

DOCTOR OF MEDICINE PROGRESS GUIDELINES FOR MEDICAL STUDENTS



MELBOURNE
MEDICAL
SCHOOL

In accordance with the University's Statute 11.4 (<http://policy.unimelb.edu.au/UOM0485>), the Melbourne Medical School is required to give consideration to the further progress in the medical course of students who fail in or are absent from components of assessment. It is School policy for these students to be considered by the Progress Committee for the appropriate semester/year level.

The Committee's function is to determine the most suitable course for a student's academic future rather than to discipline the student for unsatisfactory progress.

All students will be given the opportunity to make a written and/or personal submission to the Committee. In considering a student's progress, the School will normally take into account personal, financial and study problems, as well as any evidence of changed circumstances that a student believes will result in an improved performance in the future. Consideration will also be given to a student's ability to complete the course within a reasonable time frame.

A student whose enrolment in the course has been terminated will have the opportunity to appeal to the Academic Board within 20 working days of being notified of the Progress Committee's decision. Grounds on which a student may appeal are outlined in the University's Statute 11.4. Students who have been terminated from a course can only be re-admitted to that course by applying for selection in competition with other applications during some subsequent selection period, having provided evidence of academic rehabilitation. Evidence of academic rehabilitation would normally be the satisfactory completion of a degree at a sustained high level of performance, and provision of evidence that circumstances affecting the previous performance no longer applied.

The Melbourne Medical School has established a set of guidelines for its Progress Committees, however it is important to realise that these principles are treated as guidelines only, not as hard and fast rules. The Committees are able to retain flexibility and discretion in making recommendations after consideration of all available information. The following guidelines are currently applicable:

YEAR 1

Students failing one or more subjects in Year 1 will be considered by a Progress Committee, which may decide to offer supplementary examination(s) before the commencement of Year 2. When this is a likely outcome, students may be advised in advance of the meeting of the Progress Committee to start preparing for such an examination so that they will have as much time for remediation as possible.

Success in these supplementary examinations will lead to the awarding of a Pass grade in the subject. Students who fail the supplementary examination will be considered for suspension or be allowed to repeat the year.

In the absence of persuasive extenuating circumstances, TERMINATION should be recommended by the Progress Committee if a student at the end of Year 1:

- fails the supplementary examinations in Foundations of Biomedical Science [MEDS90001], or
- at the first attempt fails both Foundations of Biomedical Science [MEDS90001] and Principles of Clinical Practice 1 [MEDS90002], or
- fails any subject previously failed.

If Student Conference 1 [MEDS90003] is the only subject failed, students will be permitted to progress to Year 2, subject to the satisfactory completion of additional work as specified by the Subject Coordinator.

YEAR 2 AND 3

Students who fail Principles of Clinical Practice 2 or 3 may be:

- admitted to supplementary examinations, the nature of which will be determined after consultation with the examiners and the subject coordinators;
- permitted to repeat the subject;
- recommended for termination.

In the absence of persuasive extenuating circumstances, students should be recommended for termination if they have failed at least one subject in a previous year (ie. having been considered by the Progress Committee after failing a previous year).

If Student Conference 2 or 3 is the only subject failed, students will be permitted to progress to Year 3 or 4, subject to the satisfactory completion of additional work as specified by the Subject Coordinator. Students who fail Scholarly

Selective 1 will not be permitted to progress to Scholarly Selective 2 until the specified assessment tasks have been satisfactorily completed.

The Melbourne Medical School reserves the right to review the progress of any student who does not complete any of the nominated assessment tasks for Scholarly Selective 1 because of reasons related directly to the conduct of their project but outside their control. In this situation, both the student and supervisor will be required to submit a written report outlining the reasons for the delay in completing the assessment task/s, the impact of the delay on the student's work and steps taken to rectify or overcome the delay. Upon receipt of these documents, a committee comprising the Head of the Melbourne Medical School (or their representative), the Director of the Medical Education Unit (or their representative), the Scholarly Selective Subject Coordinators and a member of the Scholarly Selective Working Group will be convened and make recommendations after consideration of all available information. Recommendations could include alternative assessment, the nature of which will be determined after consultation with the research supervisor(s).

YEAR 4 - SCHOLARLY SELECTIVE 2

Students who fail Scholarly Selective 2 may be:

- admitted to supplementary examinations, the nature of which will be determined after consultation with the examiners and research supervisor(s);
- permitted to repeat the subject;
- recommended for termination.

In the absence of persuasive extenuating circumstances, students should be recommended for termination if they have failed at least one subject in a previous year (ie. having been considered by the Progress Committee after failing a previous year).

If Student Conference 4 is the only subject failed, students will be permitted to progress to the final semester of the degree, subject to the satisfactory completion of additional work as specified by the Subject Coordinator.

The Melbourne Medical School reserves the right to review the progress of any student who does not complete any of the nominated assessment tasks for Scholarly Selective 2 because of reasons related directly to the conduct of their project but outside their control. In this situation, both the student and supervisor will be required to submit a written report outlining the reasons for the delay in completing the assessment task/s, the impact of the delay on the student's work and steps taken to rectify or overcome the delay. Upon receipt of these documents, a committee comprising the Head of the Melbourne Medical School (or their representative), the Director of the Medical Education Unit (or their representative), the Scholarly Selective Subject Coordinators and a member of the Scholarly Selective Working Group will be convened and make recommendations after consideration of all available information. Recommendations could include alternative assessment, the nature of which will be determined after consultation with the research supervisor(s).

YEAR 4 - TRANSITION TO PRACTICE

Students who fail Transition to Practice in Year 4 may be:

- admitted to supplementary examinations, the nature of which will be determined after consultation with the examiners and the subject coordinator;
- permitted to repeat the subject;
- recommended for termination.

In the absence of persuasive extenuating circumstances, students should be recommended for termination if they have failed at least one subject in a previous year, or semester in the case of Scholarly Selective 2 (ie having been considered by the Progress Committee after failing a previous year or semester).