a deferred exam is not an automatic right and clear, supporting evidence is required with all applications.

Special consideration forms should also be accompanied with supporting documentation. Where there is a lack of supporting documentation, lack of detail on medical certificates or where a student has abused the use of the special consideration form the School has the right to refuse the application.

Application forms may be found at:

<https://intranet.secure.griffith.edu.au/student/student-forms>

4.3.6 Academic Misconduct

The University's expectations of how students should conduct themselves in their academic studies and identification of conduct that is contrary to these standards, such as cheating and plagiarism, is detailed in the Policy on Academic Misconduct.

Search misconduct at:

<https://intranet.secure.griffith.edu.au/student/student-forms/student-policies>

5 STUDENT SUPPORT SERVICES

5.1 Online Essentials

Getting Online Essentials provides valuable advice and guidance to help you make the most of Griffith's online services. Find on the web at <http://www3.griffith.edu.au/02/ins-essentials/>

5.2 Library Services

Semester hours for the Library on the Parklands Campus are:

Monday to Thursday from 8am to 10pm.

Friday 8am to 6pm

Saturday 10am to 5pm.

(hours are subject to change)

Details of Gold Coast campus libraries can be accessed at:

<http://www.griffith.edu.au/library/campus-profiles/gold-coast-campus-libraries>

5.3 Learning Services

Learning Services (located in the Library) provide a range of courses available to all students to help develop computing skills, academic skills, and library research skills. As Griffith graduates are required to possess the generic skills of group work, teamwork, time management and critical analysis, these courses are designed with these outcomes in mind.

Further details can be obtained:

<http://www.griffith.edu.au/library/workshops-training>

You can also pick up a copy of the *Learning Services Guide* from the Library.

5.4 Student Services

Student Services at Griffith University exists to facilitate student access to and success at their academic studies. In addition, Student Services adds value to the experience of study at university, through attention to student personal growth and career development. The Griffith University web should always be your starting point for finding information. Go to <https://intranet.secure.griffith.edu.au/university-administration/student-services>

Student Services offer the following services:

- Welfare Office
- Counselling Service
- Careers and Employment Service
- Health Service
- Chaplaincy
- Student Equity Services (including Disabilities Service)
- Work Intergrated Learning

Student Services offers counselling, support, referral, information, training and consultancy services. In general it provides short-term support focused on assisting students to resolve issues, learning problems and solving strategies. Services are open to students from all campuses of the University. On some campuses, services operate on a part-time or scheduled basis and it may be necessary to seek a

particular service at a different campus, or through an arranged campus visit or after hours appointment.

Student Services:

<https://intranet.secure.griffith.edu.au/university-administration/student-services>

Student and Health Services (Gold Coast): 07 5552 8734

5.5 Student Guild

The Student Guild at Griffith's Gold Coast campus is responsible for providing quality non-academic services for students including accommodation assistance, clubs, emergency loans, insurance, free legal advice, scholarships, sporting/entertainment events and facilities, and discounts on a wide range of services. For more information contact the Gold Coast Student Guild: (07) 5552 8724 or go to <http://www.gugcstudentguild.com.au/>

5.6 The Griffith Portal

The **Griffith Portal** is the name of Griffith University's main on-line entry point for students to access a range of administrative services and electronic teaching and learning materials. These services are available 24 hours a day and may be accessed from home, work or on campus. Access the Portal through the Griffith Homepage <http://www.griffith.edu.au/>

The Griffith Portal offers access to information and on-line services including:

My Personal Details – check and update your personal details

Enrolment – enrol, change your enrolment and check your student status

Finances – view fee statements and pay accounts

Transcripts – view your transcript and credit

5.7 Learning@Griffith

It is recommended that students regularly view course-specific Noticeboard sites via their Learning@Griffith, as this is where course information will be placed. Access via the Griffith Homepage <http://www.griffith.edu.au/>

5.8 Parking and Transport

Parking – GH1

The Gold Coast City Council manages the Athol Patterson Carpark opposite GH1. Metered parking may be obtained around GH1 and the Hospital. Australia Fair has four hours free parking. Free parking in residential streets surrounding the Hospital and GH1 is minimal, with more and more residential parking becoming metered. Students are not permitted to leave class or exams at any time to replenish parking metres and are therefore strongly discouraged from parking within the two kilometer zone.

Please refer to the Gold Coast City website for information on restricted zones http://www.goldcoast.qld.gov.au/t_standard.aspx?PID=6305.

Parking – Parklands

There is parking at minimal cost surrounding the Parklands campus. In addition, students may wish to purchase a Griffith University parking permit to allow parking at various University car parks. Further details can be found at:

<http://www.griffith.edu.au/ofm/> - click parking.

Buses

Surfside Buslines operates two routes that travel between Griffith University, Gold Coast Campus (Parklands) and the Gold Coast Hospital: (please note route details may change)

- Route 738 departs from the bus stop on Parklands Dr and arrives at Southport (Nerang Rd approaching Moora St) approximately six minutes later.
- Route 3 departs from the bus stop on Parklands Dr and arrives at Southport (Nerang St approaching Little High St) approximately six minutes later.
- Fares can be found at: <http://www.surfside.com.au/>

5.9 Centrelink

Student Services at Griffith may be contacted (07 5552 8734) to discuss social security matters such as Austudy, Youth Allowance and Rent Assistance.

Students should be aware of how program progress affects Centrelink payments. Any student who is considered part-time by Centrelink (less than 30CP per semester) may not receive Centrelink payments. The School and University is unable to assist with Centrelink issues where:

- A student has less than 30CP in a semester(s) due to course failures / PCs (pass conceded)
- A student who, due to failures / PC, has undertaken course(s) in higher years with no pre-requisites and enrolls in less than 30CP when that higher year is reached;
- A student who has applied for and receives credit for a number of subjects, resulting in less than 30CP of core courses in a certain semester(s).

5.10 Disabilities Services

The Disabilities Service provides information and practical assistance to students with disabilities across all Griffith campuses. The University recognises the definition of disability that forms the basis of the Disability Discrimination Act (DDA), specifically:

- a medical condition (eg. epilepsy, asthma)
- a psychiatric condition
- a sensory, physical, neurological or learning impairment (eg. dyslexia)
- a combination of such impairments that results in a reduced ability to access educational services provided by the University; and
- a requirement for support services to overcome these barriers.

For more info contact the Disabilities Service Officer on your campus:

Gold Coast – (07) 5552 8734

Deaf and Hearing Impaired Students – (07) 3875 5049

<https://intranet.secure.griffith.edu.au/university-administration/student-services>

5.11 Sexual Harassment

The University is committed to a policy of equal opportunity in employment and education, and recognises the right of all students and staff to study and work in an environment free from sexual and other harassment. Other harassment may be based on gender, race, disability, sexual preference or a range of other factors. Sexual harassment can take various forms such as comments or insinuations about someone's private life, sexual jokes, offensive telephone calls or messages, displays of offensive materials, obscene gestures, unnecessary familiarity, persistent unwelcome invitations or even assault. If you believe you have been subject to sexual

or other harassment you can contact one of the following for initial information and referral:

- Equal Employment Opportunity Co-ordinator, Ext 07 373 56404
- Student Services (Gold Coast) 07 5552 8734

Alternatively you can talk to the Human Rights and Equal Opportunity Commission (HREOC) at South Brisbane on 1300 656 419.

Incidents involving serious harassment or assault should be reported immediately to the Police on the Emergency number 000 and Security on Ext 7777.

5.12 Security

24-hour security is provided on the Nathan, Mt Gravatt, Logan and Gold Coast campuses. Officer's patrol around the clock to deal with enquiries and provide assistance and support.

At the Centre for Medicine and Oral Health security is provided from 6am to 11pm Monday to Friday and on Saturdays from 8am to 4pm. (Hours subject to change). An internal telephone is located outside the Security Office on each campus, from which you can dial security extension 7777 if the Office is unattended.