

**UNIVERSITIES OF NEW ENGLAND AND NEWCASTLE
JOINT MEDICAL PROGRAM
Appeal against a Final Result**

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1. CONTEXT

- 1.1 This procedure applies only to students enrolled in the Bachelor of Medicine – Joint Medical Program (BMed – JMP) and pertains only to courses/units with the prefix MEDI as offered by the Schools of Medicine and Public Health (UoN) and Rural Medicine (UNE).
- 1.2 Appeals against results awarded for elective courses/units will be processed in accordance with the following policies;
 - (a) At UoN, Appeal Against Final Result - Procedure 000261
 - (b) At UNE, Student Appeals Policy.

2. DEFINITIONS

In the context of this document:

BMed Year Assessment Committee means the five committees (one for each year of the BMed) responsible for recommending final grades to the Heads of School and for reviewing the assessment of courses / units in accordance with the Universities' quality assurance principles;

Dean means the Dean of Medicine – Joint Medical Program¹.

Deputy Vice-Chancellors (Academic) means the Deputy Vice Chancellor (Academic) (UoN) and/or the Deputy Vice Chancellor (Academic) (UNE);

Faculty means the Faculty of Health (UoN) and/or the Faculty of the Professions (UNE);

final result means the cumulative mark for all the assessment items in a MEDI course/unit as approved by the Head of School responsible for the course/unit;

Head of the School means the Head of the School of Medicine and Public Health at UoN and/or the Head of the School of Rural Medicine at UNE who is/are responsible for delivery of JMP Committee-approved MEDI Course/Units;

major assessment item means any assessment item, including the final examination, worth 20% or more of the final result; or an assessment item that is an essential criteria (ie a compulsory assessment item that must be satisfactorily completed in order for a student to received a pass mark or better in that course/unit);

I Grade at UoN means Incomplete and indicates that the result in the course is yet to be finalised;

in writing means either the form provided by the University¹ or a paper based, email, fax or other electronic form of delivery which is capable of being converted to hardcopy;

¹ The Bachelor of Medicine program is delivered as a Joint Medical Program (JMP) by the Universities of Newcastle and New England. Management of the program is vested in the JMP Governance Committee as approved by each University.

The Chair of the JMP Committee is responsible to the JMP Governance Committee and the Universities, for academic management of the program. In the first instance, for a period of five years (2008 – 2012), this will be the Dean of Medicine at Newcastle.

Pro Vice Chancellor – means the Pro Vice Chancellor, Faculty of Health at UoN, and/or the Pro Vice Chancellor and Dean – Faculty of the Professions, UNE;

RU Grade at UNE means Incomplete and indicates that the result in the unit is yet to be finalised;

S Grade at UoN is an administrative code which indicates that a student has sought Consideration in accordance with the *BMed – JMP Special Circumstances Affecting Assessment Items* procedure. Determination of a final grade is dependant on further specified task(s) being completed by the student.

School means the School of Medicine and Public Health (UoN) and/or the School of Rural Medicine (UNE);

SPE Grade at UNE is an administrative code which indicates that a student has sought Consideration in accordance with the *BMed – JMP Special Circumstances Affecting Assessment Items* procedure. Determination of a final grade is dependant on further specified task(s) being completed by the student².

3. PROCEDURE – MEDI Courses/Units

3.1 Amending a Final Result

- 3.1.1 A student who wishes to question a final result shall, upon request to the School, have access to any or all of the following:
- a copy of the Course / Unit Outline;
 - the Course / Unit description as approved by the Faculty;
 - the criteria for the assessment of major assessment items of the Course / Unit;
 - weightings for the individual components of the Course / Unit; and
 - weightings/marks for the individual components of the examination (if appropriate).
- 3.1.2 Students wishing to obtain further information on a final result in a Course / Unit or to query that result should, initially, contact the lecturer/tutor or the Course/unit Coordinator.
- 3.1.3 If an error is found under the following criteria, a *BMed – JMP Amendment to Result Form* may be forwarded for approval to the Head of School and the Dean of the JMP (where the appeal is lodged within six months of the result) or the Pro Vice-Chancellor and the Dean of the JMP (where the appeal is lodged later than six months of the result being posted), and thence to the Examinations office:
- i. all required parts of the assessment were not included in the final determination of the result; or
 - ii. all marks contributing to the final result have not been correctly weighted and their total accurately obtained; or
 - iii. any other administrative error.

3.2 Appealing Against a Final Result

- 3.2.1 If the lecturer or Course/unit Coordinator is unavailable, or if the matter has not been resolved by discussion with the lecturer or Course/unit Coordinator, the student may appeal against the Final Result, using the *BMed – JMP Application to Appeal against A Final Result Form* accompanied by a supporting statement.
- 3.2.2 When making an appeal for a review of a final result, the student must demonstrate a valid case for that review based only upon the following criteria:
- i. the mark for one or more major assessment item(s) (including the final examination) does not reflect the quality of the work submitted; or,
 - ii. all required parts of the assessment were not included in the final determination of the result; or
 - iii. all marks contributing to the final result have not been correctly weighted and their total accurately obtained; or
 - iv. the type of major assessment items are inconsistent with information in the Course/Unit Information; or

² The relevant BMed Year Assessment Committee is responsible for specifying the nature of additional task(s) required in order to determine a final grade for a student.

- v. the type and/or weighting of major assessment items differ from information in the Course/Unit Outline; or
- vi. the content of a major assessment item does not reflect the content of the Course/Unit; or
- vii. exceptional special circumstances as defined in Clause 3.1 of the *BMed – JMP Special Circumstances Affecting Assessment Items Procedure* - and then only when the BMed Progress and Appeals Committee (refer 3.4) believes that extenuating circumstances prevented the student from lodging an appeal under the provisions of that Procedure.

Note: where no case is made, the appeal will not be considered.

3.3 Application Process

- 3.3.1 Using the *BMed – JMP Application to Appeal against a Final Result form* available from the School, completed applications which must be accompanied by a supporting statement, should be submitted:
- a) at UoN to the Examinations and Graduations Office;
 - b) at UNE to the BMed Year Manager, School of Rural Medicine; by hard copy, fax or email within seven (7) days of the release of official final results on the web.
- 3.3.2 The application will be checked for all required information, and forwarded:
- a) at UoN to the Assistant Registrar Faculty of Health; and
 - b) at UNE to the BMed Year Manager.
- 3.3.3 Where the appeal is not accompanied by a supporting statement, it will not be considered.
- 3.3.4 The application will be forwarded:
- a) at UoN by the Assistant Academic Registrar Faculty of Health; and
 - b) at UNE, by the BMed Year Manager to the BMed Progress and Appeals Committee or - where a meeting is not scheduled within the fourteen (14) calendar day processing period - to the Chair of the BMed Progress and Appeals Committee.
- 3.3.5 Depending upon the ground(s) for the appeal, the BMed Progress and Appeals Committee or the Chair shall either:
- a) initiate enquiries with the lecturer or Course/Unit Coordinator who will:
 - i. check that all required parts of the assessment were included in the final determination of the result; and/or
 - ii. check that all marks contributing to the final grade have been correctly weighted and their total accurately obtained;

and/or

 - b) initiate a re-mark of the queried major assessment item(s) to be carried out by someone other than the original marker. The Course/Unit Coordinator shall nominate a list of possible markers and the Chair shall select a person from that list. The marker shall be provided with the criteria for the assessment of the course/unit and a clean copy of the assessment item. This would not apply where the major assessment item had, originally, two or more markers;

and/or

 - c) initiate the appointment of a member of the School of Medicine and Public Health (UoN) or Rural Medicine (UNE) (not the Course/Unit Coordinator) to examine and report on:
 - i. whether the type of major assessment items are inconsistent with those included on the Course/Unit Catalogue;
 - ii. whether the type and/or weighting of the major assessment items differ from information in the Course/Unit Outline;
 - iii. whether the content of the major assessment item reflects the content of the Course/Unit;
 - iv. the effect, if any, of any of the discrepancies listed above on the student's final result;

and/or

 - d) if a valid case has not been demonstrated, either request further information from the student or recommend to the BMed – JMP Progress and Appeals Committee that no action be taken.

- 3.3.6 Where the Chair undertakes the investigations, the Chair shall provide the BMed – JMP Progress and Appeals Committee with recommendations and the outcomes of any investigation for the Committee’s consideration.

3.4 BMed – JMP Progress and Appeals Committee

- 3.4.1 The BMed- JMP Progress and Appeals Committee shall have the following membership:
- the Academic Director Faculty of the Professions (UNE), and the Deputy Head, Faculty of Health (Teaching and Learning)(UoN), or their nominees, who shall chair the Committee on a rotational basis;
 - the Heads of the Schools of Rural Medicine (UNE) and Medicine and Public Health (UoN) or their nominees;
 - the Assistant Academic Registrar, Faculty of Health (UoN) and the Manager, Enrolment and Progression (UNE) or their nominees;
 - two other members, one each from a pool of three Faculty academic staff determined respectively by the Pro Vice-Chancellor Faculty of the Professions (UNE) and Health (UoN);
 - co-opted members from within or outside the Faculties for particular cases as determined by the Chair.
- 3.4.2 The BMed – JMP Progress and Appeals Committee shall have responsibility for matters referred to it:
- 3.4.2.1 under the *BMed – JMP Review of Progress Procedure*;
 - 3.4.2.2 under the *BMed – JMP Appeals Against a Final Result Procedure*;
 - 3.4.2.3 under the *BMed – JMP Special Circumstances Affecting Assessment Items Procedure* ; and
 - 3.4.2.4 any other student progress or appeals issues forwarded to it by the Dean of Medicine - JMP.

3.5 Outcomes

- 3.5.1 The BMed – JMP Progress and Appeals Committee shall determine the outcome of the application as follows:
- a) Revision of the Final Result – in this event, the outcome shall be forwarded to the Student Administration / Student Centre for action. The student should, where possible, receive notification from the Examinations Office within twenty one (21) days of the notice of final result being posted on the web ie fourteen (14) days after the close of the application period;

or
 - b) No Change to the Final Result – in this event, the outcome will be forwarded to the Student Administration / Student Centre for action, viz notification to the Examinations Office that the result is to remain. The student should, where possible receive notification from the Examinations Office within twenty one (21) days of the notice of final result being posted on the web (ie fourteen (14) days after the close of the application period);

or
 - c) Referral to the Dean - If the BMed – JMP Progress and Appeals Committee determines that there has been a significant error in the assessment processes, advice will be forwarded to the Dean who shall, in consultation with the Heads of School, determine what remedial action (such as moderation) may be taken and advise the Examinations and Graduations Office. Where a moderation is initiated, all students who may be affected will be informed that the process is being undertaken and warned that their marks may be varied upwards or downwards;

or
 - d) Granting of an alternate/supplementary assessment item when extenuating circumstances have prevented earlier consideration under the provisions of the *BMed – JMP Special Circumstances Affecting Assessment Items Procedure*.

3.6 Late Appeal Against A Final Result

- 3.6.1 Once I / S grades (UoN) and RU / SPE grades (UNE) have been converted to a Final Result, a student may only appeal against the final result if he/she:

- i. has been given a fail result; and
 - ii. can demonstrate that the recording of the fail result, or the automatic conversion from an I, S (UoN), RU, SPE (UNE) grade to a fail grade, was invalid or unwarranted.
- 3.6.2 The application will be in writing.
- 3.6.3 If the appeal is lodged within six months of the final result being posted, it will be considered by the Dean in consultation with the Heads of School and the current Course/Unit Coordinator of the nominated course/unit. The Dean will determine the outcome of the appeal.
- 3.6.4 If the appeal is lodged between 6 months (plus one day) and two years of the final result being posted, the appeal will be considered by the Dean and the Pro Vice-Chancellors, Faculties of Health and the Professions who will determine the outcome of the appeal.
- 3.6.5 If the appeal is lodged later than two years after the final result has been posted, it will be considered by the Deputy Vice-Chancellors (Academic) who will determine the outcome of the appeal.
- 3.6.6 The student shall supply:
 - i. evidence that the student legitimately withdrew from or was incorrectly enrolled in the course/unit in question; or
 - ii. evidence required under the provisions of the *BMed – JMP Special Circumstances Affecting Assessment Items Procedure*.

3.7 Failure in a Course/unit by a Potential Graduate

- 3.7.1 A student may apply to the BMed – JMP Progress and Appeals Committee for a review of a result on the grounds that the failed Course / Unit prevents them from graduating. The student's appeal must meet ALL the following criteria to be considered:
 - i. the course/unit that has been failed is a twenty unit course (UoN) / twelve credit point unit (UNE);
 - ii. the student has not previously failed this course/unit;
 - iii. the student has undertaken the course/unit in the last two (2) terms of study (subject to iv) below) and all other program requirements have been satisfied;
 - iv. the final result achieved for the course/unit is not less than 40% of the total marks for the course/unit;
 - v. the student has not already undertaken supplementary assessment (other than on the basis of special consideration) in the course/unit; and
 - vi. the student has submitted all required assessment items throughout the relevant semester on time (subject to any applications under the *BMed – JMP Special Circumstances Assessment Items Procedure*).
- 3.7.2 The Committee shall determine the legitimacy of the appeal and, if it is upheld, determine, in consultation with the Course/Unit Coordinator, the nature, timing and content of a supplementary assessment item.
- 3.7.3 A student may not gain more than 50% of the final result (a minimum pass) course/unit as a result of the marks given for the supplementary assessment item.
- 3.7.4 The marks awarded in the supplementary assessment item may result in a Fail grade being changed to an Ungraded Pass grade.
- 3.7.5 If the student does not reach an Ungraded Pass grade on the basis of the marks given for the supplementary assessment item, the Fail grade will remain and the student will not be eligible for graduation.

3.8 Reporting

- 3.8.1 An annual report on all variations under these provisions, why the variations were made and the consequent final results will be provided by the BMed Year Managers to the JMP Committee at its first meeting each year.
- 3.8.2 At UoN the annual report relating to Bachelor of medicine students, on all variations under these provisions, why the variations were made and the consequent final results will be provided to the Pro Vice-Chancellor Faculty of Health who will report to the Academic Senate at its first meeting each year.

*Approved Pro Vice-Chancellor (Academic): 12 December 2008
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