



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

REGULATIONS: SCHOOLS OF MEDICINE, FREMANTLE AND SYDNEY

Purpose:	These School Regulations apply to all students in the courses and units offered by the Schools of Medicine at the University of Notre Dame, Australia.
Responsible Executive:	Executive Dean, Medicine
Responsible Office:	Schools of Medicine
Contact Officer:	Executive Dean
Effective Date:	1st January 2010
Modification History:	Reformatted November 2006; modified January 2009, December 2009;

1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations

These School of Medicine Regulations apply to all students enrolled in the courses offered by the Schools of Medicine and, as far as is appropriate, to those students enrolled in units which are offered through these two Schools. These Regulations should be read in conjunction with the General Regulations and specific Course Regulations of each School.

1.2 Course Regulations

In addition to these School of Medicine Regulations, all of the courses in each of the two Schools of Medicine have specific Course Regulations which apply to all students enrolled in these courses.

1.3 Interaction of Regulations

In the event of inconsistencies between different sets of regulations, the order of priority of enforceability is as follows:

1. General Regulations
2. Campus Regulations
3. Research Degree Regulations
4. School Regulations
5. Course Regulations

1.4 Interpretation

The words and phrases contained in this provision are to be interpreted in the following way throughout the School of Medicine Regulations, unless otherwise provided for herein:

"(the) Domain Committee" – shall mean the Committee responsible for the personal and Professional Development Domain within each of the two Schools of Medicine within the College of Medicine.

"(the) School Committee" – shall have the same meaning as that given to it in the University Statutes.

"(the) Student Consultative Committee" – shall mean the School of Medicine Student Consultative Committees as established under these Regulations.

"(the) Course Coordinator" – shall mean that person designated by the Dean to be the person in charge of a course and who shall be responsible to the Dean for the overall coordination of the course.

"(the) Unit Coordinator" – shall mean that person designated by the Dean to be the lecturer in charge of a unit and who shall be responsible to the Dean for the overall coordination of teaching and assessment in the unit.

1.5 Amendment of Regulations

- 1.5.1 All proposals for amending these School Regulations must be forwarded by the Executive Dean to Academic Council for consideration and to the Vice Chancellor for approval.
- 1.5.2 Unless otherwise specified, amendments to these School Regulations will be deemed to be binding on all students enrolled in units or courses offered by the School as soon as they are approved by the Vice Chancellor.
- 1.5.3 Where the Dean is satisfied that such amendments to these School Regulations will affect an existing student(s) of the School in an unreasonable, prejudicial or discriminatory manner, the Dean may take such steps as are reasonably necessary to avoid or minimise the unreasonable, prejudicial or discriminatory consequences impacting on the existing student(s).

2. GOVERNANCE OF THE SCHOOLS OF MEDICINE

2.1 School Dean

The Dean is the head of the School of Medicine and has such powers and authorities as given to him or her under the University Statutes.

2.2 Dean of a School

- 2.2.1 Subject to the University Statutes, the Dean of the School on the Fremantle Campus is the senior executive and academic officer primarily responsible for the welfare of a School on the Fremantle and Broome Campuses.
- 2.2.2 Subject to the University Statutes, the Dean of the School on the Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of a School on the Sydney Campus and Melbourne Clinical Campus.

2.3 Associate Dean of a School

Subject to the University Statutes, an Associate Dean(s) of a School assist(s) the Dean with the day-to-day operations of the School with particular responsibility for the oversight of academic programs and student care.

2.4 School Committee

- 2.4.1 In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus and a School Committee on the Sydney Campus (the 'Schools Committees').
- 2.4.2 The School Committees shall each hold a minimum of two meetings per year, at which meetings the following rules shall apply:
- (a) The Dean of the School (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the School Committee.
 - (b) A quorum consisting of 50 per cent of fulltime and fractional academic staff of that School must be present for there to be a quorum.
 - (c) Members of the School Committee will be given notice that a meeting is to be held five working days before it is held.
 - (d) If a meeting is to be cancelled, a minimum of 24 hours notice will normally be given.
 - (e) Members shall be notified of meeting details prior to the meeting. Such notice may be in writing, orally or electronically.
 - (f) The Dean of the School shall appoint a person to record and retain minutes of each meeting.
- 2.4.3 The Dean shall have regard to the views and determinations of the School Committee; however, the role of the School Committee is advisory to the Dean only and the Dean may act contrary to the advice of the School Committee.
- 2.4.4 Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Provost of the issues involved.

2.5 Student Consultative Committee

- 2.5.1 Each School of Medicine shall have a Student Consultative Committee, which is composed of the Dean of the School, the Executive or Senior Administrative Officer of the School and one student representative of each Year and discipline of the School and other such persons as appointed by the Dean of the School.
- 2.5.2 The Student Consultative Committee shall be the main consultative body of the School for student feedback as a quality measure.
- 2.5.3 The student representatives from each School may bring matters to the attention of the Executive Dean should consultation with the Dean of School not resolve a concern.
- 2.5.4 The Student Consultative Committee shall hold a minimum of two meetings per year, at which meetings the following rules shall apply:
- (a) The Dean of the School shall chair the meeting.
 - (b) Student representatives will be given notice that a meeting is to be held five working days before it is held. Such notice may normally be made in writing, orally or electronically.
 - (c) In addition to the Dean of the School, one student representative from each Year and discipline must be present to make the quorum.
 - (d) In the case where the nominated student is unable to attend, it is the responsibility of the student to seek representation from their Year or discipline.
 - (e) The Executive or Senior Administrative Officer will act as secretary to the Committee.

3. ADMISSIONS

3.1 Special Requirements for Admission

Special requirements for admission (if any) to a course offered by the School of Medicine shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.

3.2 Courses and Quotas

3.2.1 The courses of the School of Medicine are set out in the School of Medicine Course Regulations.

3.2.2 Pursuant to the General Regulations and University Policy, the total intake of first year students admitted to a course in a on a particular Campus may be limited.

3.3 Specific Conditions of Enrolment in Units of a Course

3.3.1 Special conditions of enrolment (if any) in units of a course offered by the School of Medicine shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.

3.3.2 The Dean of a School (or delegate) may impose enrolment conditions on a student based on specific course or unit requirements.

3.3.3 The conditions that may be imposed on a student include, but are not limited to:

- (a) the meeting of special requirements of admission;
- (b) achievement of a passing grade in a prerequisite unit;

3.3.4 That a student may enrol in a particular unit only if:

- (a) the student also enrolls in a co-requisite unit at the same time, should a co-requisite be specified; or
- (b) the student previously achieved a passing grade in the co-requisite unit.

3.3.5 The Dean of a School (or delegate) may permit a student to enrol in a unit without having satisfied the conditions listed in 3.3.3 and 3.3.4 if the Dean of a School is satisfied the student has demonstrated sufficient knowledge to undertake the unit concerned.

3.3.6 A student with a Commonwealth Supported Place who elects to study a unit(s) outside their degree structure must enrol in the unit(s) on a "Not For Degree" basis and shall pay the full fee for the unit(s).

3.4 Enrolment Deadlines

3.4.1 Enrolment deadlines for undergraduate and postgraduate units are those proclaimed by the Registrar.

3.4.2 Enrolment deadlines for non-standard undergraduate and postgraduate units are determined by the Dean of a School and advised to the Registrar for publishing on the University's web site.

3.5 Transfers and admissions

3.5.1 If a student attending one School wishes to apply for transfer to the other School then all the following processes must be undertaken:

- a) The student must seek approval from the Dean of their current School and state their reasons in writing;
- b) The Dean must consider the student request and may accept or reject the request at their discretion;
- c) If the Dean accepts the request then the request shall be passed on to the Dean of the other School;
- d) The Dean of the other school shall consider the request and may accept or reject the request at their discretion with the following absolute requirements
 - i. No request shall be approved unless a place is available;
 - ii. The student must have made satisfactory academic progress;
 - iii. The student must have documented extenuating circumstances that could not have been predicted before the student enrolled in their original school;
 - iv. The receiving School must be able, without stress to staff or financial penalty, to provide assistance to meet the extenuating circumstances faced by the student

- without compromising any delivery of services to students already in the school; and
- v. There must be no financial expense to the receiving School if it accepts a transferred student.
- e) Students will usually not be able to transfer their Commonwealth Supported Place to the new School as places are offered specific to a School location (eg Fremantle or Sydney).
 - f) Students with a Bonded or rural Bonded Place will still be liable to comply with their contractual return of service obligations to the Commonwealth if they transfer and have a bonded or rural bonded place.
 - g) Students may be liable for full fees as a result of a transfer regardless of their original type of place within the University.
 - h) Any appeals in relation to requests for transfer shall be heard by the Provost in accordance with admissions appeals processes. No further internal appeals will be available in the University
- 3.5.2 If a student wishes to transfer from a School external to the University to a Notre Dame school then all the following processes must be undertaken
- a) The student must provide written advice from the Dean of their current school advising that they are happy for the student to seek a transfer;
 - b) The Dean of the Notre Dame school to whom the request is received shall consider the request and may accept or reject the request at their discretion with the following absolute requirements
 - i. The transfer will be regarded as an admission and the student must therefore meet all entry criteria set for admission by the University including a Supplementary Information Form score and interview score above the median for that entry cohort and demonstration for support for the Objects of the University; and
 - ii. No request shall be approved unless a place is available;
 - iii. The student must have made satisfactory academic progress;
 - iv. The student must have documented extenuating circumstances that could not have been predicted before the student enrolled in their original school;
 - v. The receiving School must be able, without stress to staff or financial penalty, to provide assistance to meet the extenuating circumstances faced by the student without compromising any delivery of services to students already in the School; and
 - vi. There must be no financial expense to the receiving School if it accepts a transferred student.
 - c) Students will usually not be able to transfer their Commonwealth Supported Place to the new School as places are offered specific to a School location (eg Fremantle or Sydney).
 - d) Students with a Bonded or rural Bonded Place will still be liable to comply with their contractual return of service obligations to the Commonwealth if they transfer and have a bonded or rural bonded place.
 - e) Students may be liable for full fees as a result of a transfer regardless of their original type of place within the University.
 - f) Any appeals in relation to requests for transfer shall be heard by the Provost in accordance with admission appeals processes. No further internal appeals will be available in the University

4. ACADEMIC PROGRESS

4.1 Attendance and Absence

- 4.1.1 A student who is absent from a unit without the approval of the Course Coordinator or Unit Coordinator from its scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline will not be permitted to sit the final end of year examination and will receive a Fail (F) grade for the unit.
- 4.1.2 Full time attendance at all scheduled clinical placements, practicums or internships, including necessary briefing sessions, is compulsory.
- 4.1.3 The school may set attendance conditions from time to time in regard to key compulsory teaching in the units MED100/1000, MED200/2000, MED300/3000, MED400/4000. A student who fails to meet attendance requirements will receive a Fail (F or FN) grade for these units and will not be eligible to sit the final end of year summative examinations.

4.2 Student Progress

- 4.2.1 A student must complete the requirements of each clinical experience unit by the last day of teaching in each academic year.
- 4.2.2 Consistent with the general regulations, student status in the School of Medicine will be defined as follows:
- 4.2.2.1 Good Standing
All students shall be admitted to the schools with a good standing status. All students who achieve a pass grade or higher shall retain their good standing status.
- 4.2.2.2 Conditional
A student who fails MED100/1000 but passes the clinical component shall be eligible to repeat MED100/1000 on the discretion of the Dean but shall have the status of Conditional. The Dean may impose conditions on the student for re-enrolment.
- 4.2.2.3 A student who has good standing status who fails MED200/2000, MED300/3000 or MED400/4000 shall be eligible to repeat the unit on the discretion of the Dean but shall have the status of Conditional. The Dean may impose conditions on the student for re-enrolment.
- 4.2.2.4 Termination
A student who fails MED100/1000 and fails the clinical component and who, in the opinion of the Dean is unlikely to pass at repeat attempt, or may harm themselves, or may harm the university by repeat attempt, shall be terminated from the Course.
- 4.2.2.5 No student may repeat a year more than one time.
- 4.2.3 A Dean or Executive Dean may recommend to the Provost for approval any change to a Course Regulation for an individual student.

4.3 Graduation

Eligibility for graduation in the courses offered by the School of Medicine requires successful completion of all required credit points and course conditions as detailed in the Course Regulations.

4.4 Degrees with Honours

- 4.4.1 An undergraduate degree offered by the School of Medicine may be awarded with Honours.
- 4.4.2 In accordance with the General Regulations, degrees with Honours awarded within the School of Medicine are detailed in Course Regulations.

5. ASSESSMENT AND EXAMINATIONS

5.1 Unit outline

A student will be provided with a unit outline at the commencement of a unit in which he/she is enrolled in a particular semester/term. The unit outline will provide the details of the unit, the assessment schedule and required texts (if any).

5.2 Assessment

Assessment criteria for each unit are approved by the Course and Unit Approvals Committee, and are contained in the unit outline of each unit.

5.3 Conceded Pass

The grade of "Conceded Pass (CP)" may not be awarded to any student enrolled in a unit offered by the School of Medicine or in any award or degree offered by the School of Medicine.

5.4 Extensions on continuous assessment items (excluding examinations)

- 5.4.1 A student may apply in writing before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Dean (or delegate) setting out the grounds for the application. Such application must be accompanied by appropriate supporting documentation, such as a medical certificate.

- 5.4.2 The Dean (or delegate) has the discretion to approve or dismiss the application for extension.
- 5.4.3 If the Dean (or delegate) approves the application for extension, the Dean (or delegate) will set a new due date, "the extended due date".
- 5.4.4 If the Dean (or delegate) does not approve the application for extension, the Dean (or delegate) will impose the penalty for late submission or non-submission of continuous assessment.

5.5 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)

- 5.5.1 If a student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:
 - (a) The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), but 10 percent per calendar day of the mark the student would have obtained will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).
 - (b) No piece of assessment will be marked or awarded a grade if the piece of assessment is submitted more than five days after the due date (or extended due date if applicable) and the student will be awarded a mark of "0" and grade "F" for that piece of assessment.
- 5.5.2 The Dean of the School (or delegate) retains discretion to waive or modify the penalties imposed as listed above if the student can establish to the satisfaction of the Dean (or delegate) that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.
- 5.5.3 The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

5.6 Remarking of pieces of continuous assessment

- 5.6.1 If the Dean of the School permits a remarking of the piece of assessment, the following procedures will apply:
 - (a) The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
 - (b) The person undertaking the remarking will recommend to the Dean a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to any marking guidelines or criteria produced by the original marker.
 - (c) The person undertaking the remarking will provide a written recommendation to the Dean (or delegate) as soon as is practicable giving an assessment of the piece of assessment and the recommended mark and grade.
 - (d) The final mark and grade to be awarded for the piece of assessment will be determined by the Dean (or delegate) based on the person undertaking the remarking recommendations.
 - (e) The Dean will advise the Unit Coordinator of the outcome of the remark and if necessary, the Unit Coordinator will amend the student's assessment record.

5.7 Supplementary assessment

- 5.7.1 Supplementary assessment is provided to facilitate course completion.
- 5.7.2 Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to assist students to complete requirements for their qualification, and is thus available for units undertaken in the final year of study only.
- 5.7.3 The Dean (or delegate) is responsible for determining eligibility for supplementary assessment guided by advice from the Unit Coordinator as to whether, given the student's marks for the unit and the nature of the unit, it is possible for the student to achieve a passing standard through supplementary assessment.
- 5.7.4 The form and type of supplementary assessment is at the discretion of the Dean (or delegate), who will ensure that academic standards are maintained.

5.9 Assessment Coversheets

A student is required to attach a University Cover Sheet to every piece of continuous assessment on which they must declare that the work is all their own, that they have retained an electronic copy of the work, that the work has not been previously submitted for any other unit or at any other tertiary institution, and the total word count (excluding footnotes and bibliography) of the assessment.

5.10 Examinations

5.10.1 All units will have a final invigilated examination, unless specifically exempted by Academic Council.

6. ETHICAL OBLIGATIONS OF STUDENTS**6.1 Code of Conduct**

All students are obligated under the University's *Code of Conduct* to act in accordance with the ethical and academic obligations.

6.2 Honour Code

6.2.1 The School of Medicine may impose a further Honour Code on students detailing behaviours and expectations of the student enrolled in a course offered by the School of Medicine.

6.2.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Medicine include the following:

- (a) To treat all students and staff of the University, and members of the community with whom they come into contact as a student, with courtesy and respect;
- (b) To use the resources and property of the University honestly, with care and in accordance with any University or School Regulations and guidelines;
- (c) To comply with any instructions issued in connection with the use of the University Library and the Medical Library; and in particular, not to steal, deface, destroy or conceal from other students any library materials; and
- (d) To conduct themselves fairly and honestly in connection with examinations and other forms of assessment; and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.

6.2.3 Additional professional and ethical behaviours expected of students are detailed in Course Regulations.

6.2.4 Where there is transgression of these standards and the matter cannot be satisfactorily dealt with by the Unit Coordinator the matter will be referred to the 'Needs Assessment' process in the School as outlined in the School's Fitness to Practise Policy, unless it is the opinion of the Dean that the matter be referred to the Disciplinary committee of the University.

7. SPECIAL REQUIREMENTS RELATING TO CLINICAL PLACEMENTS

7.1 A student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon the student's capacity to undertake a clinical placement, to complete that placement, or to complete it at the assigned agency. Failure to disclose may result in cancellation of enrolment or disciplinary action being taken against the student.

7.2 Upon receipt of such information, the Dean of the School will determine what (if any) steps need to be taken to appropriately balance the rights, interests and obligations of all affected parties, including (but not limited to) the student concerned, the University and the agency. The Dean of the School will notify the relevant Medical Board where required to do so by State health authorities.

8. SCHOOL POLICIES

8.1 School of Medicine policies are binding on all students enrolled in courses or units within the School of Medicine.

8.2 School policies must be approved by a majority of the members of the School Committees and endorsed by the Executive Dean.

8.3 School policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

9. PRIZES AND AWARDS

- 9.1 In accordance with General Regulations, a student in the School of Medicine may be eligible for an award and prize.
- 9.2 Awards and prizes offered within the School of Medicine may be presented at an annual event organized by the School of a particular Campus.