



THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

Academic Awards Framework Policy

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PURPOSE

To specify the requirements and conditions under which a student enrolled for the award of any degree offered by the Australasian College of Phlebology (ACP) in partnership with the Australasian College of Dermatologists (ACD) as a registered Higher Educational Provider, may graduate.

SCOPE

This policy applies to all students who enroll in any qualification with an AQF rating offered by the College. It does not include any 'internal' qualifications offered by the College as an accredited specialist medical college.

This Policy does not apply to the nomination, approval and conferral of any other titles and/or awards issued by the Board from time to time:

DEFINITIONS / KEY WORDS / ABBREVIATIONS

ACP: Australasian College of Phlebology
AQF: Australian Qualification Framework
BoE: ACP Board of Education
CR: Credit Point
HEP: Higher Education Provider
NAC: National Accreditation Committee
The Board (BoD): The ACP Board of Directors
The College: The Australasian College of Phlebologists

THE FRAMEWORK/POLICY

Academic Year

The ACP academic year will consist of a minimum of 40 weeks teaching time. This will be delivered in two equal semesters, each of 20 weeks duration.

Course Design, Development and Approval:

Responsibility for the quality assurance of all courses (curriculum, teaching and learning and supporting documentation) proposed and/or offered by the College will, in the first instance, rest with the Board of Education (BoE). Proposals for new courses, the review of existing courses and all associated matters will be considered by the committee and approved as appropriate. Final documentation for developed courses will be reviewed by the committee and if appropriate, the committee will make recommendation to the BoD that the course be approved.

All courses will be required to be aligned with the AQF Learning Outcome descriptors appropriate to the level of the qualification pertaining to the course.

All courses must also align with and meet current HES Framework 'Threshold Standards' operating at the time of development.

Teaching and Study Loads:

Subjects will be allocated credit points which reflect the level of the subject and the amount of teaching and study time involved.

As a general rule:

- 1 Credit Point (CP) will involve a minimum of 12 hours total teaching time per semester. A 3 CP subject will have a minimum of 36 hours teaching associated with it. This teaching time may involve a combination of teaching strategies (blended learning) including but not limited to: F2F lectures/tutorials, online sessions (virtual classrooms), work-place based tuition, participation in discussion groups and case meetings.
- 1 CP will equate to a minimum of 2.5 hours personal study time per week for the student. Over a semester (20 weeks) this equates to 150 hours of personal study time for a 3 CP subject.

All postgraduate qualifications (AQF level 8 or above) will generally require the accumulation of a minimum of 15 credit points per semester of study (Full time mode) or 7-8 credit points per semester (Part Time mode). Variations to this may be approved from time to time by the BoE on a case by case basis.

Graduate Certificate courses will generally have a minimum teaching/study load equating to 1 year (2 semesters) on a part time study basis and ½ year (1 semester) on a full time basis. Variations to this may be approved from time to time by the BoE on a case by case basis.

Graduate Diploma courses will generally have a minimum teaching/study load equating to 1.5 years (3 semesters) on a part time study basis and 1 year (2 semesters) on a full time basis. Variations to this may be approved from time to time by the BoE on a case by case basis.

Masters level courses will have a minimum teaching/study load for a full time student equating to 1.5 years (3 semesters)*

Masters level Minor Research Projects may in absolute terms substantially exceed the above period as a result of the impact of the scope and level of complexity of the proposed research project. More complex studies may require 500 to 800 additional hours of study and research to produce a Minor Thesis which contributes effectively to the knowledge base of phlebology. Variations to this and any program of study may be approved from time to time by the BoE on a case by case basis.

* The ACP Master of Phlebology (Coursework) requires a total of 6 semesters teaching/personal study time (45 CP over 3 years)

Course structure/credit points:

Each course offered by the College will consist of a number of subjects. The number of subjects making up a course will be governed by:

- the level of the qualification,
- teaching and study load requirements
- the number of credit points each component subject attracts.

Subjects will carry prescribed numbers of credit points based on the level of teaching time and personal student study time required to adequately cover the curriculum for that subject.

- Subjects which might be considered 'Foundation' or 'Core' will attract a minimum of 3 credit points per semester towards achieving the qualification.
- Subjects at a more advanced level will attract a minimum of 3 credit points per semester towards achieving the qualification.
- Research projects will attract a minimum total of 9 credit points, depending on the stipulated size of the thesis/report.

Teaching Staff Qualifications

All core teaching staff will:

- Hold a recognised medical postgraduate degree or more than 3 years postgraduate experience in clinical medicine. (Refer to the ACP Professional Equivalency Policy)
- Be Fellows of the College
- Have current registration as a medical practitioner.
- Have been practising as phlebologists for at least two years.

Ideally teaching staff will meet some of the following criteria:

- Hold professorial positions within a higher education institution or equivalent
- Be actively engaged in teaching within a higher education institution or equivalent
- Have a minimum of 5 years teaching experience at postgraduate level within a higher education institution or equivalent
- Have a recognised international and/or national publication profile.

Research Supervision

The following applies to supervision of students completing an approved research project.

- Supervisors will be appointed by the Board of Education (BoE) on recommendation
- Supervisors must be appointed from the pool of 'Core Academic Staff'

Enrolment

Pre-requisites:

- A bachelor degree in medicine or its equivalent
- Registration to practice medicine
- Other as stipulated in the course

Graduation

The ACP will provide the following for students who successfully complete a prescribed program of study for and AQF level qualification it offers:

- A testamur 'franked' with the official College seal
- A watermarked record of academic achievement which lists the subjects completed

Students who for whatever reason, withdraw from any AQF level qualification offered by the College will be provided with:

- A watermarked record of academic achievement which lists the subjects completed up until the date of withdrawal.

Satisfactory Academic Progression

The College requires that all students must make satisfactory progress in their program of study, such that they finish within the timeframe stipulated for the qualification being sought.

The College does not, for the purposes of successful completion of a subject stipulate grades other than:

- pass (75 - 80%),
- Credit (80-90%),
- Distinction (90%+) or
- Fail.

Consequently, for the purposes of determining SAP the commonly used GPA is not invoked.

Student Failure

Students who are deemed to have failed a subject may be required to:

- Attempt the subject again within a reasonable time frame, generally the next semester, notwithstanding any pre/co-requisite requirements
- Attempt a 'make-up' assessment at the discretion of the Board of Directors on advice from the Board of Education. Additionally, the Board may, on the recommendation of the Board of Education, grant a student a 'conceded pass'* , which would allow the student to progress to subjects for which the conceded pass subject was a pre-requisite.

*A student may not carry more than a maximum of 2 conceded passes unless by permission of the ACP Board of Education and the ACD Academic Standards Committee.

The College may exercise its right, from time to time to allow students to complete the qualification in a shorter or longer timeframe on an individual basis.

Graduate Attributes

The College aims to produce graduates from all its programs of study with the following overarching attributes:

- Scholars capable of independent and collaborative enquiry, rigorous in their analysis, critique and reflection, and able to innovate by applying their knowledge and skills to the solution of novel as well as routine problems;
- Entrepreneurial leaders capable of initiating and embracing innovation and change, as well as engaging and enabling others to contribute to change;
- Professionals capable of ethical, self- directed practice and independent lifelong learning;
- Global citizens who are culturally adept and capable of respecting diversity and acting in a socially just and responsible way.

More specifically, with regard to the principal educational domain of the College, specialist medical practice in the field of phlebology, the College aims to produce graduates who exhibit the following attributes:

Personal

- Apply analytical and critical thinking leading to creative problem solving.
- Commit to ethical practice and social responsibility.
- Engage in lifelong learning and reflective practice.

Applied Knowledge and Skills

- Utilise relevant and current information for decision making in their activities as a specialist dermatologist.
- Strategically plan and manage resources in the treatment and on-going management of patients.
- Manage quality in their practice as independent decision makers.
- Manage risk associated with their practice as independent specialist.
- Lead and manage those in their charge.

Interactional Skills

- Communicate across a range of disciplines and communities
- Work within and contribute to local and international processes in the practice and ongoing development in the field of phlebology.
- Enhance collaborative and multidisciplinary teamwork.

Confidentiality

The College will not release details of a student's performance in any of its programs of study to any third party without written approval of the student or his/her agent, with the exception being the Australasian College of Dermatologists which delivers the Master of Phlebology program jointly with ACP.

In the event that such information is officially released, only certified copies of the original documents will be made available.

Register of Degrees

The College will maintain a Register of Graduates that details:

- The degree obtained
- The level of achievement in the course(s) and/or subject(s) completed where appropriate at graduation
- The level of achievement in the course(s) and/or subject(s) completed where the qualification has not been completed

Compliance and Breaches

The Board may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy (or any of its related procedures).