

# DOCTOR OF MEDICINE CHANGE OF DISCOVERY TOPIC POST COMMENCEMENT PROCEDURE



Melbourne  
Medical School

## OBJECTIVES

This Procedure details how the Melbourne Medical School in the Faculty of Medicine, Dentistry and Health Sciences (MDHS) supports students to change their Discovery topic to a different topic, post commencement of the teaching period. Students studying a Discovery subject may have the ability to change their topic prior to the commencement of their preferred topic.

Students wishing to change their Faculty Selective to a different Faculty Selective must follow the standard University of Melbourne [Changing Subject Post-Enrolment](#) process.

### *Conditions of Changing Discovery Topic Post Commencement*

All conditions must be met for a student in the Melbourne Medical School to receive approval to change their current Discovery topic to another topic post commencement of the given teaching period:

- No more than two (2) weeks of the newly requested or current Discovery topic have passed;
- No assessment submission deadlines have passed for the newly requested and current Discovery topic; and
- Students have discussed their circumstances with the Discovery Coordinator who supports their change of topic request.

## PROCEDURE

The procedure for a student wishing to change their Discovery topic post commencement is as follows:

1. Student determines commencement date of newly requested Discovery topic.
2. Student submits a formal request in writing to [md-enquiries@unimelb.edu.au](mailto:md-enquiries@unimelb.edu.au) to explain their situation and reasoning for adjusting their Discovery topic, as well as any supporting documentation to justify their request. Supporting documentation must be recent and up-to-date and may include, but is not limited to, letters from health care practitioners, documentation that verifies carer responsibilities and statutory declarations. MD Course Director and Discovery Coordinator determine if a topic change is supported based on student's circumstances. The assessors may liaise with Discovery Topic Leads if necessary.
3. Discovery Coordinator provides outcome to Student and Programs Coordinator (Discovery) post meeting.
4. Student and Programs Coordinator (Discovery) provides official outcome to student in writing within three (3) working days of their discussion.
5. If the outcome is favourable, the Student and Programs Coordinator (Discovery) manages the administration behind the change and supports student to enter new topic.
6. If the outcome is not favourable, a student may remain in the originally selected Discovery topic, or withdrawal from the Discovery Subject prior to, or post the relevant [census date](#) as per standard University of Melbourne [Enrolment and Timetabling Policy](#).

**Note:** Post census withdrawal may jeopardise progression and enrolment into the following year subjects. These students will need to attend a Course Academic Progress Committee (CAPC) meeting and will be notified of this via official outcome.

## APPEALS

- Students may appeal against a decision made under the Melbourne Medical School Change of Discovery Topic Post Commencement Procedure, in writing within five (5) working days of the outcome notification.
- Appeals should be addressed and submitted to:  
[md-enquiries@unimelb.edu.au](mailto:md-enquiries@unimelb.edu.au)  
Discovery Topic Appeals Committee

*Melbourne Medical School  
Level 7, North Wing, Medical Building  
The University of Melbourne VIC 3010*

- An acknowledgement will be sent to the student within three (3) working days of receipt.
- The student will be notified in writing of the outcome of the appeal within five (5) working days of the committee outcome.
- Appeals should comprise of a one-page cover letter outlining the reason for the appeal, with any supporting documentation attached (e.g., medical documentation outlining inability to study Discovery topic over a specific date). Verbal appeals will not be considered.
- If a student does not believe that the appeal has been adequately considered, they may submit a complaint or grievance as per standard University of Melbourne [Student Complaints and Grievances](#).

## **GUIDELINES FOR GRANTING A CHANGE OF DISCOVERY TOPIC POST COMMENCEMENT**

Acceptable reasons for supporting a change of Discovery topic post commencement may include:

1. Inability to study Discovery topic over specific dates due to;
  - Serious illness, not known during Discovery preferencing;
  - Immediate family matters relating to crisis, not known during Discovery preferencing; or
  - Personal crisis matters, not known during Discovery preferencing.
2. Other circumstances deemed to be exceptional by the approver.

# OVERVIEW OF CHANGE OF DISCOVERY TOPIC POST COMMENCEMENT PROCEDURE

