

## UNIVERSITIES OF NEW ENGLAND AND NEWCASTLE

### BMed – JMP Review of Progress Procedure

#### DOCUMENT DATA

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#### 1. Interpretation

In this document, unless the context or subject matter otherwise indicates or requires:

**Academic Director** means the Academic Director, Faculty of the Professions (UNE);

**BMed - JMP Progress and Appeals Committee** means the Committee established to jointly consider and make determinations regarding the progress of BMed – JMP students at The University of Newcastle (UoN) and the University of New England (UNE);

**credit points** at UNE means the proportional amount of academic credit allotted to a unit. This term is used to define the requirements for an award of the University and to indicate a student's enrolment load;

**exclusion** means the condition of being precluded from re-enrolling in a program or a Faculty for a stated period. At the end of the exclusion period the student may apply for re-admission subject to the BMed – JMP Rules. There is no guarantee that an application for re-admission will be successful;

**mandatory program component** means a unit within the BMed – JMP program which must be successfully completed to progress in the program;

**program** means the Bachelor of Medicine – Joint Medical Program (BMed – JMP);

**suspension** means the condition of being precluded from enrolment for a period of up to one academic year, with an automatic right to re-enrol in the BMed – JMP after the period of exclusion.

**UoN** means the University of Newcastle;

**unit** at UoN means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for an award of the University and to indicate a student's enrolment load;

**UNE** means the University of New England.

#### 2. Procedure

##### 2.1 Identifying Students at Risk

- 2.1.1 BMed – JMP students are deemed to be 'at risk' if they have:
- i. failed more than 50% of credit points / units attempted in a semester;
  - ii. failed a mandatory program component.

##### 2.2 Managing Students 'at Risk'

- 2.2.1 BMed – JMP students who fall within one of these categories will be deemed as being 'at risk' of failing to maintain satisfactory progress and will be notified of their options.
- 2.2.2 As soon as possible after the release of official examination results in a semester, BMed - JMP students identified as 'at risk' will be formally contacted by email and hard copy letter from:
- (a) at UoN, The Deputy Vice-Chancellor (Services); and
  - (b) at UNE, the relevant Head of School, Rural Medicine.
- 2.2.3 That letter will:
- i. indicate why they are at risk of failing to maintain satisfactory progress;
  - ii. identify what possible remedial action they may take;
  - iii. suggest whom they should approach for advice and/or assistance; and

- iv. clearly warn that if they continue to be at risk of failing to maintain satisfactory progress in the next semester they will be formally required to show cause why they should not be excluded from the program.

### 2.3 Identifying Students Required to Show Cause

- 2.3.1 BMed - JMP students who are required to 'show cause' why they should not be excluded from a program, are those who have:
  - i. failed more than 50% of credit points / units attempted in two consecutive semesters of study, whether in the same or different programs and irrespective of any intervening semesters such as:
    - a. leave of absence, suspension, exclusion, non-enrolment; or
    - b. withdrawal without failure from 50% or more of credit points/units; or
  - ii. failed the same mandatory program component twice.
- 2.3.2 These students will be identified as continuing to be at risk of failing to maintain satisfactory progress.

### 2.4 Managing Students who are required to Show Cause

- 2.4.1 As soon as possible following the release of official examination results in a semester BMed – JMP students identified as continuing to be at risk will be formally contacted:
  - a) at UoN by the Deputy Vice-Chancellor (Services); and
  - b) at UNE by the Head of School Rural Medicinevia email and hard copy letter sent by express post.
- 2.4.2 Students will be advised in the “show cause” letter:
  - i. that they have been identified as at risk of failing to maintain satisfactory progress;
  - ii. that they are now formally required to show cause why they should not be excluded from the BMed - JMP program or the Faculty (refer 2.5 below);
  - iii. that failure to show cause will lead to automatic exclusion from the program for a period of one calendar year; and
  - iv. that they should approach nominated officers for advice and/or assistance.
- 2.4.3 The BMed Program Convenor will be notified of BMed students sent a “show cause” letter.
- 2.4.4 Students must respond to the “show cause” letter in writing on the proforma provided (ie in hard copy, by fax or by email) within the time period set out in the letter.
- 2.4.5 The response must indicate in one page or less:
  - i. the reasons for their previous performance (supported by documentary evidence);
  - ii. any remedial action undertaken since they were advised of being at risk; and
  - iii. how they intend to improve their academic performance if permitted to continue.
- 2.4.6 Reasons must be supported by documentary evidence. Where documentary evidence is not available in the timeframe allowed, the student must indicate in their response, that they are seeking documentary evidence.
- 2.4.7 Students who do not provide a written response (in hard copy or by fax or email) within the prescribed time period showing why they should be permitted to continue, will automatically be excluded from the program for a period of one calendar year.
- 2.4.8 The written responses and documentary evidence of those students who reply to the “show cause” letter will be considered by the BMed – JMP Progress and Appeals Committee.
- 2.4.9 Students may elect to be interviewed in person or by teleconference (where distance is an issue) at a time determined by the Committee. They may choose to bring a support person who is not a legal representative and who will have no right of speech except at the invitation of the Chair.
- 2.4.10 The BMed – JMP Progress and Appeals Committee will make a determination, based on the student’s previous academic record and the information provided by the student in a timely manner so that the outcome is known to the student where possible by the end of the second week of the following semester.

### 2.5 Outcome of Show Cause

- 2.5.1 If the student is determined to be making some progress the BMed – JMP Progress and Appeals Committee may take the following actions:
  - i. permit the student to continue in the program; or

- ii. permit the student to continue in the program with specified conditions on enrolment.
- 2.5.2 If the student is determined to be making unsatisfactory progress the BMed – JMP Progress and Appeals Committee may take the following actions:
- i. suspend the student from the program or Faculty for a specified period; or
  - ii. exclude the student from the program or Faculty for a specified period.
- 2.5.3 Students will be advised officially of the outcome of the review of progress process by email and hard copy letter sent via express post.

## **2.6 Review of Decisions of the BMed-JMP Progress and Appeals Committee**

- 2.6.1 UoN enrolled students may seek review of the decisions of the Progress and Appeal Committee by application to the University Student Progress Sub- Committee. This Sub-Committee shall review whether due process has been followed by the Progress and Appeals Committee and shall either confirm the decision of the Progress and Appeals Committee or refer the matter to the Deputy Vice-Chancellor (Academic) who will, in consultation with the Dean of the JMP, make the final decision.
- 2.6.2 UNE enrolled students may seek review of the decisions of the Progress and Appeal Committee by application to the University Ombudsman who shall determine whether due process has been followed by the Progress and Appeals Committee and, if appropriate, make recommendations to the Vice-Chancellor for remedial action.
- 2.6.3 All the steps involved in this procedure must be completed where possible by the end of Week 3 of the following semester to allow students time to make decisions about their program of study.

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