

THE UNIVERSITY OF MELBOURNE
FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

Guidelines for progress of undergraduate medical students
(students commencing First Year from 1999 onwards)

In accordance with the university's Statute 11.5, the Faculty of Medicine, Dentistry and Health Sciences 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 Faculty 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. In exercising its duty, the Committee has a responsibility to ensure that the available quota places are taken by students most likely to complete their course in reasonable time.

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 Faculty 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.

A student recommended for suspension from the course will be given an opportunity to be heard by the Academic Board before the Board resolves the matter. Students who have been suspended from a course can only be re-admitted to that course by applying for selection in competition with other applicants 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 Faculty of Medicine, Dentistry and Health Sciences 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:

Semesters 1 and 3

Students failing one or more subjects in these semesters will be considered by a Progress Committee, which may decide to offer supplementary examination(s) near the end of the inter-semester break. 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 usually be permitted to continue for the next semester except where provided under "Semesters 2 and 4" below, but will need to be again considered by a Progress Committee at the end of semester 2 or 4.

Semesters 2 and 4

In the absence of persuasive extenuating circumstances, **SUSPENSION** should be recommended by the Progress Committee if a student at the end of Semester 2 or 4:

- At the first attempt fails half or more of the subject points undertaken in semesters 1,2 or in semesters 3,4 (ie one of the 37.5 point and one of the 12.5 point subjects, or two 37.5 point subjects, or where the graduate stream students undertake semester 2 only then both subjects in semester 2) or
- Fails any subject previously failed, or
- Fails the 37.5 point subject in semester 2 or 4 after failing at least one subject in a previous semester (ie having been considered by the Progress Committee after failing a previous semester)

In general, other failed students should be considered according to their individual circumstances for admission to supplementary examination(s), or be permitted to repeat the semester. Students who fail a supplementary examination at the end of these semesters will be considered for suspension or to be allowed to repeat the semester or year (as appropriate), using guidelines similar to those set out above.

When a student who has not failed a subject before fails one 12.5 point subject with a mark of no less than 48%, the committee may consider the award of a Faculty Pass for semester 1/2 or for semester 3/4 as appropriate, provided performance in all other subjects is above 55%.

Semester 5

Students are required to have passed both subjects in this semester before they can proceed to the BMedSc year (undergraduate stream) or to semester 8 (graduate stream; other combined degrees, eg. BA/MBBS).

In the absence of persuasive extenuating circumstances, **SUSPENSION** should be recommended by the Progress Committee if a student in Semester 5:

- At the first attempt fails both subjects.
- Fails the 37.5 point subject after failing at least one subject in a previous semester (ie having been considered by the Progress Committee after failing a previous semester)

In general, other failed students should be considered according to their individual circumstances for admission to supplementary examination(s), or be permitted to repeat the semester. Students who fail a supplementary examination at the end of this semester will be considered for suspension or to be allowed to repeat the semester, using guidelines similar to those set out above.

When a student who has not failed a subject before fails the 12.5 point subject with a mark of no less than 48%, the Committee may consider the award of a Faculty Pass for semester 5, provided performance in the other subject is above 55%.

Semesters 6 & 7

Students who fail one or both semesters of *Advanced Medical Science* may be:

- ◆ Admitted to supplementary examinations, the nature of which will be determined after consultation with the examiners and semester supervisor(s)
- ◆ Permitted to repeat *one or both semesters*
- ◆ Recommended for suspension.

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

Semesters 8 & 9

Students who fail the single subject of *Integrated Clinical Studies* at the end of Semester 9 may be:

- ◆ Admitted to supplementary examinations, the nature of which will be determined after consultation with the examiners and the Faculty Education Unit
- ◆ Permitted to repeat the subject (*i.e. repeat both semesters 8 and 9*)
- ◆ Recommended for suspension.

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

Semesters 10 and 11

Progress Committees will be held if needed at the end of each of these semesters. Students who fail one of the 50 point subjects of semesters 10 and 11 may be:

- ◆ Admitted to supplementary examinations, the nature of which will be determined after consultation with the examiners and the Faculty Education Unit
- ◆ Permitted to repeat the subject
- ◆ Recommended for suspension

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

Semester 12

Students who fail the subject *Integrated Clinical Practice* at the end of Semester 12 may be:

- ◆ Admitted to supplementary examinations, the nature of which will be determined after consultation with the examiners and the Faculty Education Unit
- ◆ Permitted to repeat the subject
- ◆ Recommended for suspension

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