

UNIVERSITIES OF NEW ENGLAND AND NEWCASTLE JOINT MEDICAL PROGRAM COURSE /UNIT OUTLINES POLICY

DOCUMENT DATA

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Related Documents:	UoN Unit Outlines – Policy 000587

1. Application of Policy

- 1.1 This policy applies to all MEDI Course/Units offered by the Schools of Medicine and Public Health (University of Newcastle (UoN)) and Rural Medicine (University of New England (UNE)) in the delivery of the Bachelor of Medicine – Joint Medical Program (BMed – JMP).
- 1.2 Assessment Rules for elective (non-MEDI) Course/Units undertaken by BMed – JMP students will be in accordance with the following policies:
- (a) at UoN
- i) Course Outlines – Policy 000587
 - ii) Rules Governing Administration of Assessment Items - Policy 000113
 - iii) Special Circumstances Affecting Assessment Items - Procedure 000641
 - iv) Appeal against a Final Result – Procedure 000261
 - v) Remarks and Moderations – Procedure 000769
 - vi) Essential Criteria in Course Assessment - Policy 000648
 - vii) Rules Governing the Administration of Assessment Items – Rule 000113
 - viii) Group, Self, and Peer Assessment - Policy 000650
- (b) at UNE
- i) General Rules
 - ii) Assessment Policy
 - iii) Special Assessment Policy
 - iv) Student Appeal Policy

2. Interpretation

In these Rules, unless the context or subject matter otherwise indicates or requires:

course at UoN means any part of a program for which a result may be recorded;

Dean means the Dean of Medicine – Joint Medical Program¹ who is Chair of the JMP Committee;

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;

Joint Medical Program (JMP) means the delivery of the Bachelor of Medicine by UoN and UNE in partnership;

JMP Committee means the joint UoN / UNE committee responsible for the planning, implementation and management of the JMP including curriculum, assessment and standards. The Committee is chaired by the Dean of Medicine – JMP;

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.

UoN means the University of Newcastle;

Unit at UNE means any part of a Course for which a result may be recorded;

UNE means the University of New England.

3. **The Course/Unit Outline must be approved by the JMP Committee in consultation with Heads of the School², before being given to BMed – JMP students at the commencement of each semester.**
4. **Course/Unit Co-ordinators are required to provide the students in each Course/Unit undertaken in the BMed – JMP with a Course/Unit Outline. Course/Unit Outlines are to be provided free of charge to the students.**
5. **Delivery of MEDI Course/Unit Outlines**
 - 5.1 The Course/Unit Outline shall be in hard copy and students are required to sign as having received the Outline. Electronic versions may also be made available via Blackboard. The Course/Unit Coordinator must provide for those students with print disabilities who request a Course/Unit Outline in an appropriate format and timeframe.
 - 5.2 The Course/Unit Outline shall be available and confirmed by the end of the second week of semester. Only in extenuating circumstances can the content of a Course/Unit Outline be changed after the second week of semester and only with Dean of Medicine – JMP³ and joint Heads of School approval. If any revisions are made, a revised Course/Unit Outline shall be provided to students in the same manner as the original was distributed.
6. **The Course/Unit Outline shall contain the following:**
 - University identification
 - Course/Unit Code
 - Course/Unit Title
 - Course/Unit Value
 - Assumed Knowledge
 - Course/Unit Requisites
 - Brief Course/Unit Description
 - Course/Unit Objectives
 - Course/Unit Content
 - Semester of offer
 - Faculty
 - School
 - Location of School Office
 - Teaching Staff – with the Course/Unit Coordinator clearly identified
 - Teaching Methods
 - Mode of Delivery
 - Contact Hours and Locations
 - Attendance and/or Other Class Requirements

² A single BMed – JMP curriculum is delivered across the Universities of New England and Newcastle. UNE and UoN Course/Unit/Course Coordinators and Heads of School cooperate in relation to the preparation of Course/Unit/Course Outlines which are approved by the JMP Committee.

³ 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.

- Teaching Staff availability and Locations – particularly the availability of the Course/Unit Coordinator
- Assessment Items

This field shall give precise details of:

- methods of assessment;
 - the number of assessment items;
 - a brief description of each;
 - the component weighting of each (any proposed change in weightings to assessment items from the previous offer of a Course/Unit must be approved by the Heads of School);
 - assessment criteria for each;
 - the time of administering the task or the due dates;
 - whether a passing grade is required in any item to obtain a passing grade in the Course/Unit;
 - details of any essential criteria, including a rationale for inclusion, how they can be attained, and cleared if not achieved initially;
 - the policy regarding late submission of assessable material
 - details of any “returnable” and “non-returnable”⁴ assessment items; and
 - reference to the *BMed – JMP Procedure for Re-marks and Moderations*.
- A notice that no alteration to the Outline will be allowed after the second week of the semester except under extenuating circumstances with Dean of Medicine – JMP and joint Heads of School approval and that students will be notified in advance of the change.
 - The Course/Unit Outline shall contain a notice that a student may or will be required to provide written assessment items in electronic form as well as hard copy.
 - A brief warning re plagiarism and cheating with web addresses to relevant University *Academic Integrity* and *Student Discipline Rules*.
 - A notice that students may have their assessment items submitted to a plagiarism detection software package.
 - Reference to an announcements page (on Blackboard) for news about the Course/Unit or messages relating to the Course/Unit.
 - Information relating to support available to students with a disability, including contact details for the student support services.
 - A brief description of provisions relating to extensions, rescheduled examinations and special consideration with web addresses to relevant University policies and application forms.
 - Information on procedures for changing enrolment (Census dates etc).
 - Web address for *BMed – JMP Schedule/Rules*.

7. Course/Unit Outlines may also contain teaching material, such as:

- study guides;
- presentation guides;
- bibliographies;
- readings;
- laboratory exercise sheets etc; and
- if any of these are to be handed back to the teaching staff, they must be detachable so the student can retain the Course/Unit Outline. If they are attached they must also be provided free of charge.

⁴ “Returnable” assessment items are those that are returned to the student, and “non-returnable” assessment items are those which are not returnable to the student. There may be reasons, other than the practical impossibility of returning assessment items, for deeming an assessment item “non-returnable”.