



DOCTOR OF MEDICINE

COURSE ADVICE PROCEDURE & FAQs

Melbourne
Medical School

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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 three 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. The pre-MD2 meeting is scheduled to be held from August to September of MD1 year. The pre-MD3 meeting (pathway decision) is scheduled to be held between April to July of MD2 year.

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

You will be notified by Canvas announcements when you can book your Course Advice appointment. The Doctor of Medicine canvas pages will include all the instructions on how to book your appointment. You will self-select an appointment time that best suits you through our appointment booking webpage (MS bookings). Further information on the Course Advice program can be found in Canvas.

c) **What happens if I don't attend my scheduled appointment?**

If you book and then do not attend a Course Advice appointment, this behaviour raises concerns about your professional behaviour. A notification will be made to your subject coordinator to have a discussion with you about this in line with the MD Professional Behaviour Guidelines. If you are not able to attend a booked meeting, please immediately email md-courseadvice@unimelb.edu.au for assistance.

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>

d) **Can I change my appointment once it is confirmed?**

You can amend your own appointment time via the online booking system up to 24 hours prior to your scheduled appointment. If you need to cancel or change a booking less than 24 hours prior to a scheduled appointment, email md-courseadvice@unimelb.edu.au ASAP to reschedule your appointment. Please note, we may not always be able to reschedule appointments at short notice and may result in you not having a Course Advice meeting.

e) Can I select a specific Course Advisor?

You can see the names of the Course Advisors available via our “Meet your advisors” canvas page links. Through the self-booking system, you can then book a meeting with a specific person.

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 allows your advisor to focus on your development and learning of critical-thinking and decision-making skills. We have developed a set of learning outcomes to guide you for each round of Course Advice. Please review these learning outcomes (see Overview page on Course Advice pages on Canvas) and revisit them as needed to support your learning interaction in the course advice meeting.

You should also review the Discovery web page and Doctor of Medicine canvas resources for Course Advice. Please also refer to the “Before your meeting” tab in Doctor of Medicine canvas page for a checklist of actions.

g) What if I am having trouble accessing my meeting booking via MS Teams?

We suggest you take time to ensure you have downloaded the MS Teams app to your computer, and check that you are signed into your UoM account. The booking should be able to be seen in your calendar on the left-hand menu. Simply click “join” at your start time to enter the meeting.

h) 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 pre-meeting form.](#)

a) What is a pre-meeting form?

Your pre-meeting form is hosted on our Risr/Advance software site. It is a workplace-based assessment platform, specifically tailored for medical programs. It is designed to make it easier for you to track your progress and learning goals.

Prior to your meeting, you'll need to complete a pre-meeting form and short online survey. The surveys ask you to provide some background information related to previous study and then identify your future learning goals, areas for growth and interests. This information will assist you in making your initial Discovery selections and preparing you for your meeting with your course advisor. The survey also provides important information about you for your course advisor which supports the meeting discussion, with the aim of supporting you to make your final selections for Discovery.

b) What if I don't complete my pre-meeting form before the meeting?

You must complete your pre-meeting form and submit to your Course Advisor by 5pm the day prior to your meeting. Your Course Advisor prepares for the meeting by reviewing your responses and preparing suggestions and discussion points for the meeting with you.

Your meeting may be cancelled if your pre-meeting is not completed and submitted by 5pm the day before your meeting.

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

Your pre-meeting form is always available on your timeline to review at any stage. Simply log back into [Risr/Advance](#) to view it.

d) Who can see my completed meeting form?

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

e) 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.

3) Preferences via Sonia

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

Failure to submit your preferences through Sonia will result in you being allocated by the Discovery team to any available topics.

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.