



POSTGRADUATE STUDENT HANDBOOK

Graduate Certificate of Rehabilitation

Graduate Diploma of Rural Generalist Practice

Master of Rural Generalist Practice

2026

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Welcome

Welcome to James Cook University (JCU) and congratulations on choosing the next step in your career pathway. Our postgraduate distance education program at JCU offers you the option of developing your clinical practice and research skills at a level that suits you. At JCU we offer a variety of courses in rehabilitation and rural generalist practice:

Rehabilitation

- Graduate Certificate of Rehabilitation

The Graduate Certificate of Rehabilitation is designed specifically for individuals with a background in health. This courses will support you in enhancing your clinical knowledge and advancing your analytic and research skills.

Rural Generalist Practice

- Graduate Diploma in Rural Generalist Practice (RGP)
- Master of Rural Generalist Practice (RGP)

In this course you will undertake a range of subjects that allow you to deliver rural and remote health services effectively and confidently in low resource settings. You will gain leadership, research and patient management skills in rural generalist professional practice to respond to diverse healthcare needs.

All courses are offered externally (online) providing flexible learning options that allow you the freedom to manage your time efficiently around study, work and home commitments. Although the courses are online, our staff are committed to supporting your learning as you journey through postgraduate education; our aim is to facilitate you achieving your goals. We look forward to getting to know you over the coming months and wish you well for your studies.

Best wishes

Moira Smith
Course Coordinator – Graduate Certificate of Rehabilitation

Anne Jones
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Contacts

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Admission Requirements

Course pre-requisites (Grad Cert of Rehabilitation)

Applicants must have completed an AQF level 7 bachelor degree in a relevant health discipline, from this or another university (General major); or a Bachelor of Physiotherapy, Occupational Therapy or Speech Pathology at an Australian University or hold an equivalent international entry level qualification in one of these professions (Physiotherapy major, Occupational Therapy major or Speech Pathology major). Completion of the Master of Rehabilitation will not enable Australian registration of overseas qualified health professionals.

Course pre-requisites (Master, Grad Dip RGP)

AQF Level 7 bachelor degree in a relevant health discipline completed more than two years prior to admission.

Minimum English language proficiency requirements

Applicants of non-English speaking backgrounds must meet the English language proficiency requirements of **Band 3a** – [Schedule II](#) of the JCU Admissions Policy. For students undertaking the Speech Pathology major, an overall IELTS of 7.0 with a minimum writing score of 6.0; speaking score of 8.0; reading and listening score of 7.0 is required.

Post admission requirements

In order to engage in this subject, students are expected to have a fast, reliable computer with the latest operating system. Students will also need reliable internet connections and the latest version of Google Chrome (preferred browser). Students are expected to have access to Microsoft Office applications: including Word, Excel and PowerPoint equivalent. To enable participation, students should make sure their computer has a built-in webcam, microphone and speakers or use a headset. Some subjects will require limited attendance at the Townsville campus.

Rehabilitation Course

(Graduate Certificate of Rehabilitation)

Learning Outcomes

On successful completion, graduates will be able to:

- Apply and adapt an advanced and integrated body of theoretical knowledge, skills and technical competencies across diverse contexts as a health professional
- Design assessment, management and evaluation plans across the lifespan, for culturally and demographically diverse peoples, especially in tropical, rural, remote and Indigenous communities
- Retrieve, critically evaluate, synthesise and apply established and evolving evidence in order to develop solutions for complex problems in health professional practice
- Communicate theoretical propositions, methodologies, therapy concepts, treatment options and professional decisions to specialist and non-specialist audiences using advanced oral and written English language and, where appropriate, numeracy skills
- Demonstrate high-level responsibility and accountability for future professional development requirements based on reflection on current skills, knowledge and attitudes
- Apply knowledge of research principles and methods to design, analyse and ethically implement research and critically reflect on implications of findings for clinical practice.

Graduate Certificate of Rehabilitation

This is a 12 credit point course which is completed in six months full-time or 12 months part-time. Students are expected to complete the **core subject** [RH5202](#) Rehabilitation for Chronic Conditions (3 credit points) and **three subjects (9 credit points) from their respective major** (General, Physiotherapy, Occupational Therapy or Speech Pathology), see the following link for more detail on each major and available subjects:

<https://www.jcu.edu.au/courses-and-study/courses/graduate-certificate-of-rehabilitation>

Each subject has its own subject outline that specifies the subject outcomes and expectations including assessment details. Individual subject coordinator contact details can also be located in the subject outline.

Rural Generalist Practice

(Master and Graduate Diploma of Rural Generalist Practice)

Graduate Diploma in Rural Generalist Practice

<https://www.jcu.edu.au/courses/graduate-diploma-of-rural-generalist-practice>

Learning Outcomes

On successful completion, graduates will be able to:

- Apply advanced rural and remote generalist knowledge and skills to healthcare service delivery with a high level of independence and proficiency
- Retrieve, critically evaluate, synthesise and apply established and evolving evidence in order to develop innovative solutions for local healthcare challenges
- Demonstrate clinical leadership in planning, implementation and evaluation of service development and quality improvement in the local service setting
- Expertly communicate using high-level oral and written English language
- Demonstrate high-level responsibility and accountability for professional healthcare practice

This is a 24 credit point course which is completed in one year full-time or two years part-time. Students are expected to complete the **core subjects** [OT5200](#) Advanced Practice Within the Rural and Remote Context and [HS5405](#) Teaching for Learning in the Health Professionals.

Plus

Select 3 credit points from **List 1**

Plus

Select 3 credit points from **List 2**

Plus

Select one of the **Options** listed below

List 1

[HS5102: 3 CPs: Qualitative Research Methods for Health Professionals](#)

[RH5200: 3 CPs: Rehabilitation Research and Evidence Based Practice](#)

[TM5516: 3 CPs: Biostatistics for Public Health](#)

List 2

[LB5205: 3 CPs: People in Organisations](#)

[LB5233: 3 CPs: Innovation and Entrepreneurship](#)

[LB5234: 3 CPs: Leading and Managing Organisational Change](#)

NS5331 or TM5541

[NS5331: 3 CPs: Effective Clinical Governance](#)

[TM5541: 3 CPs: Managing Effective Health Programs](#)

Options

Select one of the following options:

Option A – Credentialed Diabetes Educator

[HS5381: 3 CPs: Health Education and Self Management](#)

[NS5380: 3 CPs: Foundations of Clinical Diabetes](#)

[NS5382: 3 CPs: Applied Clinical Diabetes Education](#)

[NS5383: 3 CPs: Diabetes Education Professional Practice](#)

Option B – Dietetics

Select 9 credit points from List 4, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 4

Option C – Occupational Therapy

Select 9 credit points from List 5, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 5

Option D – Pharmacy

Select 9 credit points from List 6 or outbound cross-institutional study subject/s as approved by the Course Coordinator, PLUS select 3 credit points from List 1, List 2, List 3, or List 6

Option E – Physiotherapy

Select 9 credit points from List 7, PLUS select 3 credit points from List 1, List 2, List 3, or List 7

Option F – Podiatry

Select 9 credit points from List 8, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 8

Option G – Speech Pathology

Select 9 credit points from List 9, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 9

Option H – Psychology

Select 9 credit points from List 10, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 10

Option I – Social Work

Select 9 credit points from List 10, PLUS select 3 credit points from List 1, List 2, List 3, or List 10

Option J – Exercise Physiology

Select 9 credit points of subjects from List 11, PLUS select 3 credit points of subjects from List 1, List 2, List 3 or List 11

List 3

[HS5800: 3 CPs: Introduction to Lifestyle Medicine](#)

[HS5801: 3 CPs: Health Coaching and Behaviour Change](#)

[HS5802: 3 CPs: Models of Care and Innovation in Lifestyle Medicine](#)

[NS5341: 3 CPs: Business and Finance for the Health Manager](#)

[PS5109: 3 CPs: Ergonomics](#)

[TM5528: 3 CPs: Health Promotion](#)

List 4

[HS5111: 3 CPs: Alcohol and Other Drugs](#)

[HS5112: 3 CPs: Trauma and Crisis Management](#)

[HS5381: 3 CPs: Health Education and Self Management](#)

[NS5367: 3 CPs: Advanced Topics in Dietetics Practice](#)

[NS5380: 3 CPs: Foundations of Clinical Diabetes](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

List 5

[HS5111: 3 CPs: Alcohol and Other Drugs](#)

[HS5112: 3 CPs: Trauma and Crisis Management](#)

[OT5201: 3 CPs: Advanced Mental Health Practice](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[PS5101: 3 CPs: Clinical Expert Updates for Physiotherapy](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

[RH5206: 3 CPs: Assistive Technology Strategies to enable Personal Autonomy](#)

List 6

[HS5111: 3 CPs: Alcohol and Other Drugs](#)

[NS5380: 3 CPs: Foundations of Clinical Diabetes](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professional](#)

List 7

[HS5112: 3 CPs: Trauma and Crisis Management](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[PS5101: 3 CPs: Clinical Expert Updates for Physiotherapy](#)

[PS5108: 3 CPs: Advanced Musculoskeletal Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

[RH5206: 3 CPs: Assistive Technology Strategies to enable Personal Autonomy](#)

List 8

[HS5381: 3 CPs: Health Education and Self Management](#)

[NS5380: 3 CPs: Foundations of Clinical Diabetes](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

[RH5800: 3 CPs: Advanced Topics in Podiatric Practice](#)

List 9

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

[SL5200: 3 CPs: Advanced Practice in Dysphagia](#)

[SL5201: 3 CPs: Advanced Practice in Adult Speech Pathology](#)

[SL5202: 3 CPs: Advanced Practice in Paediatric Speech Pathology](#)

List 10

[HS5111: 3 CPs: Alcohol and Other Drugs](#)

[HS5112: 3 CPs: Trauma and Crisis Management](#)

[OT5201: 3 CPs: Advanced Mental Health Practice](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

List 11

[HS5381: 3 CPs: Health Education and Self Management](#)

[NS5380: 3 CPs: Foundations of Clinical Diabetes](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

Each subject has its own subject outline that specifies the subject outcomes and expectations including assessment details. Individual subject coordinator contact details can also be located in the subject outline.

See the following link for more detail on the course:

<https://www.jcu.edu.au/courses/graduate-diploma-of-rural-generalist-practice>

External Accreditation

The Graduate Diploma of Rural Generalist Practice is accredited by the Allied Health Rural Generalist Accreditation Council and endorsed by the Services for Australian Rural and Remote Allied Health (SARRAH) Board.

Master of Rural Generalist Practice

<https://www.jcu.edu.au/courses/master-of-rural-generalist-practice>

Learning Outcomes

- Apply advanced knowledge and skills autonomously across the full scope of their professional practice to a rural and/ or remote health or community context
- Critically evaluate, synthesise, reflect on and utilise current and evolving evidence to develop innovative solutions for complex local health and community service challenges
- Demonstrate clinical leadership by planning, undertaking and evaluating service development or research projects appropriate for the rural and/ or remote context
- Expertly communicate using high level oral and written communication skills to a range of audiences

This is a 36 credit point course which is completed in 1 year and one trimester or equivalent part-time.

Students are expected to complete the **core subjects** [OT5200](#) Advanced Practice Within the Rural and Remote Context and [HS5405](#) Teaching for Learning in the Health Professionals.

Plus

Select 3 credit points from **List 1**

Plus

Select 3 credit points from **List 2**

List 1

[HS5102: 3 CPs: Qualitative Research Methods for Health Professionals](#)

[RH5200: 3 CPs: Rehabilitation Research and Evidence Based Practice](#)

[TM5516: 3 CPs: Biostatistics for Public Health](#)

List 2

[LB5205: 3 CPs: People in Organisations](#)

[LB5233: 3 CPs: Innovation and Entrepreneurship](#)

[LB5234: 3 CPs: Leading and Managing Organisational Change](#)

[NS5331: 3 CPs: Effective Clinical Governance](#)

[TM5541: 3 CPs: Managing Effective Health Programs](#)

TM5513 OR NS5339

[TM5513: 3 CPs: Public Health Management, Leadership, Planning and Policy](#)

[NS5339: 3 CPs: Leading and Managing in Health](#)

Plus

Select one of the **Options** listed below

Select one of the Options listed below. If you choose to undertake the Option 1 – Evaluation Research Stream it is recommended to commence the course in Trimester 1 or Trimester 2. The Option 1 – Evaluation Research Stream is available if you commence the course in Trimester 3 however this may affect your time to finish the degree. Some subjects may require face-to-face attendance at JCU Townsville.

Option 1: Evaluation Research Stream

[RH5301: 3 CPs: Planning a Research Study or Service Evaluation Part 1 of 2](#)

[RH5302: 3 CPs: Planning a Research Study or Service Evaluation Part 2 of 2](#)

[RH5303: 3 CPs: Reporting a Research Study or Service Evaluation Part 1 of 2](#)

[RH5304: 3 CPs: Reporting a Research Study or Service Evaluation Part 2 of 2](#)

Option 2: Leadership Management Stream

[LB5205: 3 CPs: People in Organisations](#)

[LB5233: 3 CPs: Innovation and Entrepreneurship](#)

[LB5234: 3 CPs: Leading and Managing Organisational Change](#)

[NS5331: 3 CPs: Effective Clinical Governance](#)

[NS5339: 3 CPs: Leading and Managing in Health](#)

[TM5113: 3 CPs: Public Health Management, Leadership, Planning and Policy](#)

[TM541: 3 CPs: Managing Effective Health Programs](#)

Plus

Select 3 credit points from List 1

Plus

Select 3 credit points from List 2

Options

Select one of the following options:

Option A – Credentialed Diabetes Educator

[HS5381: 3 CPs: Health Education and Self Management](#)

[NS5380: 3 CPs: Foundations of Clinical Diabetes](#)

[NS5382: 3 CPs: Applied Clinical Diabetes Education](#)

[NS5383: 3 CPs: Diabetes Education Professional Practice](#)

Option B – Dietetics

Select 9 credit points from List 4, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 4

Option C – Occupational Therapy

Select 9 credit points from List 5, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 5

Option D – Pharmacy

Select 9 credit points from List 6 or outbound cross-institutional study subject/s as approved by the Course Coordinator, PLUS select 3 credit points from List 1, List 2, List 3, or List 6

Option E – Physiotherapy

Select 9 credit points from List 7, PLUS select 3 credit points from List 1, List 2, List 3, or List 7

Option F – Podiatry

Select 9 credit points from List 8, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 8

Option G – Speech Pathology

Select 9 credit points from List 9, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 9

Option H – Psychology

Select 9 credit points from List 10, PLUS

Select 3 credit points from List 1, List 2, List 3, or List 10

Option I – Social Work

Select 9 credit points from List 10, PLUS select 3 credit points from List 1, List 2, List 3, or List 10

Option J – Exercise Physiology

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List 3

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[HS5801: 3 CPs: Health Coaching and Behaviour Change](#)

[HS5802: 3 CPs: Models of Care and Innovation in Lifestyle Medicine](#)

[NS5341: 3 CPs: Business and Finance for the Health Manager](#)

[PS5109: 3 CPs: Ergonomics](#)

[TM5528: 3 CPs: Health Promotion](#)

List 4

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[OT5201: 3 CPs: Advanced Mental Health Practice](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[PS5101: 3 CPs: Clinical Expert Updates for Physiotherapy](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

[RH5206: 3 CPs: Assistive Technology Strategies to enable Personal Autonomy](#)

List 6

[HS5111: 3 CPs: Alcohol and Other Drugs](#)

[NS5380: 3 CPs: Foundations of Clinical Diabetes](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professional](#)

List 7

[HS5112: 3 CPs: Trauma and Crisis Management](#)

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[PS5101:3 CPs: Clinical Expert Updates for Physiotherapy](#)

[PS5108: 3 CPs: Advanced Musculoskeletal Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

[RH5206: 3 CPs: Assistive Technology Strategies to enable Personal Autonomy](#)

List 8

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[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

[RH5800: 3 CPs: Advanced Topics in Podiatric Practice](#)

List 9

[OT5202: 3 CPs: Cultural Responsiveness Principles in Australian Healthcare Practice](#)

[RH5006: 3 CPs: Healthy Ageing](#)

[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

[SL5200: 3 CPs: Advanced Practice in Dysphagia](#)

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[RH5201: 3 CPs: Rehabilitation for Disability across the Lifespan](#)

[RH5202: 3 CPs: Rehabilitation for Chronic Conditions](#)

[RH5205: 3 CPs: Palliative Care for Health Professionals](#)

Each subject has its own subject outline that specifies the subject outcomes and expectations including assessment details. Individual subject coordinator contact details can also be located in the subject outline.

See the following link for more detail on the course:

<https://www.jcu.edu.au/courses/master-of-rural-generalist-practice>

External Accreditation

The Master of Rural Generalist Practice is accredited by the Allied Health Rural Generalist Accreditation Council and endorsed by the Services for Australian Rural and Remote Allied Health (SARRAH) Board.

Enrolment

Students are able to enrol in their subjects via MyStudent, which is available on the student homepage of the JCU website <https://www.jcu.edu.au/students>. Alongside enrolment, MyStudent will allow you to view your results, fees and scholarship applications. For more information on fees see <https://www.jcu.edu.au/students/fees-and-financial-support>

Assessment

Policies

Students should familiarise themselves with the following JCU policies:

- Learning outcomes and assessment policy:
 - <https://www.jcu.edu.au/policy/academic-governance/learning-and-teaching/learning-outcomes-and-assessment-policy>
- Learning outcomes and assessment procedure:
 - <https://www.jcu.edu.au/policy/academic-governance/learning-and-teaching/learning-outcomes-and-assessment-procedure>

- Examination procedure
 - <https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/examinations-procedure>
- Special consideration information and procedure
 - <https://www.jcu.edu.au/students/assessment-and-results/special-consideration>
 - <https://www.jcu.edu.au/policy/academic-governance/student-experience/special-consideration-procedure>
- Student academic misconduct procedure
 - <https://www.jcu.edu.au/policy/procedures/student-services-procedures/student-academic-misconduct-procedure>
- Academic progressions policy
 - <https://www.jcu.edu.au/policy/student-services/academic-progression-policy>
- Student appeals policy
 - <https://www.jcu.edu.au/policy/student-services/student-appeals-policy>

These are important overriding policies of the university and can be found in the JCU Student Handbook <https://www.jcu.edu.au/course-and-subject-handbook>

It is imperative that students read and thoroughly understand the assessment policy/procedures. Specific assessment requirements for each subject are provided by subject co-ordinators and are available in the subject outlines.

Academic integrity

As outlined in the Coursework Academic Integrity [Policy](#) and [Procedure](#), you are required to complete the Coursework Academic Integrity Modules available in your LearnJCU site. Penalties for non-completion may be applied.

All non-examination items of assessment are required to be submitted with the Assessment Declaration available through LearnJCU. The Assessment Declaration contains statements relating to academic integrity under the [Coursework Academic Integrity Policy and Procedures](#). All instances of [academic misconduct](#) are treated very seriously by the University and students may be severely penalised for committing any form of academic misconduct.

For more information regarding academic integrity, see <https://www.jcu.edu.au/students/learningcentre/academic-integrity>

Artificial intelligence (AI)

It may be possible to use artificial intelligence in some subjects, however you must check **each subject outline** to determine what is allowed, with specific reference to assessment items. Guidance on the use of AI, where appropriate, can be accessed via this link:

<https://www.jcu.edu.au/students/learningcentre/academic-integrity/using-artificial-intelligence>

Where the use of AI is allowed it must be appropriately referenced, see <https://libguides.jcu.edu.au/apa/AI> for how to reference AI using APA referencing. Any output from AI models without appropriate acknowledgement may constitute [academic misconduct](#). If unsure, students should confirm assessment requirements with the subject coordinator or seek advice on how to acknowledge the output from AI from academic support services, such as the library.

Extensions, deferring or special consideration for assessment not including exams

This guide applies to students who have extenuating circumstances that prevents the student from completing teaching/ learning and or assessment tasks and applies to all assessments in coursework subjects.

A student may then seek to apply for special consideration in respect of an assessment item.

The outcomes of the application are:

- an extension of time for an assignment or similar assessment item and must be made prior to the due date
- a deferred assessment/ examination which can be made up to 3 days after the date or before the results are released for that assessment item (whichever comes first)

An application lodged later than specified above will not normally be considered. However where the circumstances material to the application preclude lodging the application until a later time, an application submitted as soon as reasonably possible will be considered.

Applications must provide sufficient information on which to make a determination. Examples of supporting documentation include: a medical certificate, counsellor certificate or a statutory declaration. See: <https://www.jcu.edu.au/students/assessment-and-results/special-consideration>

Late submissions

The [Learning Outcomes and Assessment Procedure](#) (3.12.3) outlines a uniform formula of penalties imposed for submission of an assessment item after the due date. This formula is 5% of the total possible marks for the assessment item per day (irrespective of part-days, weekends, and public holidays). If submitted after 20 days, the assessment item would be awarded 0 marks (i.e. 5% x 20 = 100% of total possible marks in penalties);

For assessment items weighted 0% (Satisfactory/Unsatisfactory), and submitted after 10 days a DNS (Did Not Submit) grade is awarded.

Results

Assessment items and final grades will be reviewed through moderation processes ([Learning Outcomes and Assessment Procedure](#), 3.6).

Moderation will take place via the use of pre-determined marking criteria, marking rubrics and blind marking of a selection of assessment items.

Students can seek a review of individual assessment pieces through the process identified in clause 10.3 of the [Learning Outcomes and Assessment Procedure](#)

Students can seek a review of the final subject result through the process contained in the [Academic and Statutory Decisions Review and Appeal Procedure](#).

Inherent Requirements

Inherent requirements are the identified abilities, attributes, skills and behaviours needed to achieve the learning outcomes of a course while preserving the academic integrity of the university's learning, assessment and accreditation processes. Students and prospective students must be able to demonstrate that they have acquired or have the ability to acquire the inherent requirements for their degree. For more information, refer to <https://www.jcu.edu.au/learning-and-teaching/resources/inherent-requirements>

Reasonable adjustments may be made to assist students manage additional circumstances impacting on their studies provided these do not change the academic integrity of a degree. Reasonable adjustments do not alter the need to be able to demonstrate the inherent requirements of the course. Students who believe they will experience challenges completing their degree or course because of their disability, health condition or other reason should discuss their concerns with an AccessAbility Services team member or a member of College staff, such as the Course Coordinator. In the case where it is determined that inherent requirements cannot be met with reasonable adjustments, the University staff can provide guidance regarding other study options.

Resources

Email

All JCU students are issued with their own JCU email address at enrolment. All email messages generated from JCU are sent to your JCU email address - not to your personal home email address. Staff will contact students via email about matters related to their subjects and vice versa.

LearnJCU

LearnJCU is the online learning platform utilised at JCU. Each subject you are enrolled in will have a webpage in LearnJCU where you will be able to access the relevant subject learning materials. JCU aims to provide you with timely access to information communication technology (ICT) services and the ICT acceptable use policy can be viewed at: <https://www.jcu.edu.au/policy/information-and-communications-technology/information-communication-technology-acceptable-use-policy>

Information help services

JCU's 'one-stop information shop' for assistance with resolving computer problems; locating information for essays and assignments; developing information literacy and research skills. See <https://www.jcu.edu.au/library/client/student>

JCU Library

The library web page will provide information regarding library resources and databases useful for students. Library Resources: <https://www.jcu.edu.au/library>

Please see the Library Use Policy at <https://www.jcu.edu.au/policy/student-services/library-use-policy>

The Learning Centre

If you are returning to study or would like additional advice/support with your learning, the learning centre can provide online and face to face support for academic learning development - <https://www.jcu.edu.au/students/learning-centre>

Student Support

For student support in other personal areas see: <https://www.jcu.edu.au/students/support/student-support>

JCU Urgent Mental Health Support Line

This support line offers free and confidential assistance to all JCU students in Australia outside of regular university hours, including overnight, on weekends and public holidays. A qualified crisis responder will answer calls or texts and can provide:

- Immediate relief from emotional distress
- Coping strategies for the current crisis
- Safe management of any immediate threats to life or safety
- Problem solving and support
- Connections to appropriate JCU and community services

Text: 0485 885 981

Telephone: 1300 270 254

Hours: Weekdays 4pm-8am; Weekends & Public Holidays 24 hrs

Course Progression

Progression

Please note that in order to progress through the postgraduate course, students must achieve the following satisfactory academic performance requirements:

- pass all core subjects; and
- maintain a course Grade Point Average (GPA) of 4.00 or above; and,
- pass more than 50% of completed credit points.

Where a student fails to achieve satisfactory academic performance requirements, conditions, suspension or exclusion will apply in accordance with the Unsatisfactory Academic Performance Procedures.

Please see the Academic progression policy for further detail.

<https://www.jcu.edu.au/policy/student-services/academic-progression-policy>

Withdrawal

If you decide to withdraw from a subject you can manage this through MyStudent. See <https://www.jcu.edu.au/students/enrolment/withdraw-from-subjects> for information regarding withdrawal from subjects. You must withdraw from a subject prior to the census date or you will be charged for the subject. Please check important dates on the course calendar:

<https://www.jcu.edu.au/students/academic-calendars>

Leave of absence

Please refer to <https://www.jcu.edu.au/students/enrolment/taking-a-break-from-study-leave-of-absence> for information related to taking a break from study.

Credit for previous study

Credit for previous study refers to recognition granted towards meeting the requirements of an award of the University, either on the basis of prior formal study or recognised prior learning. The purpose is to establish the equivalence of academic achievement regardless of the similarity or differences of the education processes involved. Credit will be applied on an individual basis and will take into account the time since completion of previous study, the learning outcomes of the subjects and changes that have occurred within subjects.

Please refer to <https://www.jcu.edu.au/students/enrolment/credit-for-previous-study> for further information and to submit an application.

Questions or Concerns

If you have any questions or concerns, you can contact your subject coordinator if your query relates to an individual subject. If your query relates to your course, then please contact the course coordinator:

Moira Smith	Course Coordinator – Master of Rehabilitation	Tel: (07) 4781 6003	moira.smith2@jcu.edu.au
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Anne Jones	Course Coordinator - Allied Rural Generalist Program	Tel: (07) 4781 4085	anne.jones@jcu.edu.au
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