

CHARLES STURT
UNIVERSITY



The Charles Sturt University
Practicum and Clinical Placement Scholarship

Bathurst Foundation

Guidelines for 2009

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Preamble

The Charles Sturt Foundation Bathurst Campus Committee has allocated a sum of \$20,000.00 for each session (Autumn/Spring) in 2009, for the purpose of assisting meritorious students studying on the Bathurst Campus in the Teacher Education, Nursing, and Paramedic disciplines, specifically in undertaking practicum and clinical placements that are a compulsory component of their course. These scholarships are in addition to Professional Placement Equity Grants as administered by the Division of Student Services. There may be cases where students are eligible to receive both monies where applicable.

Definition

'Practicum and clinical placements' encompasses all terms that infer authorised professional experience and development for the subject in which the student is enrolled. These terms include 'practicum', 'placement', 'clinical placement', 'fieldwork placement', 'internship' and 'professional experience'.

Scholarship value

Students can apply for up to \$1000.00 to assist with practicum and clinical placement expenses; however, additional moneys can be made available for exceptional circumstances and placements of a unique character. These may include accommodation and domestic travel expenses, along with incidental expenses such as required meals.

Application

To be assessed for a Practicum and Clinical Placement Scholarship (PCPS), students must complete and sign the PCPS form and submit to Student Services by the closing date for each semester. Students will be assessed as part of a competitive process. Please be aware that each semester there may be more applications than funds available.

Documentation

- Applicants must provide the appropriate documentation as requested in the Practicum and Clinical Placement Scholarship Application Form.
- Applications will only be assessed if the required documentation is provided.
- Where documentation required to determine eligibility is not supplied, the applicant will be deemed ineligible.

Selection

There will be no interviews. The Practicum and Clinical Placement Scholarship Committee will apply the eligibility criteria; rank and select the successful candidates from among all eligible applications that are submitted.

Selection Criteria

The following information will be considered when allocating a Practicum and Clinical Placement Scholarship. Particular attention will be paid to students who have supplied evidence of Leadership or Citizenship in the Community or University Community and to those students who have supplied details of your Placement. An application **will not be considered eligible unless an explanation is provided at Question 5** on the Application form outlining what your Practicum or Clinical Placement is about.

- ◆ **Merit:** the student's academic and broader achievements. This will be judged on GPA and evidence of leadership or citizenship. Students may also submit a statement from an academic staff member in support of their application.
- ◆ **Rurality:** students undertaking professional placements in "Remote" or "Very Remote" postcodes using the ASGC Remoteness Areas classification.
To determine a postcode classification please visit the Student Equity website at <http://www.csu.edu.au/division/studserv/equity/>
- ◆ **Special or unique characteristics:** Particular professional developmental opportunities for the student expected to arise from a placement that has special or unique characteristics, including placements that provide assistance to communities in need. **For example, outline details of what your placement is about, especially if it is in a remote or very remote area of Australia, in an indigenous community, or an area of special needs, etc.** Students may also submit a statement



from their Course Coordinator, Placement Coordinator or Lecturer to support their Placement details.

Notification

All applicants will be notified of the outcome of the selection process via eBox or their nominated email address.

Practicum and Clinical Placement Scholarship recipients will be:

- informed of the amount they have been awarded, and any conditions of the scholarship;
- informed that the Practicum and Clinical Placement Scholarship is only valid for the semester in which it is offered;
- notified that they must read these Practicum and Clinical Placement Scholarship Guidelines;
- notified that if they change their professional placement duration or location, or not attend placement altogether, they must notify Student Services immediately; and
- required to provide a one page report of Practicum or Clinical Placement outcome to Student Services to be forwarded to Bathurst Campus Committee of the Charles Sturt Foundation.

Changes to Professional Placement

- Practicum and Clinical Placement Scholarship recipients are required to inform the Scholarships Officer in Student Services immediately if changes to a professional placement duration or location are made.
- Practicum and Clinical Placement Scholarship recipients who do not attend their professional placement will forfeit grant monies.
- Scholarships are non-deferrable and cannot be 'carried over' into the following semester; however, students are eligible to reapply in the following semester.
- Practicum and Clinical Placement Scholarship recipients who have been paid and subsequently do not attend their professional placement will be required to return grant monies.

Payment

- Practicum and Clinical Placement Scholarship recipients will be paid via electronic funds transfer (EFT).
- Payments where possible will be made prior to recipients attending professional placements; however, as professional placements occur throughout the entire semester this will not always be possible.
- Practicum and Clinical Placement Scholarship recipients are not to rely on payment occurring prior to attending their placement.

Expenditure

- The Practicum and Clinical Placement Scholarship is to cover costs associated with professional placement.
- It is the University's expectation that a Practicum and Clinical Placement Scholarship will be spent on costs associated with attending professional placement.
- Practicum and Clinical Placement Scholarship are not to be spent on paying HECS-HELP debts up front.
- The University will undertake random periodic audits of a sample of Practicum and Clinical Placement Scholarship recipients in any given semester, to ensure adherence to these Guidelines.
- The University reserves the right to undertake audits of individual Practicum and Clinical Placement Scholarship recipients, to ensure adherence to these Guidelines, when information is brought to the attention of the University.

Promotion

The primary location of information concerning the Practicum and Clinical Placement Scholarship will be the Practicum and Clinical Placement Scholarship website at : www.csu.edu.au/division/studserv/equity/ppes.

Primary availability of these Guidelines and the Practicum and Clinical Placement Scholarship Application Form will be via this website.

Where possible, there will be links to the Practicum and Clinical Placement Scholarship website from the following websites:

- Bathurst campus School and Faculty websites



- Student Services Financial Assistance
- Scholarships
- Professional Experience Network

Provision of False Information

Giving false or misleading information is a serious offence under the Criminal Code. If the University knows or has reason to believe that a Practicum and Clinical Placement Scholarship recipient has provided false or misleading information to CSU in relation to a Practicum and Clinical Placement Scholarship, CSU will immediately:

- provide the student with an opportunity to explain; and
- re-assess the student's entitlement to a Practicum and Clinical Placement Scholarship.

Terms and Conditions

Upon receipt of a Practicum and Clinical Placement Scholarship, students agree to fulfil all requirements as set out in these Guidelines.

In the submission of a signed Practicum and Clinical Placement Scholarship Application Form, students consent to the University accessing the student's records for the purposes of assessing and administering the Practicum and Clinical Placement Scholarships.

Privacy

Personal and health information provided for the administration of Practicum and Clinical Placement Scholarship program is protected by the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW).

The information collected will only be used by authorised staff to assess eligibility, rank applicants and administer the Practicum and Clinical Placement Scholarships.

Personal and health information provided by the applicant will not be made available to any person within the University or any person or organisation outside the University for any other purpose without the applicant's consent, except where the University may be legally required to do so.

Applicant files will be held in a secure filing cabinet which is accessible only to authorised employees and will be kept for the appropriate legal time limit and then destroyed.

Students may access their personal and health information to ensure that it is not inaccurate, irrelevant to the purpose for which it was collected, misleading, incomplete or out-of-date. Students may also ask a Student Equity Officer to amend any of the information held about them or to add comments or explanations in relation to their information. To do any of these things, students should contact one of the Student Equity Officers.

Students dissatisfied with the way a Student Equity Officer has handled their personal or health information may apply to have the matter reviewed by lodging a formal application with the CSU Ombudsman.

Management Committee

The Practicum and Clinical Placement Scholarships Management Committee shall consist of the Executive Director of the Division of Student Services (or nominee), and members of the Charles Sturt Foundation Bathurst Campus Committee.

Amendments

Amendments may be made to these guidelines from time to time, by the Practicum and Clinical Placement Scholarships Management Committee.

Version Control

Date	Version	Author	Description / Amendments
6 March 09	1.1	Vicki Pitcher	• Guidelines for Practicum and Clinical Placement Scholarship

Approved: Charles Sturt Foundation Bathurst Campus Committee	Assigned review period Half Yearly	Date of next review July 2009
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