



**MONASH** University  
Medicine, Nursing and Health Sciences

# **BACHELOR OF NUTRITION AND DIETETICS**

**THIRD YEAR  
ORIENTATION MANUAL**

**2009**

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# **1 INTRODUCTION**

## **1.1 WELCOME**

Congratulations on entering your third year of Nutrition and Dietetics at Monash University. These notes are intended to provide information to inform you about the Nutrition and Dietetics Unit, staff and course and to assist you in achieving your best possible performance over the next year.

The major role of the Nutrition and Dietetics Unit is to assist you to obtain an excellent education so that you may graduate as a well qualified and competent practitioner. It is important to note that while the course provides the teaching support and necessary framework for your studies, success can be achieved only through your personal commitment and dedication to hard work throughout all the years of the course.

## **1.2 FACULTY OF MEDICINE, NURSING AND HEALTH SCIENCES**

The Bachelor of Nutrition and Dietetics is managed by the Faculty of Medicine, Nursing and Health Sciences. This Faculty provides academic programs in many of the health sciences - medicine, nursing, public health, health services management, radiography and medical imaging, ambulance and paramedical studies and nutrition and dietetics.

## **1.3 NUTRITION AND DIETETICS UNIT**

The Monash University Nutrition and Dietetic Unit is committed to enhancing its standing as a national and international leader in education, research and service in relation to human nutrition and dietetics.

In our undergraduate program in Nutrition and Dietetics, we strive to graduate people who:

- Are knowledgeable, skilled, reflective and compassionate;
- Are excellent communicators;
- Are innovative in their approach to, and solution of problems;
- Are skilled at accessing, appraising and applying the best available evidence to their everyday practice;
- Meet and surpass the basic professional competencies identified by the Dietitians Association of Australia (DAA) (National Competency Standards for Entry-level Dietitians (1993))
- Demonstrate awareness of the social, ethical, economic and environmental context of food, nutrition, health and illness and psychological wellbeing, and delivery of care;
- Are committed to the health of populations as well as individuals;
- Are concerned with issues of equity, quality and humanity in health care and who advocate for the disadvantaged and dispossessed;
- Maintain high standards throughout their professional life by a commitment to life-long learning.

We integrate academic teaching and learning with clinical, population health and management experience, and work in partnership with dietitians in professional practice. We build a strong scientific and clinical foundation for all dietitians while acknowledging and respecting the many different areas of practice for dietitians. We recognise that the multi-disciplinary nature of work in human nutrition requires generalist skills in many different disciplines. Our course has a particular focus on the importance of working as part of a team; a particular commitment to rural and remote

Australia in the education and training of its dietitians, and a commitment to the training of dietitians within our region.

We are committed to excellence in clinical and public health service delivery, and this informs our education and research programs. We demand the highest ethical standards and quality in all our activities.

The development of the Bachelor of Nutrition and Dietetics (BND) has taken into consideration the DAA Policy on Education for Dietitians, the DAA national competency standards for entry-level dietitians, the relevant policies of Monash University Faculty of Medicine, Nursing and Health Sciences, and the needs of the communities served by Monash University.

The Nutrition and Dietetics Unit is part of the Department of Medicine in the Southern Clinical School, based at Monash Medical Centre (MMC).

The teaching responsibilities of the staff relate mainly to the Bachelor of Nutrition and Dietetics although there is input into other courses such as the MBBS (medicine) and postgraduate medical nutrition.

Staff of the Unit also supervise post graduate students, conduct a range of research projects and consultancies, are involved in a number of government and non government organisation activities and work in a range of clinical settings.

### Year 3 and 4 Teaching Staff

<b>YEAR 3</b>				
<b>Unit Code</b>	<b>Unit Title</b>	<b>Convenor</b>	<b>Telephone</b>	<b>Email</b>
BND3011	Food science and skills	Dr Susannah King	9594 4472	susannah.king@med.monash.edu.au
BND3021	Nutrition assessment skills	Ms Ibolya Nyulasi	9076 3063	lbolya.nyulasi@med.monash.edu.au
BND3031	Health education and promotion	Ms Claire Palermo	9594 5652	claire.palermo@med.monash.edu.au
BND3041	Nutrition across the lifespan	Ms Judy Tweedie	9594 4187	judy.tweedie@southernhealth.org.au
BND3052	Clinical dietetics I	Ms Ibolya Nyulasi	9076 3063	lbolya.nyulasi@med.monash.edu.au
		A/Prof Boyd Strauss	9594 4190	boyd.strauss@med.monash.edu.au
		Ms Evelyn Volders	9345 5663	evelyn.volders@rch.org.au
BND3082	Public health education	Ms Claire Palermo	9594 5652	claire.palermo@med.monash.edu.au
<b>YEAR 4</b>				
<b>Unit Code</b>	<b>Unit Title</b>	<b>Convenor</b>	<b>Telephone</b>	<b>Email</b>
BND4011	Clinical dietetics II	Ms Ibolya Nyulasi	9076 3063	lbolya.nyulasi@med.monash.edu.au
BND4021	Food service management	Ms Kay Gibbons	9345 5636	kay.gibbons@rch.org.au
BND4032	Clinical dietetics III	Ms Ibolya Nyulasi	9076 3063	lbolya.nyulasi@med.monash.edu.au
BND4042	Program planning	Ms Claire Palermo	9594 5652	claire.palermo@med.monash.edu.au
<b>Year 3 Coordinator</b>				
Ms Judy Tweedie			9594 4187	judy.tweedie@southernhealth.org.au
<b>Year 4 Coordinator</b>				
Ms Ibolya Nyulasi			9076 3063	lbolya.nyulasi@med.monash.edu.au
<b>Course Administrator</b>				
Carlena Carter			9594 5510	carlena.carter@med.monash.edu.au

## 1.4 COURSE STRUCTURE

The Bachelor of Nutrition and Dietetics is a four year undergraduate degree. It is a prescribed course and is usually taken full time. In the first two years, which are mainly university campus based, students undertake four units per semester. The final two years are a combination of academic units as well as clinical, community, and food service practical placements. The following table indicates the units studied over the four years.

Year	Semester One	Semester Two
1st	BMS1011 Biomedical Chemistry BMS1021 Cells, Tissues & Organisms BME1130 Human Being in Health & Illness BND1010 Introduction to Human Nutrition	BMS1042 Biomedical Sciences & Society BND1032 Social Nutrition BMS1062 Molecular Biology BND1022 Food Chemistry
2nd	BND2011 Nutritional Physiology BND2021 Nutritional Biochemistry BND2031 Health Psychology for Dietitians BMS2011 Structure of the Human Body	BND2042 Nutrition & Immunology BND2052 Applied Food Science BND2062 Microbiology of Food BND2072 Introduction to Health Care Systems
3rd	BND3011 Food Science & Skills BND3021 Nutrition Assessment Skills BND3031 Health Education & Promotion BND3041 Nutrition across the Lifespan	BND3052 Clinical Dietetics I BND3082 Public Health Nutrition
4th	BND4011 Clinical Dietetics II BND4021 Food Service Management	BND4032 Clinical Dietetics III BND4042 Program Planning

## 1.5 ADDITIONAL IMPORTANT INFORMATION

The BND course follows the university semester 1 structure for third year. Semester 2 does not follow the university structure for examination times. Examinations will be held internally in October prior to the rural placements. Students should ensure that they attend university from the start to the finish of each semester. This includes availability to attend until the end of the specified examination period for each semester. It is not acceptable to extend holiday periods or work commitments into semester time. In the fourth year, the holiday break between Semester 1 and Semester 2 is largely taken up by compulsory course requirements. **Students should not schedule holidays during this period.**

Please note that in semester 2 of third year, you are required to attend Victoria University in Footscray as part of BND 3011 Food science and Skills.

From semester 2 in third year, a significant proportion of your contact time will be off campus at clinical placements and for lectures.

It is important that you consider travel arrangements to these sites.

You are entitled to the use of all Off Campus student facilities at The Alfred and Monash Medical Centre.

## 1.6 PROFESSIONAL PRACTICE PLACEMENTS

During the course of the final two years you will be required to undertake a number of professional practice placements where you will have the opportunity to put into practice the theoretical knowledge that you have been developing. This is an especially important part of your training to become a practising dietitian. Your professional practice will be supervised by experienced practitioners, but you are expected to demonstrate increasing independence and initiative as you progress through the course.

These placements will be conducted in a variety of settings that include:

- Metropolitan Hospitals
- Aged Care Facilities
- Community Health/Care Centres
- Food Service Providers
- Rural Health Care Organisations
- Public Health Organisations

These placements in year 3 and year 4 of the course are an important and compulsory component of the course. Students are expected to attend for the full working day (9am-5pm, Mon-Thurs/Fri) during these placements.

**You must arrange your outside commitments to ensure that they do not conflict with your placement. University commitments must take first priority.**

For the majority of the time, your placements will take place in metropolitan Melbourne.

There is a rural practice placement in the final two weeks of semester 2 in third year. For the rural placement, students will be required to travel to a rural town within Victoria to undertake supervised practice with a rural dietetic practitioner. All accommodation arrangements and program activities are organised by Andrea Bryce, the rural practice convenor. Students need to be prepared to stay in the rural environment at least on a Monday to Friday basis and are encouraged to spend the weekends there also to maximise their learning experience.

### 1.6.1 Travel Arrangements

A significant proportion of your time from third year onwards will be spent on placements in hospitals and community organisations in both metropolitan and rural settings. It is highly recommended that you consider your transport options prior to the commencement of your placements. Whilst public transport is generally adequate in metropolitan areas this is rarely the case in rural areas and in some community settings. On rural and program planning placements you will be required to travel by car to attend some of the activities allocated for you. A pair of students will not be allocated together unless at least one person has a **current drivers licence** and is prepared to drive either their own car on placement or one allocated to them by the placement organisation.

## 1.7 LIFE AT MONASH

Students are encouraged to make full use of the facilities and opportunities that Monash University has to offer – including social and sporting activities. Further information is available from the following sources:

The *Undergraduate Handbook – 2009* contains information regarding the degree requirements, course structure and units offered. This is available on-line at <http://www.monash.edu.au/pubs/handbooks/undergrad/>.

The *Student Information Index – 2009* is an online index that will link students directly by topic to key information provided on Monash websites by faculties and central administration. It provides information about various aspects of university life, including principal dates, student support services, student unions and associations and students' rights and responsibilities. This index can be accessed at <http://www.monash.edu.au/pubs>

Off Campus Directory: Monash University Off Campus Liaison. This guide provides information on the student facilities available at the Monash University Teaching Hospitals. More information on the OCL service can be found at <http://www.monash.edu/offcampusliaison>

## 2. ROLES OF STAFF

The teaching staffs are facilitators of your learning. They are not necessarily the fonts of all wisdom or knowledge but they are there to assist and guide you. They are generally highly experienced and successful professionals. Their role is not to simply pass judgement on your academic performance - they have a genuine interest in assisting with your learning and your development as an individual.

### 2.1 Responsibilities of staff

- to ensure the publication and distribution to students of clear, accurate and timely information concerning relevant regulations, policies, procedures and expectations, and on other matters affecting their studies
- to develop students' knowledge, understandings, skills and attitudes by providing them with teaching programs, course materials, activities and tasks appropriate to the development of these attributes
- to provide students with opportunities to be involved in the structuring of their own learning experiences and encourage them to take joint responsibility for their learning
- to take into account the prior knowledge, abilities and backgrounds of students in planning teaching activities
- to assist students to learn from assessment tasks by providing them with timely and constructive feedback
- to be available to discuss assessment results with students or to arrange for a fully briefed delegate to be available for that purpose
- to encourage and enable students to evaluate their own and each other's work critically
- to make time available for giving advice to and for supervising individual students
- to strive for excellence in their teaching, and to seek and pay attention to feedback from students about the effectiveness and appropriateness of teaching programs
- to implement university policy on equal opportunity to ensure that all students, regardless of their background or characteristics, have an equal opportunity to learn and to demonstrate that learning

- to respect students' right to express views and opinions
- to demonstrate concern for the welfare and progress of individual students
- to ensure that they are not engaged in assessing or supervising the research of students with whom they have a relationship.

## **2.2 Role of year 3 and year 4 coordinators**

Judy Tweedie is the Year 3 Convenor and Ibolya Nyulasi is the Year 4 Convenor. Part of their role is to support and guide you over the last 2 years of study for the Bachelor of Nutrition and Dietetics. They provide the main link between you and the Nutrition and Dietetics Unit. If any problems arise with any of your units you should first contact the unit convenor to discuss. Judy can be contacted on 9594-4187 or e-mail [judith.tweedie@med.monash.edu.au](mailto:judith.tweedie@med.monash.edu.au) and Ibolya can be contacted on 9076-3063 or e-mail [ibolya.nyulasi@med.monash.edu.au](mailto:ibolya.nyulasi@med.monash.edu.au). Please contact them if you need to discuss any issue.

## **3. THINGS TO REMEMBER ABOUT BEING A STUDENT**

### **3.1 EXPECTATIONS OF STUDENT PERFORMANCE**

The BND groups are relatively small, and you will quickly get to know your class cohort. Similarly, your teaching staff will quickly get to know all of you. Your manner of behaviour during University matters – dietetics is a small profession - and the relationships that you develop now will be useful for you for a long time.

During these last two years of the BND, students will undertake a number of different units. You will find that all these units have an integrated structure. It is important at this stage to be able to draw upon all the knowledge you have obtained in the course to that point. Don't learn for a specific test and then forget it.

Each unit convenor will provide unit specific information at the commencement of study. Each will have different approaches to teaching and assessment, however, the Nutrition and Dietetics Unit has the following general expectations of performance.

#### **3.1.1 Code of practice for students**

Responsibilities of students (Extract from the Education Policy (1994))

- to apply themselves to their studies to the best of their abilities
- to become familiar with the rules and regulations governing the degree in which they are enrolled, and to ensure that the units selected meet the degree requirements
- to be aware of the policies and practices of the university and of any faculty and department in which they are enrolled and which are contained in the materials and information made available to them
- to be aware of the rules and regulations concerning the use of university computing, library and other facilities, as set out in published material
- to meet deadlines for work to be submitted
- to take the initiative and consult appropriately when problems arise
- to submit original work for assessment without plagiarising or cheating
- to attend lectures, tutorials and seminars for each unit in which they are enrolled
- to accept joint responsibility for their own learning
- to contribute to the development of university programs and policies by participating in consultative and deliberative processes in a responsible and ethical manner
- to be aware of the university's commitment to equal opportunity and to demonstrate tolerance and respect for all members of the university community

- to respect the right of staff members to express views and opinions
- to respect the working environment of others in all areas of the university.

### **3.1.2 Attendance and participation at lectures, tutorials and practical classes**

Lectures, tutorials and practical classes are a fundamental part of university learning. Lectures provide the direction and foundation material for the unit, with lecturers highlighting and discussing relevant theory and issues. The lectures do not necessarily cover all of the content that you are expected to learn. They are given by experienced staff and are important, concentrated learning opportunities.

Tutorials reinforce the lecture material and provide you with a forum for participating, challenging and questioning. Practical classes provide an opportunity to put the theory into practice within a controlled laboratory or other environment. You are expected to attend all lectures, tutorials, and practicals. You should take advantage of the excellent teaching staff. Some units will vary with regards to their attendance policy so check in the unit guide for each unit. If you are unable to attend a session, you should notify the unit convenor.

A student who fails to meet an attendance requirement for a unit may be deemed ineligible to sit a final examination, or to submit further items of assessment in that unit, and as a result shall be awarded a Fail result. The student shall be given written notification to that effect by the course co-ordinator as soon as it is apparent to the unit convenor that the attendance requirement cannot be met.

### **3.1.3 Classroom Etiquette**

To ensure that all students are able to participate and learn effectively in class students should:

- Turn mobile phones OFF before entering the classroom (if you haven't turned it off and it rings in class then turn the phone off immediately – do NOT answer a call in a class or attempt to make your way to the door while taking the call).
- Refrain from talking while the lecturer/tutor is talking (this is especially important when guest speakers are addressing the class – they are often giving specialist lectures as a favour to the Nutrition and Dietetics Unit).
- Refrain from talking while other students are giving oral presentations or asking questions.
- Refrain from eating or drinking in the class (most lecture theatres prohibit eating and drinking). There is sufficient opportunity to eat and drink outside class time.
- Be on time and avoid entering or leaving the class once the session has begun.

### **3.1.4 Attendance while on Clinical, Community or Food Service Placement**

It is recognised that, from time to time, students may be ill or unable to attend their placements for other reasons. The following policy applies:

- Student supervisors must be made aware of your absence from any placement as soon as is practical. Prior permission should be sought from the supervisor if possible.
- If you are away from practical placement for more than one half day, you must provide your supervisor with the reason for your absence in writing.
- If, for any reason, you miss a substantial part of your practical placement you will be required to undertake extra placement at a time of mutual convenience for you and the supervising organisation. The extra placement must be completed satisfactorily before you are allowed to progress to the next semester.

- The need for extra practical placement will be invoked under the following circumstances:
  - missing any practical placement which is deemed essential by the course convenor after consultation with the supervisor;
  - missing 3 days or more of a placement scheduled for 2 calendar weeks or less; or
  - missing 15% to a maximum of 25% of the total days stipulated for longer practical placements (i.e. more than 1.5 days for every 10 days where attendance is required).
- Students will be informed of the necessity to undertake extra practical placement as early as practical. The course convenor will also be informed of the need for extra practical placement. The amount of extra practical placement required is determined by the supervisor, but will not be less than 50% of the days missed.
- Students may appeal to the course convenor on matters relating to the application of this policy

**NB: Missing greater than 25% of the total placement days means students cannot be graded for clinical competence**

### **3.1.5 Professional behaviour and dress on hospital and community placements**

As a dietetic student entering third year, you must become familiar with the general tenets of professionalism and pay attention to the unique concerns related to nutrition counselling and dietetic practice. All relationships need to be handled in an ethical way so as to promote and protect clients' welfare and to ensure appropriate relationships with other staff.

To aid the manifestation of the best ethical behaviour, the Dietitians' Association of Australia (DAA) has developed a code of ethics which you can find at their website: [www.daa.asn.au](http://www.daa.asn.au) . When you are at a practice placement you have a particular duty to protect confidential information. You must not take any material out of the workplace that contains any information that may identify a patient. You must never speak about patients in an identifiable way outside your practice.

Students attending all placements must dress in a way that is neat and professional. The choices should be appropriate to the type of placement and should adhere to the safety policies and regulation of the placement site. For community and rural placements and especially when visiting remote communities, you should check with the supervising dietitian for the dress requirements.

### **3.1.6 BND Policy: "Conditions preventing students from continuing placement experience". Passed by the Faculty Undergraduate Committee (2008)**

The course convenor may wish to withdraw a student from a placement in the event of unprofessional behaviour. Unprofessional behaviour includes misconduct, unethical or unsafe behaviour, or any breach of patient confidentiality. Unprofessional behaviour in this context includes but is not limited to, the following student behaviour:

- 1. Failure to act in accordance with the Dietitians Association of Australia Code of Professional Conduct and Code of Ethics such as:**
  - a. Failure to respect the unique needs and values of individual patients and clients
  - b. Failure to respect the confidentiality of the patient, their carers and relatives
  - c. Failure to act with integrity, respect, honesty, and courtesy with clients/patients/carers/relatives, other professionals within the placement organization, and supervising Dietitians

2. Failure to arrive punctually at the commencement of each placement day;
3. Failure to undertake the number of hours specified in by the Unit Guide without approval;
4. Failure to notify the placement supervisor and unit convenor of any absence;
5. Failure to act within authority or abide by the policies of the health care agency
6. Failure to abide by policies outlining the “dress code” of the health care agency
7. Performing Dietetic tasks without supervision permission or failing to seek supervision when current level of expertise clearly requires supervision;
8. Undertaking procedures and tasks for which they have not been trained or directed to undertake.

### **Implementation of policy**

1. Students will receive a copy of this policy prior to commencement of the first clinical placement. Students will be reminded of their obligations under this policy in the Unit Guides for each unit associated with a placement.
2. Notice of alleged unsatisfactory behaviour of a student on placement made to the Department must be conveyed to the Unit Convenor for investigation
3. The member of staff to whom the notice of alleged unsatisfactory behaviour is addressed will acknowledge receipt of the notice and assure the sender that the matter will be investigated
4. The unit convenor shall interview the student and alert him/her to the receipt of notice of alleged unsatisfactory behaviour. The unit convenor will take notes at the time of interview and forward minutes of the interview, together with details of the notice of alleged unsatisfactory behaviour, to the student.
5. If necessary the Unit Convenor will seek further information from the source of the notice of alleged unsatisfactory behaviour.
6. The unit convenor will take the following action:
  - a. Allow the student to continue with clinical placement; or
  - b. Allow the student to continue with clinical placement unit with conditions; or
  - c. Withdraw the student from clinical placement. (This action may indicate that the unsatisfactory behaviour is of such an extreme nature as to justify immediate failure of the unit)
7. If the Unit convenor decides to withdraw the student from clinical placement, advice must be sought from the Course Convenor
8. The student must be advised by the Unit convenor of the action to be taken in relation to the alleged incident and be provided with a copy of this advice.

9. Students may seek advice about these matters from the student counsellor, academic staff and/or the student union.

### **3.1.7 Identification badge**

Students **MUST** wear their Monash student identification card at all times while on placement. If you do not do this, the clinical centre may not permit you to be on the site.

Some clinical placements require you to obtain a separate identification badge and you will be advised of this at the commencement of your placement.

### **3.1.8 Workload**

You are expected to undertake private study and read beyond the material covered in classes. You will also be required to complete a number of assignments and projects and submit these on their due dates. All your units of study require a 12 hour commitment per week, ie a total of 48 hours per week.

### **3.1.9 Self management and motivation**

One of the most challenging aspects of university study is the issue of time management and self motivation. This may be the first time you are totally responsible for your own learning and academic progress. Your success at university is in your own hands. It can take a little while to adjust to this, so it is important that you keep up with your workload and seek help as soon as you come across any problems. You need to develop organisational, time management and critical thinking skills. You have to think for yourself and be responsible for yourself.

### **3.1.10 Taking the initiative**

You should ask for help and advice when difficulties arise and not wait to be approached regarding your progress or problems. The University offers a range of support services for students and you are encouraged to seek them out if necessary. The range of support services can be accessed via the University Homepage.

## 4 LEARNING SKILLS

There are a number of resources available to assist you with developing and/or enhancing your study, research, writing and presentation skills. The Monash University Library provides services and resources to Monash students studying in Australia who want to improve their academic learning skills, including the quality of their academic English and approaches to study. Assistance is offered in such areas as oral communication and presentation, reading, study and exam preparation, effective listening and note-taking in lectures and seminars, analysis, problem-solving and critical thinking, and academic essay, report and thesis writing.

Drop-in sessions, classes and workshops are scheduled throughout the semester. You can come to a library drop-in session for a brief 10 to 15 minute consultation with a learning skills adviser about your assignment or academic skills. A longer appointment may be scheduled for a later date if deemed necessary by the learning skills adviser.

Tomas Zahora is the Faculty appointed Learning Skills Adviser for Nutrition and Dietetics Students. Tomas can be contacted by phone on 9905 2189. You are encouraged to utilise the services offered and take the initiative in seeking support.

Visit <http://www.lib.monash.edu.au/learning-skills>

### 4.1 Support for Students from Non-English Speaking Backgrounds (NESB)

The Faculty has specifically appointed support people for International students and other NESB students. John Hamilton is the Student Academic Support Unit (SASU) contact for Nutrition and Dietetic Students. John can be contacted by phone on 9905 4026 or by email on [john.hamilton@med.monash.edu.au](mailto:john.hamilton@med.monash.edu.au)

The Faculty has a policy of allowing special exam conditions for NESB students who are experiencing English language difficulties. Essentially this allows additional time for exams and access to an English language dictionary during exams. Information about the conditions and the procedures for applying can be found at: <http://www.med.monash.edu.au/policies/docs/nesh-policy.pdf>. To be eligible, students must have met with John Hamilton by week 7 and have evidence of the steps they are taking to improve their English.

Details of SASU workshops are posted on BLACKBOARD, and are also emailed to all students who have provided SASU their email address. Students who are from an English speaking background may also wish to participate in activities through SASU – either for their own benefit or to assist NESB students in the BND course. If this is the case, you should talk to your year convenor.

### 4.2 Students with disabilities

Students with disabilities should contact the Disability Liaison Office:

- Website: <http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html>;
- Telephone: +61 3 9905 5704;
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.

## 5 PLAGIARISM, CHEATING AND COLLUSION

**Plagiarism** – means to take and use another person’s ideas and/or manner of expressing them and to pass them off as your own by failing to give appropriate acknowledgement.

**Cheating** – means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.

**Collusion** – is the presentation of work which is the result in whole or in part of unauthorised collaboration with another person or persons.

University statements on plagiarism, cheating and collusion are contained in the University Discipline Statute 4.1:

<http://www.monash.edu.au/pubs/calendar/statutes/statutes04.html#Heading102> ,

The University’s Plagiarism Policy is located at: <http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>; and

The University’s Plagiarism Procedures are located at: <http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>

The Faculty’s Plagiarism Policy is located at:

<http://www.med.monash.edu.au/current/plagiarism.html>

The University is actively committed to preventing plagiarism, cheating and collusion for the protection of the university’s reputation and standards for current and future students. Severe penalties may be imposed on students who engage in, or who support other students engaged in, activities which seek to undermine the integrity of the unit assessment process.

If the failure to acknowledge the ideas of others was not intentional, the matter will be reported to the Chief Examiner and academic penalties applied. Intentional plagiarism is regarded as cheating and is therefore a serious offence and will be dealt with under the University’s Discipline Statute 4.1. If cheating is found to have occurred, one of the following penalties will be imposed; a reprimand, disallowance of the work, failure of the unit, suspension, or exclusion from the University.

The University will consider that plagiarism has occurred in any of the following circumstances:

- when phrases and passages are used verbatim without quotation marks and without a reference to the author.
- when an author’s work is paraphrased and presented without a reference.
- when other students’ work is copied or partly copied.
- when items for assessment are written in conjunction with other students (without explicit direction by the relevant staff member).
- when a piece of work has already been submitted or assessed.
- Other people’s designs, codes or images are presented as the student’s own work.
- Laboratory results of someone else are used without appropriate attribution.
- Lecture notes are reproduced without due acknowledgement.

### 5.1 Plagiarism register

The university maintains a simple and confidential register to record warnings to students about unintentional and intentional plagiarism. The register is accessible to staff nominated by the Deans and the Deputy Vice-Chancellor (Education) and, where requested, students concerned

have access to their own details in the register. The register will include a record of a student's involvement in alleged plagiarism, whether any formal action was taken or penalties applied, and if penalties were applied, the nature of those penalties. Academic staff will have access to this information when considering any subsequent allegations of plagiarism.

For further information please refer to the University's Plagiarism Procedures: <http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>

## 5.2 Non-discriminatory language

The Monash Policy on Global Equal Opportunity at <http://www.adm.monash.edu.au/sss/equity-diversity/equal-opportunity/policies/globaleopol.html>, dot point 6, covers non-discriminatory language:

The University is committed to the use of non-discriminatory language in all forms of communication. Discriminatory language is that which refers in abusive terms to gender, race, age, sexual orientation, citizenship or nationality, ethnic or language background, physical or mental ability, or political or religious views, or which stereotypes groups in an adverse manner. This is not meant to preclude or inhibit legitimate academic debate on any issue; however, the language used in such debate should be non-discriminatory and sensitive to these matters. It is important to avoid the use of discriminatory language in your written work. The most common form of discriminatory language in academic work tends to be in the area of gender inclusiveness. You are, therefore, requested to check your work for this and to ensure it is non-discriminatory in all respects.

## 6 SUBMITTING ASSIGNMENTS

You will need to submit assignments and other assessments either in hardcopy (paper-based) to the unit convenor or via electronic submission via the MUSO (Blackboard) assignment submission facility. This will be set out for you either in the unit guide or on Blackboard which is accessible via your my.Monash portal (<https://my.monash.edu.au/>).

**All assignments MUST be submitted by 5pm on the due date** with a signed coversheet (refer below). Any assignment that is received after this time, unless an extension has been applied for and granted (an assignment extension form <http://www.med.monash.edu.au/current/student-forms.html> must be submitted to the unit convenor by the due date with supporting documentation, if required) will incur late penalties (refer to the Undergraduate Submission of Assignments Policy at <http://www.med.monash.edu.au/policies/ug-assignment-submission-policy.html>).

***Students: You must keep a copy of your assignment in electronic format. We suggest you keep a print out also.***

All assignments will need to be submitted with a bar coded coversheet. The coversheet is accessible via the Monash portal page located at <http://my.monash.edu.au> under the heading "Learning and teaching tools." **The student declaration on the coversheet must be signed.**

Assignments submitted without a coversheet cannot be accepted until a coversheet is provided. Assignments without a coversheet will not be marked or returned. The date of submission will be recorded as the date on which the coversheet was provided, and any penalties for late work will apply accordingly.

## Electronic assignment submissions

1. If Electronic Submission is required use the Blackboard (MUSO) assignment submit tool. Do not submit files attached to email. Log into blackboard (MUSO) at <http://my.monash.edu.au> and select BND 3041. Select the assignment organizer page and select the assignment you wish to submit. Submit assignment by attaching your file and then selecting the submit button.
2. Unless you have made prior arrangements with your lecturer, only the following file formats will be accepted: .doc, .rtf, .txt, .pdf, .html
3. It is essential you adhere to the following format for the naming of the file you wish to submit:
  - a) It MUST contain your Authcate name.
  - b) There must be NO SPACES in the filename.
4. You will receive a confirmation message within Blackboard (MUSO) once you have successfully submitted your assignment within the electronic drop box.
5. Comments and grading of your assessment will be communicated to you either by blackboard (MUSO) – “my grades” section, email, or post.

Instructions for submitting an assignment electronically using Blackboard (MUSO) are found at <http://www.monash.edu.au/muso/support/students/assignment.html>.

If you are late in applying for an extension or you don't have a good reason, you should still submit the work, but 10% of the total marks available for that assessment component will usually be deducted for each day late.

## 7 POLICY ON ASSESSMENT

Assessment for the unit as a whole is in accordance with the provisions of the:

- University's Assessment of Coursework Policy, located at: <http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-of-coursework-policy.html>;
- University's Assessment of Coursework Procedures, located at: <http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-of-coursework-procedures.html> ; and

## 8 PRESENTATION AND REFERENCING

In this unit, you will need to seek and access information from a range of sources, including the scientific, medical and nutritional literature; general literature; government and public institutional resources and lay/general public information, including commercial product information. This is likely to include information available on the Internet. As with any information search it is important to evaluate the quality and reliability of information before deciding whether to use it; particularly with Internet sources. Useful resources for searching for, evaluating and referencing information for your assignments and other learning tasks include the library's tutorials:

<http://www.lib.monash.edu.au/vl/howind.htm>

AND

<http://www.lib.monash.edu.au/vl/skillind.htm>

The source of all information used in your assignments should be cited (referenced). You should use the **Vancouver referencing style** for all written assignments. The Vancouver style uses endnotes. Using this system, references are numbered in the order in which they are cited in the text.

For information on when and how to cite information in this style, see the virtual librarian tutorial “How to acknowledge what you’ve read” at: <http://www.lib.monash.edu.au/tutorials/citing/>

To avoid plagiarism it is important to cite all sources of information. This includes whether you directly quote an author e.g.

“Phytosterols reduce cholesterol absorption by acting in the intestine and are not themselves absorbed in an appreciable amount” (1)

or whether you paraphrase i.e.: take the author’s ideas and just put them into your own words e.g.:

Phytosterols are not very well absorbed but they are able to act in the intestine to reduce absorption of cholesterol (1)

It is NOT acceptable to directly quote an author word for word if you do not use quotation marks and just cite the reference e.g.:

Phytosterols reduce cholesterol absorption by acting in the intestine and are not themselves absorbed in an appreciable amount (1)

## 9 EXAMINATIONS

Most of the units offered through the BND have final examinations as a component of the assessment. Information about exams can be obtained from the Examinations Branch webpage on <http://www.monash.edu.au/exams/>. You will be able to access your examination timetable via your my.Monash portal (<https://my.monash.edu.au/logout/>) about two weeks prior to the start of the examinations. An email will be sent to your Monash student email account advising you that the examination timetable is now available for you to view.

You will often find **past examination papers** for 1<sup>st</sup> and 2<sup>nd</sup> year units available online in the library but they are less commonly available as you progress into the 3<sup>rd</sup> and 4<sup>th</sup> years of the course.

### 9.1 Special consideration (extension or deferred examination)

The University has:

- Special Consideration Policy, located at: <http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html>
- Special Consideration Procedures: <http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-procedures.html>

Deferred tests and examinations may be granted in cases of extenuating personal circumstances such as serious personal illness or bereavement. For details, refer to <http://www.monash.edu.au/exams/special-consideration.html>

A student whose performance in an in-semester work is being or has been affected by illness or other serious cause should lodge an Assignment Extension Form – Undergraduate

(<http://www.med.monash.edu.au/current/student-forms.html>). If the impact of the illness or other serious cause is on the end of semester examination, an Application for Special Consideration (<http://www.med.monash.edu.au/current/student-forms.html>) may be submitted with supporting documentation. If approved, the only outcome can be a deferred examination (usually held in August for semester one units and January of the following year for semester two units). **A mark adjustment shall not be made under any circumstances.**

An application for special consideration must be accompanied by appropriate documentation and evidence from a qualified practitioner. Special consideration should be applied for as soon as the particular circumstances arise. In particular, special consideration is usually applied for prior to exams, but if necessary can be applied for no later than 2 days following an exam.

Note that special consideration may not be granted. If you think that special consideration should apply to you, you should preferably submit an application prior to the exam.

## 9.2 Supplementary Examinations

Supplementary examinations will be offered to students in the BND under the following circumstances:

- when the student has achieved an overall score of 45-49% for the end of semester mark for a given unit;
- when the student has 'fail' marks in no more than two units for a given semester;

The supplementary examinations/assessment must be approved by Board of Examiners and unless otherwise notified supplementary examinations will be scheduled for the official supplementary examinations period. This will be August for semester one units and January of the following year for semester two units.

## 9.3 Marks and Grades

Results of the final assessment of a student's academic performance in a unit will be expressed as follows:

Grade		Percentage Mark
HD	High Distinction	80-100%
D	Distinction	70-79%
C	Credit	60-69%
P	Pass	50-59%
N	Fail	< 50%

More information is available at <http://www.adm.monash.edu.au/service-centre/key-to-results.html>

## 10 PROGRESSION THROUGH THE COURSE

Students who fail any specific unit on more than one occasion or fail more than 50% of their enrolment over two semesters will be subject to Unsatisfactory Academic Progress. This means that you will be contacted by the Faculty and may be required to write to the Academic Progress Committee or present yourself to the Committee in order to set out your case as to why you should be permitted to continue in the course. There are serious outcomes from this process so

that if you are having any difficulties throughout the semester, it is important that you contact the Year Coordinator or one of the Unit Convenors to discuss your issues.

There are support services available at the Health, Wellbeing and Development (<http://www.adm.monash.edu.au/community-services/>) that may assist you in dealing with any issues that are impacting on your studies.

Students cannot progress to Year 4 until the completion of all requirements of Year 3.

### 10.1 Intermission from the course

As a third year student you need to be aware that you **CANNOT** take intermission during the final two years.

If do have extenuating circumstances that prevent you from continuing with your course, you should discuss this with the Year Coordinator or Course Convenor.

If you are approved for an intermission due to these circumstances, you will need to complete and submit to the Nutrition and Dietetics office an intermission application form that is available at <http://www.med.monash.edu.au/current/student-forms.html>.

## 11 INFORMATION TECHNOLOGY

While enrolled as a Monash student, you will be granted a computer account that you will use to access IT facilities. You should refer to **Getting Started at Monash** <http://www.its.monash.edu.au/students/getstarted.html>.

A student e-mail address will be established as part of registering yourself for your computer account. You **MUST** use this email account when you are communicating with the University. This is the only account that is officially recognised by the University and all other accounts will not receive a response.

The Nutrition and Dietetics Unit will use **ONLY** your Monash student email account to contact you. It is important to check your e-mails in this account (despite having another personal e-mail account) on a regular basis which should be at least every two days. Students who wish to use another account **must** arrange to have their student e-mails forwarded to this account. Information on how to do this is available on ask Monash <http://ask.monash.edu.au>

It is important to note that most of the administrative aspects of the course are conducted electronically, such as enrolment, change of details, accessing results etc. Use of all of this is explained in the getting started site. Most of the administration will operate through your my.Monash portal (<https://my.monash.edu.au/>) that has links to the relevant areas such as the Web Enrolment System (WES), examination timetable and results.

You **MUST** be familiar with the IT acceptable use policy that is set out at <http://www.monash.edu.au/students/policies/>.

Students will need access to a computer for some aspects of their study – to access the internet, to access lectures on MUSO (Blackboard), to conduct searches of the literature etc, and although it is not essential to have a personal computer at home it is helpful. For those who don't have computer access at home there are a number of computer laboratories on campus that can be utilised by students. For information on the laboratories go to: <http://www.its.monash.edu.au/students/labs/>

Additionally, the Unit has set up a “dietstudents” listserv, which you need to subscribe to. This links all staff and students within the Unit and is used for messaging, discussion and guest input. To subscribe to the listserv write a message to <[dietstudents-subscribe@yahoogroups.com](mailto:dietstudents-subscribe@yahoogroups.com)>.

## 12 POLICE CHECK AND WORKING WITH CHILDREN CHECK

### 12.1 Police Check

Please note that you will start clinical placements from 3rd year of your study and before you can work with patients in a hospital setting, it is necessary for you to have a police check in accordance with The Department of Human Services policy. The policy can be viewed at [http://www.dhs.vic.gov.au/srvc\\_agmnt/chpt55.htm](http://www.dhs.vic.gov.au/srvc_agmnt/chpt55.htm) See 5.5 Pre-employment, Pre-placement safety screening.

All checks for students are to be completed prior to confirming the first placement and in each subsequent year of study. The student's police check will remain valid for the current course year only. The student has the responsibility to notify any change to their status during the course year to the placement co-ordinator.

You will be required to obtain a police check prior to the commencement of third year and prior to the commencement of fourth year as these checks are only valid for one year. It is important to note that some community partnered programs may require you to have a police check renewed every six months.

The police check application form that students need to complete in order to receive the student concession rate is available via the following address:  
<http://www.med.monash.edu.au/current/police-checks.html>

### 12.2 Working with Children Check (WWC)

WWC Checks are now required by order of the Department of Justice.

Under Department of Justice policy, students undertaking a clinical placement that involves working with children must undertake a Working with Children (WWC) Check. It is the student's responsibility to obtain such a check prior to undertaking a clinical placement involving children. Thus where such a clinical placement forms part of your course requirements, the faculty requires you to have a WWC Check and needs to sight the WWC Check ID Card when issued.

Please note: The application process is free of charge for students and once issued the WWC Check is valid for five years. The student is responsible for notifying the faculty of any infringement or change in status with regard to the Check.

The Department of Justice will notify the faculty of any student that fails the WWC Check and the faculty will notify the clinical placement provider immediately. The student will be withdrawn from their placement as required. Students failing the check will need to meet with their course convenor immediately to discuss course progression options.

You will be required to present the **police check** and **WWCC** for sighting by the course administrator at or by the third year orientation day (in university O week period) **OR YOU CANNOT ATTEND CLINICAL PLACEMENT.**

## **13 IMMUNISATION, INFECTION AND SAFETY**

You are about to embark on a training program in preparation for practice as a dietitian, and we wish to ensure that appropriate information is available to you regarding infection related matters which apply to all health care workers in this country. This information concerns all infections in which the possibility exists for cross-infection to occur between health care workers and the public with whom they interact.

Although the risk of cross-infection cannot be eliminated, it is most important that all possible steps are taken to minimize its occurrence. You will therefore be required to comply with a number of recommendations and procedures in order to proceed through the course with an acceptably low level of risk.

### **13.1 Immunisation**

It is important for your own protection that all routine immunisation normally carried out during infancy and throughout your school years, has been completed, including booster doses as appropriate. A normal immunisation schedule is outlined under 6.1.3 and you are asked to check your own immunisation record against this. If your parents or family doctor are not able to provide this information and if you were born in Victoria, the relevant local government office will have a record of your childhood immunisation.

In these years, exposure to cross infection is not considered significant enough to require students to follow through with all the recommendations and guidelines outlined in the faculty's policy. You are asked to check the "Recommended childhood immunisation schedule" (<http://www9.health.gov.au/immhandbook/>) to make sure that your immunisation status is up to date. If your parents or family doctor are not able to provide this information and if you were born in Victoria, the relevant local government office will have a record of your childhood immunisation.

Your immunisation record will need to be available for the medical consultation outlined below, which will take place early in the first semester of the course. Immunisation status may be updated at any time prior to commencing the course, if you would like to arrange this.

Over time the immunisation schedule has changed and may include vaccines not available when you were a child. Depending on your individual circumstances it may be appropriate to undergo antibody testing for some of these vaccine preventable diseases, and, if antibody negative, receive vaccination. Please visit the following website to read about the immunisation policy at

<http://www.med.monash.edu.au/current/immunisation/>

### **13.2 Standard Precautions**

Preventing transmission of infectious diseases to either yourself or the public will depend on appropriate precautions being taken at all points of clinical contact during the course. These are known as 'standard precautions' and it will be necessary for you to be equipped to apply these to your clinical activities from early on in your training. You would have been provided with standard precautions for laboratories in years one and two of your course. In your third year lectures, written material will be used to address these issues, and you will be required to sign that you have received and understood the information involved.

### 13.3 Medical Consultation

You will be required to attend an appropriate medical consultation prior to commencing your clinical placements in Semester 2. The doctor will not be a member of the Faculty and all information relevant to this consultation will be held separately and in confidence by the doctor concerned. The level of confidentiality will be equivalent to any other consultation you might undertake with a medical practitioner, and third party access will only be available with your consent. It is expected this information will be stored for at least the duration of your undergraduate training. You will be notified in due course of any further requirements. You may choose to seek an appointment with

- a) the University Health Service medical practitioner,
- b) your own doctor of choice,
- c) or if unwilling to see a medical practitioner, discuss this with the Deputy Dean, Faculty of Medicine, Nursing and Health Sciences.

If any student wants a copy of the Faculty's Policy as it applies to dietetics students, please visit the following website:

<http://www.med.monash.edu.au/current/immunisation/>

## 14 BND SOCIETY AND PROFESSIONAL ASSOCIATION MEMBERSHIP

BND society is an excellent gateway to form friendships with other BND students across the four year levels, as well as giving you exclusive access to exciting events such as the BND camp, free healthy lunches, an awesome cocktail ball, and food and wine tours. So, if you're interested in Food, Fun and Friends, BND Society is definitely for you!

Contact:

Shirley Poon (President) [swpoo4@student.monash.edu](mailto:swpoo4@student.monash.edu) OR  
Linda La (Vice President) [l1a2@student.monash.edu](mailto:l1a2@student.monash.edu)

Students may also wish to join any or all of the following organisations. It is a good way to keep informed and begin professional networking. Membership may give you access to websites for employment opportunities, professional journals and newsletters and information about relevant conferences and seminars.

Dietitians Association of Australia – [www.daa.asn.au](http://www.daa.asn.au)

Nutrition Australia – [www.nutritionaustralia.org](http://www.nutritionaustralia.org)

Nutrition Society of Australia – [www.nsa.asn.au](http://www.nsa.asn.au)

## 15 USEFUL WEBSITES

You will be provided with references to unit specific resources and websites via each unit guide. There are several general nutrition resources and websites that are useful to either subscribe to or to access for information.

A major source of information relevant to the field is on the library **Nutrition and Dietetics Subject Guide**, available at: <http://www.lib.monash.edu.au/subjects/nutrition-dietetics/>

## **Government and National Health Agencies**

Commonwealth Department of Health and Ageing – nutrition and healthy eating website – <http://www.health.gov.au/internet/main/publishing.nsf/Content/health-pubhlth-strateg-food-index.htm>

Food Standards Australia New Zealand – [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

Australian Institute of Health & Welfare – [www.aihw.gov.au](http://www.aihw.gov.au)

National Health & Medical Research Council – [www.nhmrc.gov.au/](http://www.nhmrc.gov.au/)

Australian Bureau of Statistics – [www.abs.gov.au](http://www.abs.gov.au)

## **Non-Government Organisations**

Heart Foundation – [www.heartfoundation.com.au](http://www.heartfoundation.com.au)

Diabetes Australia – [www.diabetesaustralia.com.au](http://www.diabetesaustralia.com.au)

The Cancer Council Australia – [www.cancer.org.au](http://www.cancer.org.au)

Nutrition Australia – [www.nutritionaustralia.org](http://www.nutritionaustralia.org)

## **Professional Associations**

Dietitian's Association of Australia – [www.daa.asn.au](http://www.daa.asn.au)

Public Health Association of Australia – <http://www.phaa.net.au/>

Nutrition Society of Australia – [www.nsa.asn.au](http://www.nsa.asn.au)

## **Food Industry**

Australian Food and Grocery Council – <http://www.afgc.org.au/>

## **Indigenous Health and Nutrition**

Office for Aboriginal and Torres Strait Islander Health –

<http://www.health.gov.au/internet/wcms/publishing.nsf/content/office%20for%20aboriginal%20and%20torres%20strait%20islander%20health-1lp>

National Aboriginal Community Controlled Health Organisation (NACCHO) –

<http://www.naccho.org.au/>

HealthInsite – <http://www.healthinsite.gov.au/>

## **Rural Health**

National Rural Health Alliance - <http://nrha.ruralhealth.org.au/?IntCatId=14>

Wildfire - Monash University student rural health club <http://www.med.monash.edu.au/wildfire/>

Monash University School of Rural Health - <http://www.med.monash.edu.au/srh>

Services for Australian Rural and Remote Allied Health – [www.sarrah.org.au](http://www.sarrah.org.au)