DOCTOR OF MEDICINE

MD COURSE ADVICE- PROCEDURE & FAQs

The MD Course Advice Program will build your knowledge of the MD course, and the study and pathway options. We will work with you to nurture and facilitate development of your critical thinking and decision-making skills as you navigated choices to select your personal Discovery journey.

Our infographic below shows an overview of the process for each meeting block throughout your MD studies. Further information on the Course Advice program can be found in Canvas.
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1) **Course Advice Appointments**

   a) **How many times do I meet with a Course Advisor across the four years of the MD program?**

   The Course Advisor program is currently structured to offer 5 meetings across MD1-4. The pre-MD1 meeting will be held prior to the commencement of the first Discovery topics or Faculty selectives in the MD1 timetable and have different times depending on the offer type you received.

   The pre-MD2 meeting is scheduled to be held from August to October for 2022 only. There may be some adjustment to the times below as the Course Advisor program rolls out over 2023 and 2024.

<table>
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<tr>
<th>When</th>
<th>Meeting Block</th>
<th>Dates</th>
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   | Pre-MD1  | Course Advice 1 | • Unconditional Offers – November & December of application year  
   |          |                 | • Conditional Offers – January and February of commencement year |
   | Pre-MD2  | Course Advice 2 | • September and October                                 |
   | Pre-MD3  | Course Advice 3 | • July and August                                       |
   | Pre-MD4  | Course Advice 4 | • Mid-April to May                                      |
   | Pre-Internship | Course Advice 5 | • March to mid-April                                    |

   b) **How do I make a Course Advice appointment?**

   You will be notified by email when you can book your Course Advice appointment for each meeting block. The email will include all the instructions on how to book your appointment. You will self-select an appointment time that best suits you through a University appointment booking webpage.
c) **Can I change my appointment once it is confirmed?**

Email md-enquiries@unimelb.edu.au to reschedule your appointment. Appointments cannot be rescheduled within 24 hours of the start time.

d) **What happens if I don’t attend my scheduled appointment?**

If you do not attend your Course Advice appointment, you will be at risk under the reliability requirements within the Professional Behaviour Guidelines. Depending on the situation, you will receive a professional behaviour notification and required to meet with the Department of Medical Education Subject Coordinator.

Further information on Professional Behaviour Guidelines may be found here: https://medicine.unimelb.edu.au/study/current-student-resources/mms-students-resources/policies,-procedures-and-forms

e) **Can I select a specific Course Advisor?**

You are not able to choose a specific course advisor for your Course Advice meeting. Allocation to a course advisor is based on the meeting time. Once you select a meeting time, you’ll be advised who your course advisor is.

f) **Do I need to prepare for my Course Advice meeting?**

Yes, our Course Advising program utilises a learning-centred advising approach. Learning-centred advising will enable your meeting to run as a teaching and learning interaction, where your advisor will focus on the process of learning and development of critical-thinking and decision-making skills. To facilitate your understanding ahead of the commencement of the process, we have developed a set of learning outcomes to guide you.

Please review these learning outcomes for the relevant meeting block via our Canvas page (https://canvas.lms.unimelb.edu.au/courses/143401) and revisit them as needed to support your learning interaction in the course advice meeting.

g) **Where can I get further information about the Course Advice Process?**

Refer to the Doctor of Medicine Canvas Page for further information on the Course Advice Program, Discovery, and available resources.
2) **Course Advice – Completing your Kaizen form**

a) **What is a Kaizen form?**

Kaizen is a workplace-based assessment platform, specifically tailored for medical programs. It is designed to make it easier for students to track their progress and learning goals.

Prior to your meeting, you’ll need to complete a pre-Course Advice meeting form via the Kaizen platform. The form will enable you to provide brief details of your previous degree studies, personal skills and attributes, and areas of future vocational interest. This information will assist you in preparing for your meeting with your course advisor and provide important information about you for your course advisor.

Refer to the Doctor of Medicine Canvas Page for further information on accessing Kaizen and completing the form.

b) **What if I don’t complete my Kaizen form before the meeting?**

You must complete your Kaizen form before your meeting, ideally well before your meeting time. Your meeting may be cancelled if your form is not completed and submitted 15 minutes prior to the start time.

c) **How can I access my completed Kaizen form after the meeting?**

Your Kaizen form is always available on your timeline to review at any stage. Simply log back into Kaizen to view it.

d) **Who can see my completed Kaizen form?**

Only other course advisor academic and administrative staff in the Department of Medical Education can see your Kaizen form data.

3) **Preferences via Sonia**

a) **What if I miss the deadline to submit my preferences for Discovery Topics or Faculty Selectives?**

We will use your preferences listed in your Kaizen form to allocate you to either a Discovery Topic or a Faculty Selective. It is best to submit your preferences in Sonia prior to the deadline as quotas apply to some topics. Failure to submit your preferences may result in you being allocated to your second or third choice.
b) **What if I want to change my preferences once I have submitted them?**

You can change your preferences anytime up until the deadline. Simply log into Sonia to the changes to your preferences selection.

c) **How will I be allocated to a topic if I miss my Course Advice meeting?**

See 3a above for information about allocations.

You must submit your Kaizen form even if you miss your Course Advice Meeting. Failure to submit your Kaizen will be considered a Professional Behaviour Notification.

4) **General Student FAQ**

a) **Is there any support available to me if I have an ongoing condition?**

Yes, our dedicated Health and Wellbeing Practitioners are here to assist you. You can review the type of support they offer via the Melbourne Medical School Support Services webpage. At the University of Melbourne, we have several additional Support Services available to students. If you have an ongoing condition that impacts your ability to engage with the course, you are strongly encouraged to register with Student Equity and Disability Service. If eligible, recommendations for your engagement with the course can be made, including Academic Adjustment Plans (AAP) and Alternative Exam Arrangements (AEAs). To see whether you are eligible, information can be found at Student Equity and Disability Support or visit contact Student Equity and Disability Services via Stop1. Once you have an academic adjustment plan and/or an alternate exam arrangement in place, please send a copy to md-enquiries@unimelb.edu.au as it is your responsibility to ensure staff are aware of the support we can provide you.