Joint Medical Program Manual

Section 1 - Introduction

Background

(1) The Joint Medical Program (JMP) was established in 2006 via a Memorandum of Agreement (14 December 2006 – 30 June 2017) between the University of Newcastle and the University of New England. The aim was to expand the University of Newcastle's Bachelor of Medicine program to the University of New England. In 2017 the Bachelor of Medicine was placed in teach-out, with no new commencing students, and the Bachelor of Medical Science and Doctor of Medicine was introduced at both Universities.

(2) The development, delivery and administration of the Joint Medical Program (JMP) is the joint responsibility of both universities under the terms of a Collaboration Agreement (1 July 2017 – 31 December 2021). This JMP Manual has been developed to ensure consistency and equity to Joint Medical Program (JMP) students enrolled at the University of New England and the University of Newcastle. The JMP Executive Committee reviews and endorses the amendment to policies, procedures and guidelines and reports to the JMP Governance Committee through the Dean of Medicine – JMP. The JMP Coordinator will review this Manual annually to ensure consistent application and alignment.

Purpose

(3) This Manual supports the administration and implementation of the Joint Medical Program (JMP) at the University of Newcastle and the University of New England.

Application of this Manual

(4) The Manual aims to provide directions for staff and students for Joint Medical Program (JMP) admissions, course management, assessment and program management.

(5) Joint Medical Program (JMP) students enrolled at the University of Newcastle are required to comply with the University of Newcastle policies and procedures listed in this Manual, unless stated otherwise. Joint Medical Program (JMP) students enrolled at University of New England are required to comply with University of New England policies and procedures listed in this Manual, unless stated otherwise. Where no University specific policy or procedure in cited, Joint Medical Program (JMP) students should comply with the specific requirements of this Manual.

(6) In the event of any conflicts between the provisions of the JMP Schedule, JMP Manual and supporting Joint Medical Program (JMP) policies and other University of Newcastle/University of New England policies or procedures, the provision of the JMP Schedule, JMP Manual and supporting Joint Medical Program (JMP) policies will prevail to the extent of the inconsistency.

(7) In the event of any inconsistency between any University of Newcastle Rule and this Manual or its associated documents, the Rule will prevail.

Revisions

(8) This Manual will be reviewed each year by the JMP Coordinator. Approved revisions will be published in each University's Policy library on a nominated date agreed to by both Universities. The Manual remains in effect for the

calendar year (January to December) and will only be changed in that year if there are changes to external legislation or urgent amendments.

Further Information for Staff and Students

(9) Where assistance is required with the interpretation of this Manual or to provide feedback on the content of this Manual, staff and students can contact the JMP Coordinator as documented in the Status and Details tab of the Policy library.

Definitions

(10) Readers should refer to the glossary within each University's policy library for relevant definitions.

(11) In the context of this Manual when directed to a University of Newcastle policy only the terminology in the University of Newcastle Policy should be read with the University of New England equivalent term as stated below.

Defined Term	Meaning
course (University of Newcastle) (University of New England = unit)	When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.
Course Coordinator (University of Newcastle) (University of New England – Unit Coordinator)	The academic staff member responsible for the management of a course as approved by the JMP Executive Committee (see Unit Coordinator (University of New England) below).
credit points (cps) (University of New England) (University of Newcastle = unit)	A credit point is an indicator of the amount of work required in a unit and represents a workload of approximately twenty-five hours per teaching period. This means that a six credit-point unit, for example, is estimated to require a total workload of approximately 150 hours.
unit(University of Newcastle) (University of New England = credit point)	When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.
unit (University of New England) (University of Newcastle = course)	Is part of a course with a code, title and credit point value for which a result is recorded on a student's academic record.
Unit Coordinator (University of New England) (University of Newcastle = Course Coordinator)	Is an academic member of staff with management responsibility for the design, teaching and assessment of a unit.
Year Manager	Is the relevant administrative officer or administrative coordinator supporting each year and phase of the program.

Section 2 - Governance

(12) Organisational Charts outlining the governance structure of the Joint Medical Program (JMP) at Executive and Operational levels can be found on the JMP Webpages, and the governance principles are contained within the Collaboration Agreement.

Section 3 - JMP Schedule

(13) The JMP Schedule provides the guiding principles that underpin the Joint Medical Program (JMP) to provide a framework for staff and students of the Joint Medical Program (JMP).

(14) The JMP Schedule applies to the award “Bachelor of Medicine” and the award “Bachelor of Medical Science and Doctor of Medicine”.

Section 4 - Selection and Admission

(15) Admission to the Joint Medical Program (JMP) is managed through a common selection process administered by the University of Newcastle as documented in the Admission Procedure Manual – Coursework Programs.

(16) In addition, all students seeking admission into the Joint Medical Program (JMP) must comply with the Bachelor of Medical Science/Doctor of Medicine – JMP – Admission and Selection Policy.

(17) Aboriginal and Torres Strait Islander applicants seeking admission into the Joint Medical Program (JMP) must also comply with the Bachelor of Medical Science/Doctor of Medicine – Aboriginal and Torres Strait Islander Selection Procedure.

Section 5 - Enrolment

(18) Enrolment into the Joint Medical Program (JMP) must be in accordance with enrolment policies and procedures of the University of enrolment (either University of Newcastle or University of New England):

University of Newcastle: Enrolment Manual

University of New England: General Rules

Section 6 - Program Management

(19) Except in clauses 20-25, Joint Medical Program (JMP) course management must be in accordance with the provisions below. The JMP Executive (or nominee at each University) must ensure that the requirements of the following documents are complied with:

University of Newcastle: Course Management and Assessment Manual

University of New England: Teaching and Learning Expectations for Staff and Students

Course Outline

(20) One Joint Medical Program (JMP) curriculum is delivered across both Universities. The Universities Course Coordinator and Phase Leads cooperate to prepare the course outlines.

(21) The Course Management and Assessment Manual outlines the required content for the course outline.

(22) The course outline must be approved by the JMP - Teaching and Learning Committee - CHMW in consultation with the Heads of School before being made available to Joint Medical Program (JMP) students.

(23) The course outline will be generated at the University of Newcastle and adapted for use across both Universities.

(24) The course outline is made available to students by the Course Coordinator(s) for each course at the commencement of the teaching period in which the course is offered.

Delivery of Course Outlines

(25) Both Universities will use the University of Newcastle Learning Management System (Blackboard) to communicate with Joint Medical Program (JMP) students. Each course will have a site in this system which will become available by the first day of the teaching period.

Course Coordination

(26) Except in clauses 27-29, Course Coordination of the Joint Medical Program (JMP) must be in accordance with each University's requirements:

University of Newcastle: Course Management and Assessment Manual

University of New England: General Rules

(27) The JMP Executive Committee and the Dean of Medicine – JMP as Chair, has overall responsibility for the coordination and delivery of courses within the Joint Medical Program (JMP), as defined in the Collaboration Agreement.

Course Coordinator Appointment

(28) Appointment to a Joint Medical Program (JMP) Course Coordinator position must be in accordance with the University of Newcastle Course Management and Assessment Manual.

Course Coordinator Responsibilities

(29) Joint Medical Program (JMP) Course Coordinator responsibilities are outlined in the University of Newcastle Course Management and Assessment Manual.

Section 7 - Academic Integrity

The University of Newcastle

(30) Joint Medical Program (JMP) students must comply with the Student Conduct Rule and Academic Integrity and Ethical Academic Conduct Policy. All new students are required to complete the University Academic Integrity Module (AIM) before the end of their first term of enrolment at the University of Newcastle.

The University of New England

(31) Academic integrity is covered in the Student Coursework Academic Misconduct Rule. This Rule applies to all units and courses offered at the University of New England. It is a mandatory requirement of admission that students complete the Academic Integrity Module prior to the submission of their first assessment task in their first period of enrolment.

Conflict of Interest

(32) Conflict of interest within the Joint Medical Program (JMP) must be managed in accordance with principles at each University as determined by Academic Senate (University of Newcastle) and Academic Board (University of New England):

University of Newcastle: Disclosure of Interest Policy

University of New England: Conflicts of Interest Policy

Section 8 - Placement

(33) Except in clauses 34-41, Joint Medical Program (JMP) placement management should be in accordance with the following:

University of Newcastle
Course Management and Assessment Manual
Work Integrated Learning Policy

University of New England
Work Integrated Learning Rule
Work Integrated Learning Procedure

(34) Clinical Placement NSW Verification Requirements can be found here: Clinical Placement Essentials

(35) Placements will be managed by using SONIA or INPLACE (University of New England).

(36) Within the Joint Medical Program (JMP) all students undertake clinical, professional, industrial, or other placements that form part of the Joint Medical Program (JMP) curriculum and for which:

a. students will be assessed; and/or
b. a grade is awarded; and/or
c. completion is required for the award of the qualification.

(37) Students will not normally be permitted to:

a. arrange their own placements;
b. undertake placements at an agency where they are employed or have family or close connections; or
c. make contact with the placement agency before they have been officially advised to do so.

(38) All students undertaking a placement will be provided with feedback during the placement regarding their progress towards the learning outcomes of the placements.

Placements for Students with Disabilities

(39) Students must formally disclose their disability prior to the allocation of a placement, and consent to the release of necessary information to the placement agency staff for the purpose of making adjustments.

(40) Schools cannot make any reasonable adjustments unless the student has provided this information and consent within an appropriate timeframe.

(41) Reasonable adjustments for placements will be determined through consultation between the Placement Supervisor, Course Coordinator, Program Convenor and other relevant university staff.

Student Support for Professional Practice

(42) JMP Student Support for Professional Practice Procedure and Guideline aims to ensure that the Universities:

a. identify and provide early support to students who may be experiencing major personal difficulties in their progress through the Joint Medical Program (JMP). Relevant matters are distinct from academic progression issues or behavioural misconduct which are dealt with by the relevant school and policy.

b. identify students who are not progressing as expected and as required to become ready for professional practice as medical practitioners, whether or not the student demonstrates behaviours which require mandatory notification.
c. fulfil statutory obligations with respect to reporting students where they display notifiable behaviour.

(43) The JMP Student Support for Professional Practice (SSPP) Procedure and Guideline are available on the JMP Webpages.

Section 9 - Assessment

(44) Except in clauses 44-55 below, assessment within the Joint Medical Program (JMP) must be in accordance with the following:

University of Newcastle: Course Management and Assessment Manual

University of New England: Assessment Rule, Assessment Procedures and Teaching and Learning Expectations for Staff and Students

(45) The Heads of School shall ensure the publication, in the course Outline, of the assessment requirements in each course by the end of the second week of the teaching period in which the course commences. The assessment requirements will include the weight and timing of each task comprising the total assessment to be applied in determining the final result for that course. As an ungraded pass program, Joint Medical Program (JMP) students will only receive notification of “UP” (ungraded pass) or “FF” (fail) for each overall course result.

(46) The Year Managers shall ensure that reference is made in the Course Outline, to clauses 70-88 within this document, which define any circumstance in which assessment items may be re-marked or moderated and the processes to be followed in undertaking these actions.

(47) Courses may have University supervised examinations with the examination component of the course not contributing to more than 50% of a course result.

(48) No other single assessment item will contribute to less than 10% of a final course result except, when approved by the Head of School who must be satisfied that a group of assessment items are linked.

Examples of excepted items are:

a. small multiple choice quizzes i.e. end of class tests.
b. weekly lab reports or other progress statements.

Group, Self and Peer Assessment

(49) Weightings for group assessment must be consistent with the stated course objectives and comply with the following requirements:

a. If group learning is not a stated course objective, then no more than 30% of the marks contributing to the final grade in the course should be for group projects.
b. If group learning is a stated course objective, then no more than 50% of the marks contributing to the final grade may be allocated for group projects.
c. Weighting of assessment component(s) and group size should be appropriate and consistent with the objectives and workload requirements for the course.

(50) Group work can contribute to students’ ability to work constructively together. The following are to be provided to

all students undertaking group work within a course:

a. a clear induction into group work processes at the commencement of the course or at least 3 weeks prior to the item being due;
b. details of:
    i. The purpose and function of the group work and how it will be assessed;
    ii. The process for allocating students to groups;
    iii. The roles, responsibilities, and expectations of group members;
    iv. The conduct of group meetings;
    v. The processes for managing any group conflict;
    vi. The evaluation of individual performances within the group;
    vii. Feedback strategies; and
    viii. Some strategies to:
        - Promote equitable workload within and across groups;
        - Ensure each Student is accountable for their personal contribution to the group work;
        - Maintain regular communication with each group.

(51) Assessment weightings for peer and/or self-assessment must comply with the following requirements:

a. Peer and/or self-assessment should not form a major stated objective of a course.
b. No more than 10% of the marks contributing to the final grade in the course should be for a peer or self-assessment project.

(52) Where self and peer assessment are utilised, students must be provided guidance, criteria, materials and clear guidelines in advance to ensure the outcomes of the assessment are equitable and credible.

(53) The Course Coordinator must ensure there are mechanisms for moderating the results or ensuring fair assessment.

Assessment Responsibilities

(54) Except in clauses 55-171, Joint Medical Program (JMP) student and university assessment responsibilities should be in accordance with the following:

University of Newcastle – Course Management and Assessment Manual

University of New England – Assessment Rule

(55) Joint Medical Program (JMP) students are responsible for providing the Course Coordinator with any Reasonable Adjustment Plans (University of Newcastle) or Study Access Plans (University of New England) in a timely manner.

University of Newcastle – Reasonable Adjustment Plans

University of New England – Study Access Plans

(56) A Year Assessment Decision Committee is in place for each year of the Joint Medical Program (JMP).

(57) The Year Assessment Decision Committees are responsible for making recommendations to the relevant Head of School for the approval for final grades and for reviewing the assessment in a course in accordance with each university's quality assurance principles.

Membership and Terms

(58) The membership of the Year Assessment Decision Committee may be varied by the JMP - Teaching and Learning Committee - CHMW. Membership, attendance, and quorum requirements are defined in the approved Year Assessment Decision Committee Terms of Reference.

(59) Members of the Year Assessment Decision Committee must comply with the respective University's Conflict of Interest Policy (see clause 32).

Records and Confidentiality

(60) The Year Managers are responsible for ensuring the:

a. de-identification of University of Newcastle and University of New England students in relation to their University of enrolment and their individual identity when major assessment tasks are under consideration at Year Assessment Decision Committee meetings, to ensure confidentiality and lack of bias in the marking process; anD
b. re-identification of students for processing of recommended grades and Head of School sign-off.

(61) The Year Manager will keep a record of the Year Assessment Decision Committee recommendations in the form of a report (or minutes). These are retained as an official record for review in case of an appeal against a final result. The report (or minutes) will include:

a. the recommendation on final grades;
b. the reasons for any variations between the results/grades recommended by the Course Coordinator and those recommended by the Year Assessment Decision Committee;
c. details of any referrals to Course Coordinator or Heads of Schools or Student Academic Conduct Officers (SACO – University of Newcastle) and if possible the outcomes of such referrals, if appropriate;
d. details of the way the Year Assessment Decision Committee addressed any applications received under clauses 129-171 (Adverse and Special Circumstances); and
e. any delegation that may have been granted during its considerations.

(62) Where possible, the Year Assessment Decision Committee should reach consensus on all decisions regarding students' grades and pass standards. If consensus cannot be reached, a ballot should be undertaken and all members should indicate the result or grade they consider appropriate. The outcome of that ballot will be that agreed by the majority and must be recorded in the minutes.

(63) Any unresolved disagreements will be referred to the Dean of Medicine – JMP.

(64) The Year Assessment Decision Committee shall treat its proceedings as confidential.

Procedures

(65) The Year Manager must ensure that results are correctly recorded against the appropriate student and shall supply the Year Assessment Decision Committee with summary documentation which includes the following prescribed elements:

a. breakdown of the distribution of grades for the course for the current and last offering of a course (if available);
b. assessment components used to assess students during the course;
c. de-identified results and weightings across each of the assessment components;
d. the course outline as given to students in the first two weeks of term;
e. a list of students who have submitted applications under clauses 129-171 (Adverse and Special Circumstances).

(66) The Course Coordinators for each Joint Medical Program (JMP) course being reviewed at the meeting are required to present, in writing, a brief summary of the delivery of the course at each campus and a joint whole-of-cohort report to the Committee which identifies issues for consideration and makes recommendations regarding the pass standard.

(67) The recommendations will include:

a. details of applied standard setting procedures, any scaling procedures or any moderations undertaken, and a rationale for their use; and
b. an assurance that the assessment components and their weightings accurately reflect the information made available to the students through the course outline.

Responsibilities of Year Assessment Decision Committee

(68) Before reviewing any results, the Year Assessment Decision Committee will:

a. ensure that the assessment component has been marked by a nominated marker who is provided with marking guides (where appropriate) and the assessment criteria (where appropriate).
b. consider applications made under the provisions of clauses 129-171 (Adverse and Special Circumstances).

(69) The Year Assessment Decision Committee:

a. will review the summary of marks for each course for which it is responsible;
b. may examine the assessment components for their quality, compliance with the published requirements, and contribution to the course objectives;
c. should report any concerns to the Heads of School;
d. will examine whether the pattern of results within a course is consistent with other courses it considers.

Referrals and Delegations

(70) Where an assessment matter is referred to another person for clarification or resolution, the matter would normally be dealt with within the timeframe of the Year Assessment Decision Committee's meeting. However, if this is not possible, the matters may be dealt with by the Chair of the JMP Assessment Committee in consultation with the Chair of the JMP Assessment Committee or delegate and a recommendation made to the relevant Head of School.

(71) If any matter which cannot be dealt with during the timeframe of the Year Assessment Decision Committee's meeting has implications for other students, or the results of other students (for example when a moderation has been requested), the Year Assessment Decision Committee must reconvene to make a recommendation to the Head(s) of School. The Head(s) of School may determine a time period in which the complete course assessment results must be provided.

(72) If the course assessment results are incomplete at the time of the Year Assessment Decision Committee meeting, the Chair of the Committee may review the material when it is complete and make a recommendation to the Head(s) of School. The Head(s) of School may determine a time period in which the complete course assessment results must be provided.

Recommendations on Final Results or Grades

(73) The Year Assessment Decision Committee shall:

a. normally accept the recommendations of the Course Coordinators;
b. ensure compliance with the universities' policies and approved course outlines;
c. ensure that there are no errors of accuracy;

d. receive advice from the Course Coordinator regarding any requirement for a Supplementary Assessment.

(74) Where the Year Assessment Decision Committee has concerns about the recommendations, especially the pattern of results, it may request one or more of the following:

a. clarification from the Course Coordinator;
b. a moderation of the results assigned to all students or to a group of students for a particular major assessment component or the final results and grades;
c. details of any inaccuracies or anomalies between the recorded final result or grade and those recommended to the Year Assessment Decision Committee, together with any reasons for the differences.

Responsibilities of the Heads of School

(75) When the Year Assessment Decision Committee has finalised its recommendations on each course, the Chair of the Year Assessment Decision Committee will present the recommendations to the respective Head of School for approval.

(76) Once approved by the Heads of School:

a. final grades will be posted in the student administration systems at University of Newcastle and University of New England for official publication on the mutually agreed date;
b. Year Managers will liaise with Examinations staff regarding courses which do not have posted final grades prior to the fully graded date.

Approval for Changes to Final Results and Grades

(77) After the fully graded date, changes to final results and grades are only possible by way of an Amendment to Result form (University of Newcastle) / Amendment of Result form (University of New England).

(78) Changes to final results and grades within six months of the fully graded date must be approved by the relevant Head of School.

(79) Changes to final results and grades more than six months but less than two years after the fully graded date must be approved by the College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing at University of Newcastle or the Dean, Faculty of Medicine and Health at University of New England on the recommendation of the relevant Head of School.

(80) Changes to final results and grades more than two years after the fully graded date will only be considered in exceptional circumstances and must be approved by the Deputy Vice-Chancellor (Academic) (University of Newcastle) or Dean, Faculty of Medicine and Health (University of New England) on the recommendation of the Dean of Medicine – JMP.

Quality Assurance Cycle

(81) Following the publication of final results, the Year Manager will provide the Dean of Medicine – JMP with the following:

a. a summary of the distribution of results for each course by cohort; and
b. a comparison of the distribution of results with the distributions for the previous offering (if available).

(82) If the Dean of Medicine – JMP has concerns about the course outcomes, the Heads of School and Course Coordinators will be consulted and, where necessary, be required to adopt strategies for improvement.

(83) Where there are significant improvements or trends identified, these will be reported by the Dean of Medicine – JMP to the JMP - Teaching and Learning Committee - CHMW.

(84) At University of Newcastle this report will also be provided to the College Pro Vice-Chancellor of the College of Health, Medicine and Wellbeing who is required to report annually to College Board and the Academic Senate on course outcomes in accordance with the University of Newcastle Quality Assurance Cycle.

(85) At University of New England, the School of Rural Medicine in collaboration with the unit and course coordinators report annually to the Pro Vice-Chancellor (Academic Innovation) or delegate on key performance indicators for Academic Board.

Re-marks

(86) A student may only request a re-mark of an assessment item before the final result for the course to which the assessment item contributes has been posted. If a final result in the course has been posted, the student must apply under clauses 173-196 (Appeal Against Final Result).

a. Students concerned about the mark given for an assessment item should first discuss the matter with the Course Coordinator responsible for the course. Students should be aware before they proceed with a formal request, that the original mark may be increased or reduced as a result of a re-mark or remain the same.
b. If, within five calendar days of receiving the mark, a student is unable to contact or is not satisfied with the discussion with the Course Coordinator, the student may request a re-mark, outlining in writing the case for a re-mark to the Course Coordinator.

(87) In determining whether a re-mark should be granted the Course Coordinator must take into consideration all of the following:

a. whether the student had discussed the matter with the Course Coordinator;
b. the case put forward by the student for a re-mark;
c. the weighting of the assessment item and its potential impact on the student's final grade;
d. the number of original markers i.e.
    i. whether there was a single marker, or
    ii. if there was more than one marker, whether there was congruence or variance in the marks awarded.

(88) A re-mark may also be initiated at the request of the Course Coordinator, the Head of School, the Program Convenor, the Year Assessment Decision Committee, the JMP Progress and Appeals Committee or the Dean of Medicine – JMP.

a. Where a re-mark is initiated by someone other than the student and the student has already been given a mark for that assessment item, the student will be informed that a re-mark is underway.
b. In all cases the results of the re-mark are to be given to the Course Coordinator accompanied by a recommendation from the initiating officer/body if that is other than the Course Coordinator.

(89) When the student is advised that a Re-mark is underway, they must be informed that the revised mark may increase, decrease or remain the same.

(90) Re-marks may be undertaken by:

a. the original marker; or
b. an alternate internal marker; or
c. an alternate external marker.

(91) Where a re-mark is requested as part of, or as a consequence of, a grievance procedure or an action under the provisions of the relevant university's Conduct and Academic Misconduct Rules (University of Newcastle - Student Conduct Rule; University of New England - Student Coursework Academic Misconduct Rule) the re-mark must be undertaken by an external marker.

(92) An alternate marker shall be provided with any marking guides and the assessment criteria for the assessment item and for the course. The Course Coordinator should provide the alternate marker with a clean copy of the student's answer(s) with the original markers comments removed.

(93) The alternate marker will make a recommendation to the officer or body responsible for arranging the re-mark.

(94) If an alternate marker is used, the original marker:

a. is to be informed that a re-mark is being undertaken; and
b. should be involved in any relevant discussion about the re-mark with the Course Coordinator (if they are not the same person) where practical, and informed of the result of the re-mark before the student is informed.

(95) The result of the re-mark and the recommendation of the body responsible for arranging the re-mark will be considered by the Course Coordinator who will determine the final mark. If the assessment item is a major assessment item the student may appeal the decision after the final result is posted by submitting an application under clauses 173-196 (Appeal Against Final Result).

(96) Where any doubt exists as to the result to be recorded for an assessment item, a supplementary assessment may be required.

(97) Notification of changes to the mark for an assessment item as a result of a re-mark are the responsibility of:

a. the Course Coordinator; or
b. the Dean of Medicine – JMP when the re-mark is the result of an appeal under clauses 173-196 (Appeal Against Final Result).

Moderation

(98) Moderation may be applied when:

a. Head of School, Program Convenor or the Dean of Medicine – JMP detect a major discrepancy (or perceived discrepancy) between any of the following:
    i. the content of the course as against the content or nature of the assessment item(s);
    ii. the content or nature of the assessment item(s) as against those set out in the Course Outline;
    iii. the marks given by a particular examiner and those given by another in the same course;
    iv. the results in a particular course and the results in other courses undertaken by the same students;
b. a Joint Medical Program (JMP) Course Coordinator, Head of School, Program Convenor or the Dean of Medicine – JMP, JMP Assessment Decision Committee or the Universities wish to ensure that the results in an assessment item or the final results in a course are consistent across the course (particularly where group, self or peer assessment is being used);
c. a Joint Medical Program (JMP) Course Coordinator, Head of School, Program Convenor or the Dean of Medicine – JMP, JMP Assessment Decision Committee or the Universities wish to ensure that the results in an assessment item or final results in a course are in keeping with benchmarks or standards established for that assessment item or course;
d. the JMP Progress and Appeals Committee makes such a request under clauses 173-196 (Appeal Against Final Result); and

e. either of the Universities, the JMP Assessment or Monitoring and Evaluation Committee- is undertaking a quality assurance process review.

(99) Moderation may be undertaken by:

a. a suitable internal moderator; or
b. suitable external moderator.

(100) The Moderator will be given access to:

a. a copy of the Course Outline;
b. the course description as approved by the JMP - Teaching and Learning Committee - CHMW;
c. the criteria for the assessment of major assessment items of the course;
d. weightings for the individual components of the course; and
e. weightings/marks for the individual components of the assessment (if applicable).

(101) When 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.

(102) The moderator will make a recommendation to the officer or body responsible for arranging the moderation.

(103) Changes to the results of an assessment item as a result of moderation are the responsibility of the Heads of School in consultation with the Dean of Medicine – JMP.

(104) Changes to the final results of students as a result of moderation are the responsibility of the Heads of School in consultation with the Dean of Medicine – JMP.

Examinations

(105) The responsible officers and structure for supervised examinations within the formal examination period are defined in the Course Management and Assessment Manual (University of Newcastle) and the Assessment Procedures (University of New England).

(106) The Heads of School shall be the responsible officers for the administration and supervision of assessment items, in courses offered by the Schools, including any supervised examinations that are not the responsibility of the universities.

(107) For each MEDI course, the Heads of School shall arrange for:

a. the Course Coordinator to jointly contribute to:
    i. the preparation of assessment items, including any examination in the courses; and
    ii. in consultation with others involved in the tuition or supervision of Joint Medical Program (JMP) students, the marking of assessment items and other work submitted by students; and
b. the Year Managers to ensure the recording of a result in respect of each student for submission to the relevant Year Assessment Decision Committee.

(108) For each MEDI course, the relevant Year Assessment Decision Committee shall act in accordance with clauses 54-85.

(109) Notification of the venue of examinations will be provided at least one week prior to the examination. In the case of a granted supplementary assessment, students will be notified of the time and venue details at least 48 hours prior to the assessment.

(110) At either university where a School is holding supervised examinations during the formal examination period, it is the responsibility of the Joint Medical Program (JMP) Assessment Officers, in consultation with relevant Year Managers, to ensure that there are no timetable clashes with examinations being administered by the respective university.

(111) Unless granted a rescheduled exam under clauses 129-171 (Adverse and Special Circumstances) students who fail to attend an examinations which is shown on the examination timetable will be deemed to have failed the examination.

Rescheduled Examinations

(112) Where the Year Assessment Decision Committee considers it justified on religious, compassionate or other grounds, and the student applies no later than ten calendar days before the date of the examination, special arrangements may be made for a rescheduled examination to allow a student to attend an examination at a time and place different from that in the published timetable but within the formal examination period. Misreading the Course Outline or examination timetable, having travel plans, returning home, work commitments or early commencement of holiday employment will not be accepted as grounds for a rescheduled examination.

(113) Applications for rescheduled examinations must be completed in line with the procedure detailed in clauses 129-172 (Adverse and Special Circumstances).

Supplementary Examinations

(114) If circumstances arise after the cut-off date for seeking a rescheduled examination (i.e. ten calendar days prior to the first date of the examination period) that prevent a student from attending or completing an examination or that adversely affect their performance at the examination, an application for special consideration using clauses 129-172 (Adverse and Special Circumstances) must be submitted no later than three calendar days after the date of the examination.

(115) Outcomes of applications for special consideration will be determined by the JMP Year Assessment Decision Committee in accordance with the outcomes available under clauses 129-171 (Adverse and Special Circumstances).

(116) A supplementary examination (if offered) will – except in exceptional circumstances – be scheduled:

a. only once; and
b. AFTER the originally scheduled examination.

Supervised Examinations

(117) University supervised examinations will be conducted in accordance with the respective university's rules and guidelines.

(118) School supervised examinations will be conducted in accordance with the rules advised to students prior to the examinations by either the Joint Medical Program (JMP) Assessment Officers or the respective Year Manager. Notification will normally be done via Blackboard.

Return of Final Exams

(119) If requested by a student, an opportunity may be provided for students to view completed examinations papers with the Course Coordinator (or nominee). However, Summative Multiple Choice Question papers are not available to be viewed by students at any time.

Penalties

(120) An assessment item submitted after the due date, without an approved extension of time, will be awarded Not Satisfactory for that assessment item.

(121) An infringement of any of the Rules for supervised examinations or failure to comply with instructions relating to an assessment item may constitute misconduct and represent an offence under the university of enrolment's Academic Conduct Rule:
University of Newcastle: Academic Integrity and Ethical Academic Conduct Policy
University of New England: Students Coursework Academic Misconduct Rule

Publications of Final Results

(122) There will be only one set of official results of students' performance in assessment within a course. This is the list of final results approved by the relevant Head of School and published through the relevant University's examination results portal.

(123) All other information on results for individual assessment items or final results are "unofficial results" which have no legal standing and should be read as advisory only.

(124) In accordance with the NSW Privacy and Personal Information Protection Act (1998) and the Commonwealth Privacy Act (1988), the Universities will not list students by name but only by student number. This applies to both official and unofficial results for individual assessment items and for final results.

Course – Final Results and Completion

(125) Final course results.

a. The Course Coordinator is responsible for finalising and collating the marks for all assessment items and for ensuring that the final results are available for publication at both University of Newcastle and University of New England.

(126) A student will be deemed to have successfully completed a course where they have met all three of the following criteria:

a. have enrolled and accepted all enrolment terms and conditions;
b. have satisfactorily completed all compulsory course requirements and
c. obtained an ungraded pass in the course.

(127) A student will be deemed to have unsuccessfully completed a course where they have not met the criteria listed as those required for successful course completion.

(128) The following Grades and Administrative Codes will apply to courses administered by the Joint Medical Program (JMP)

Table 1 – Grading Scale

Grade	Attributes of Grading Scale
Fail (FF)	Failure to satisfactorily achieve learning outcomes and/or complete compulsory course components. A fail grade may also be awarded following disciplinary action.
Ungraded Pass (UP)	A grade awarded in a course for which only a pass or fail is available. No marks are provided.

Table 2 – Administrative Codes

Code	Short Description	Long Description
I (University of Newcastle) RU (University of New England)	Incomplete/Result temporarily unavailable	Used where: * a student has not completed all aspects of the course and the result in the course is yet to be finalised; OR * a placement or practicum does not align with the term dates and is continuing at the fully graded date;
For courses which have been identified as practicum/placement courses, Incomplete (I/RU) results will become fail grades 365 calendar days after the fully graded date of a term for which the result was entered. For all other courses (i.e. those which have not been identified as practicum/placement courses) Incomplete (I/RU) results will become Fail (FF) grades 90 calendar days after the fully graded date of a term for which the result was entered.		
S (University of Newcastle) SPE (University of New England)	Special Consideration	Used where: * a student has been granted special consideration under the University of Newcastle Adverse Circumstances Affecting Assessment Items Policy or the University of New England Assessment Procedures. Unless resolved, Special Consideration (S/SPE) results will become Fail (FF) grades 180 calendar days after the fully graded date of the term for which the result has been entered.
WW (University of Newcastle) W (University of New England)	Withdrawn without Penalty	Used where: * a student withdraws from a course by the relevant prescribed date; or * a student is permitted to withdraw without penalty in accordance with the relevant University policy or procedure; or * a student is permitted by the Dean of Medicine – JMP to withdraw without penalty due to an administrative error.
EX	Credit Awarded	Indicates that credit has been approved and added to the student's record in accordance with the University policy.

Section 10 - Adverse and Special Circumstances

(129) In relation to MEDI courses, Joint Medical Program (JMP) students are entitled to apply for consideration of the impact of certain circumstances on their performance in assessment subject to the provisions in the following clauses.

(130) Allowable adverse or special circumstances may include one or more of the following:

a. Health grounds (including psychological illness) (NB. where these grounds are based on a long term disability or medical condition, evidence of an acute or aggravated episode affecting a particular assessment item is required);
b. compassionate grounds – for example the death or serious injury of a close family member or close friend;
c. hardship or trauma – for example sudden loss of employment; family breakdown; severe disruption to domestic arrangements; impact of crime or accident; impact of natural disasters.
d. unavoidable commitments within the term and/or exam period – e.g., cultural or religious commitments; commitments as a student Reservist within the Australian Defence Forces or as an elite athlete; and/or jury service or other court appearances.

(131) Some situations that do not constitute allowable circumstances include misreading the course outline or examination timetable; having travel bookings for the holidays; returning home; regular work commitments, or early commencement of holiday employment.

(132) This section does not cover the ongoing adjustments/assistance provided by AccessAbility (University of Newcastle) or Student Access & Inclusion (University of New England) to support students with a disability to undertake study or exams.

(133) Joint Medical Program (JMP) students may be entitled to apply for one of the following:

a. rescheduled examination where:
    i. circumstances (as defined in clause 130) prevent the student from attempting an examination on the scheduled date; and
    ii. the rescheduled examination date falls within the same formal examination period;
b. an extension of time beyond the published due date for the submission, presentation or performance of an assessment item where circumstances have affected the student's ability to meet the deadline
c. special consideration where circumstances:
    i. affect an assessment item, particularly an examination; and/or
    ii. affected or disadvantaged their preparation or performance in an assessment item they had attempted; or
    iii. affected or disadvantaged their performance in a number of the assessment items they had attempted in a course.

(134) Except in exceptional cases, as approved by the relevant Head of School, a Joint Medical Program (JMP) student will be able to apply for consideration of adverse or special circumstances on only one occasion for a particular assessment item.

(135) A Joint Medical Program (JMP) student whose application for a rescheduled examination, extension of time or special consideration is approved, will be eligible for the full range of marks available for the assessment item and/or the full range of grades available for the course.

Minor Assessment Item – Procedure

(136) Where circumstances affect a Joint Medical Program (JMP) student's performance in an assessment item that is not a major assessment item (defined as any assessment item, including the final examination, worth 20% or more of the final result of a course; or a compulsory assessment item that must be satisfactorily completed in order for a student to receive a pass mark in that course) the student must apply in writing – preferably by email – to the Course Coordinator and seek the appropriate consideration, e.g., an extension of time on an assessment item, rescheduling of a class test or special consideration of the impact of circumstances on their performance. The Course Coordinator may request further information to substantiate the request.

(137) The Course Coordinator is responsible for:

a. evaluating the request;
b. providing a response in writing (preferably by email) to the student;
c. recording the application and outcome; and
d. maintaining a record of all applications and outcomes;

(138) Where a Joint Medical Program (JMP) student seeks an extension of time on an assessment item or the rescheduling of a class test, the Course Coordinator will respond in writing – preferably by email – advising the student of:

a. the additional time allowed for submitting the item; or
b. the arrangements for undertaking the exam/test.

(139) Where a Joint Medical Program (JMP) student seeks special consideration of their performance in an assessment item, the Course Cooridnator may offer one of the following responses:

a. the result for the assessment item remains unchanged; or
b. the student is offered an alternative or replacement assessment item – the result of which will be the recorded mark for the item; or
c. the circumstances are noted with a view to reviewing the result in the light of further evidence, after which, one of the two responses listed as (i) or (ii) will be provided.

NB – special consideration does not provide for awarding of additional marks for an assessment.

(140) Where a Joint Medical Program (JMP) student wishes to appeal the decision of the Course Coordinator, an appeal should be lodged in writing – preferably by email – to the relevant Head of School.

Major Assessment Item – Procedure

(141) Where circumstances affect a Joint Medical Program (JMP) student's performance in a major assessment item, students may apply for either:

a. a Rescheduled Examination (apply up to ten (10) calendar days before the date examination/assessment item date) or
b. an Extension of Time to submit (apply up to the day the assessment item is due – DOES NOT APPLY to examinations) or
c. a Supplementary assessment where the original assessment item was not attended/completed due to the adverse or special circumstances, (apply within three calendar days of the due date of the assessment) or
d. Special Consideration (apply within three calendar days of the date of any assessment affected. If more than one assessment is affected under this category, students should apply once for each assessment item affected, and within three calendar days of each due date)

(142) To make application for any of these provisions the following procedures must be followed:

a. Students at University of Newcastle must:
    i. apply using the University of Newcastle online Adverse Circumstances page;
    ii. gather the required supporting documentation (refer to clauses 144-146);
    iii. submit supporting documentation online through the University of Newcastle online Adverse Circumstances system within three calendar days of the submission of the initial application.
b. Students at University of New England must:
    i. apply using the JMP Adverse and Special Circumstances application
    ii. gather the required supporting documentation (refer to clauses 144-146); and
    iii. submit the application with supporting documentation as scanned attachments through AskUNE.

(143) The application is not completed until all documentation is submitted at University of Newcastle via the Adverse Circumstances system and at University of New England, via AskUNE.

(144) All applications must include documentation.
NB: Documents provided must be scans of original documents, or certified copies of the original.

(145) Students applying on medical, including psychological, grounds must submit a medical certificate, completed by a registered treating medical or dental practitioner or other appropriate health professional. The certificate should state:

a. the date on which the practitioner examined the student; and
b. the severity of the condition; and
c. the likely period of impact on the student.

(146) Students applying on other grounds must submit suitable documentary evidence.
NB: a statutory declaration is not sufficient documentation for any grounds on its own. For applications based on:

a. compassionate grounds - supporting evidence may include a medical certificate or letter from a counsellor, or doctor, a funeral notice, and a statutory declaration;
b. hardship/trauma – supporting evidence may include a medical certificate or a letter from a counsellor or doctor, a police officer or fire officer, and a statutory declaration, depending on the nature of the issue;
c. unavoidable commitments during the semester – supporting evidence should include documents relating to the commitment, and a statutory declaration; and
d. commitments as a Student Reservist - refer to the University of Newcastle Student Reservist and Emergency Services Support Procedure and University of New England's Elite Athlete, Australian Defence Force Reserve and Emergency Volunteer Students Procedures for details of appropriate documentation.

Rescheduled Examinations – Major Assessment Items Only

(147) Applications can be made for a rescheduled examination in the same formal exam period on the basis of religious, medical, compassionate or other grounds which:

a. prevent a student from attending, or completing an examination, or
b. adversely affect their preparation for the examination.

(148) Applications must be made according to the process specified in clauses 141-143, no later than ten (10) calendar days prior to the first date of the examination period.

(149) Applications must be accompanied by appropriate documentary evidence (see clauses 144-146) and submitted according to the process specified in clauses 141-143.

(150) A student applying for a rescheduled examination will be notified of the outcome by the Year Manager.

(151) Where the outcome is to provide a rescheduled examination, the date of the rescheduled examination will be notified by the Year Manager.

Extension of Time on an Assessment Item (Major Assessment [non-Examination] Items Only)

(152) Applications for an extension of time on assessment items must be made according to the process specified in 141-143.

(153) Applications are not finalised until appropriate documentation, as outlined in 143-145, is submitted to the Adverse Circumstances page (University of Newcastle) or AskUNE (University of New England) prior to the due date of the item.

(154) In their application, students must nominate:

a. how long an extension of time they require; and
b. the new due date that the assessment will be submitted.

Supplementary Examination

(155) If circumstances arise after the cut-off date for seeking a rescheduled examination (i.e., ten (10) calendar days prior to the first date of the examination period) that:

a. prevent a student from attending, or completing an examination, or
b. adversely affect their performance at the examination, an application must be submitted under the category of Special Consideration, no later than three (3) calendar days after the date of the examination (refer to clause 163).

(156) An application for a special consideration will be assessed by the Course Coordinator. Any supplementary examination arranged will usually be held in the Supplementary Examination Period immediately following the Formal examination period.

(157) Where the Year Assessment Decision Committee recommend a supplementary examination, the Year Manager will advise the students of the outcome of the application and the date and venue of the supplementary examination.

Special Consideration – Major Assessment Items Only

(158) Students may apply for consideration of the impact of adverse or special circumstances on their performance:

a. during an exam/on an assessment item; or
b. across a number of exams/assessment items in a course.

(159) Requests for Special Consideration must be made according to the on-line process specified in clause 142 as soon as possible after the examination/assessment and no later than three (3) calendar days after the date of submission for the assessment item, or the date of the examination. Supporting documentation as specified in clauses 144-146 must be submitted within three (3) calendar days following initial submission of the online application.

(160) Students must retain a copy of their application.

(161) The JMP Year Assessment Decision Committee will:

a. consider the application;
b. if necessary, request more documentation**; and
c. make a determination on the application for special consideration.

**It should be noted that the JMP Year Assessment Decision Committee is under no obligation to request additional documentation, and it is the student's responsibility to provide sufficient supporting evidence for their application.

(162) For applications for special consideration of an assessment item the JMP Year Assessment Decision Committee will recommend one of the following options that:

a. the application not be accepted because of timing or inadequate documentation; or
b. the result for the assessment item remains unchanged; or
c. an alternative or supplementary assessment item be provided; or
d. the application be noted with a view to reviewing the result in the light of subsequent evidence and at that time recommending (b) or (c) above.

(163) Students will be informed by email of the outcome of Applications for Special Consideration:

a. at University of Newcastle by the Student hub; and
b. at University of New England by the Year Manager.

Retention of Records and Confidentiality

(164) The application for consideration of circumstances affecting performance in assessment and attached documents will be treated as personal information.

(165) Officers of the Universities will comply with the Universities' Privacy requirements, along with relevant anti-discrimination and privacy legislation in the handling of applications.

(166) Any documentation relating to an application will be retained for a minimum of three (3) years.

Appeal Process

(167) An appeal against a decision regarding an application to address the impact of circumstances on a particular assessment item will not be allowed until the final result for the course is available.

(168) An appeal against a final result based on a decision regarding an application to address the impact of adverse or special circumstances on an assessment item, must be lodged in writing under clauses 173-196 (Appeal Against Final Result). The appeal will follow the procedure set out in those clauses.

Reporting on Outcomes of Adverse or Special Circumstances Applications

(169) At the beginning of each year an annual report will be provided to the JMP Assessment Committee regarding the applications received for major assessment items. That report will identify the number of applications, under which categories they fall and the outcomes reached.

(170) At University of Newcastle, at the beginning of each year the School of Medicine and Public Health will provide a similar annual report to the College Pro Vice-Chancellor, Health, Medicine and Wellbeing on applications from students in the Joint Medical Program (JMP), regarding major assessment items. The report will identify the number of applications, under which categories they fall and the outcomes reached.

(171) The College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing will report to the first meeting of Academic Senate every year on the number of applications, under which categories they fall and the outcomes for the previous year. The report will include an assessment of the procedures used.

Section 11 - Student Progression

(172) Except in Clauses 173-213, Joint Medical Program (JMP) Student Progression should be in accordance with principles at each University as determined by Academic Senate (University of Newcastle) and Academic Board (University of New England):
University of Newcastle – Course Management and Assessment Manual
University of Newcastle – Work Integrated Learning Policy
University of New England – Course Progression Rule

Appeal Against a Final Result

Amending a Final Result

(173) A student who wishes to question a final result must refer to the following:

a. the Course Outline;
b. the course description as approved by the JMP - Teaching and Learning Committee - CHMW;
c. the criteria for the assessment of major assessment items of the course;

d. weightings for the individual components of the course; and
e. weightings/marks for the individual components of the examination (if appropriate).

(174) Students wishing to obtain further information on a final result in a course, or to query that result, should, initially, contact the Course Coordinator.

(175) If an error is found by the Course Coordinator under the following criteria:

a. error in determination of the result; or
b. all marks contributing to the final result have not been correctly weighted and their total accurately obtained; or any other administrative error

a JMP Amendment to Result Form is completed and forwarded by the Course Co-ordinator for approval to the Head of School and the Dean of Medicine – JMP (where the query has been made within six months of the result release) or to the College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing (University of Newcastle) or the Pro Vice-Chancellor Academic Innovation (University of New England) and the Dean of Medicine - JMP (where the query is made later than six months after the result being posted). Such records are then amended through forwarding for action to the relevant Examinations office.

Appealing Against a Final Result

(176) After seeking a review by the Course Co-ordinator a student may lodge an appeal against their Final Result for a course.

(177) Appeals must be submitted to the online appeals portal within seven (7) calendar days of the publication of their final result online. Appeals must be submitted in this way to be considered by the JMP Progress and Appeals Committee.

(178) The online portal used by Joint Medical Program (JMP) students for the lodgement of appeals against final grades will be Joint Medical Program (JMP) specific with appropriate branding and will be maintained by University of Newcastle on the University of Newcastle myHub site. University of New England students have access to this site by virtue of their University of Newcastle student ID. University of New England Head of School can obtain relevant copies to save to TRIM.

(179) The JMP Progress and Appeals Committee will consider all valid appeals and determine an outcome for:

a. appeals by students against a final result in a course; and
b. appeals by potential graduates against a failure in a course;

(180) To be valid an appeal must address one or more of the following criteria and include relevant documentary evidence:

a. the mark for one or more major assessment item(s) (including the final examination) does not reflect the quality of the work submitted. The student must demonstrate how the quality of the work is better than the mark suggests, e.g., through marking schema or matrix.
b. all required parts of the assessment were not included in the final determination of the result. The student must show proof an item was not included.
c. all marks contributing to the final result have not been correctly weighted and the total inaccurately calculated. The student must demonstrate how this has occurred.
d. the type and/or weighting of major assessment items differ from information in the Course Outline. The student must provide the relevant section of the Course Outline.
e. the content of a major assessment item does not reflect the content of the course. The student must provide the item and the relevant section of the Course Outline and identify how they differ.

f. Special circumstances are as defined in clauses 129-171 (Adverse and Special Circumstances). Special Circumstances may be used as a basis for an appeal against a final result only where extreme circumstances, such as extended hospitalisation, have prevented the student from applying for special consideration at the time of the assessment task.

(181) Appeals that do not provide evidence of the student having:

a. contacted or attempted to contact the Course Coordinator (or nominee); and
b. addressed at least one of the appeal criteria listed in clause 180 and included relevant supporting evidence in writing will be rejected by the JMP Progress and Appeals Committee and the final result for the course will stand.

(182) The JMP Progress and Appeals Committee may (but is not obliged to) request any additional information required to determine the outcome of an appeal.

Appeals Against a final result in a Course

(183) The JMP Progress and Appeals Committee may determine that:

a. no amendment to the final result is required; or
b. an amendment to the final result is required; or
c. referral to the Dean of Medicine – JMP is required. If the JMP Progress and Appeals Committee determines that there has been a significant error in the assessment processes, advice will be forwarded to the Dean of Medicine – JMP who shall, in consultation with the Chair of JMP Assessment Committee and the Head of School of Rural Medicine, determine what remedial action (such as moderation) may be taken. Such remedial action will be referred to the Examinations unit at University of Newcastle and/or Student Success at University of New England. 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 a supplementary assessment item is required. This will only be the case when extenuating circumstances have prevented earlier consideration of a student's circumstances under the provisions of clauses 129-171 (Adverse and Special Circumstances).

(184) The Chair of the JMP Progress and Appeals Committee may undertake urgent business between scheduled meetings. Actions taken under delegation must be ratified by the JMP Progress and Appeals Committee at the next meeting.

JMP Progress and Appeals Committee

(185) The JMP Progress and Appeals Committee shall include in its membership:

a. The Deputy Head, College of Health, Medicine and Wellbeing (Teaching and Learning) (University of Newcastle), or their nominee, who shall chair the Committee;
b. the Heads of the Schools of Rural Medicine (University of New England) and Medicine and Public Health (University of Newcastle) or their nominees;
c. one senior member of professional administration staff from University of Newcastle and University of New England as nominated by the Chair;
d. co-opted members from within or outside the Faculty, College or Schools for particular cases as determined by the Chair.

(186) The JMP Progress and Appeals Committee shall have responsibility for matters referred to it:

a. under clauses 197-213 (Review of Progress);

b. under clauses 173-196 (Appeal Against Final Result).
c. under clauses 129-171 (Adverse and Special Circumstances).
d. any other student progress or appeals issues forwarded to it by the Dean of Medicine – JMP.

Outcomes

(187) The student should usually receive notification of the outcome within twenty-five (25) University working days after publication of the final result online. The notification should identify which appeal criteria formed the basis of the decision.

Late Appeal Against a Final Result

(188) A late appeal will only be accepted in exceptional circumstances and provided that the student has not already lodged an appeal against the final result in that course and the late appeal is lodged no longer than two (2) months after the publication of the final result online. A student lodging a late appeal must:

a. complete and submit an application to the online portal (see clause 178); and
b. provide evidence of having contacted the Course Coordinator; and
c. provide supporting documentation including information about the exceptional circumstances that caused late submission.

(189) A review of final result request against a mark or a grade awarded as a consequence of academic misconduct must be made in accordance with the University of enrolment Conduct and Academic Misconduct Rules:

University of Newcastle: Student Conduct Rule

University of Newcastle: Academic Integrity and Ethical Academic Conduct Policy

University of New England: UNE Student Behavioural Misconduct Rules

(190) Determinations relating to appeals against final results in a course made by the JMP Progress and Appeals Committee are final and there is no further avenue for appeals within the Universities. The student may have rights of appeal outside the University.

Appeals lodged by a Potential Graduate following Failure in a Course

(191) A potential graduate may lodge an appeal against a final result when a failure prevents them from completing their degree.

(192) The appeal must meet the following criteria to be considered by the JMP Progress and Appeals Committee:

a. the course that has been failed in a twenty unit course (University of Newcastle) / twelve credit point unit (University of New England).
b. the student has not previously failed this course.
c. the student has undertaken the course in the last two (2) terms of study (subject to (d) below) and all other program requirements have been satisfied.
d. the final result achieved for the course is not less than 40% of the total marks for the course.
e. the student has not already undertaken supplementary assessment (other than on the basis of special consideration) in the course; and
f. the student has submitted all required assessment items throughout the relevant semester on time (subject to any applications under clauses 129-171 (Adverse and Special Circumstances).

(193) The JMP Progress and Appeals Committee shall determine the legitimacy of the appeal.

(194) If the appeal is upheld, it will be referred to the Course Coordinator, who will determine the nature, timing and content of a supplementary assessment item. The outcome of the supplementary assessment item will ensure that:

a. the student will not be awarded a final mark greater than 50% (a minimum pass) in the course irrespective of the marks awarded for the supplementary assessment item:
b. the marks awarded in the supplementary assessment item may result in a Fail grade being changed to an Ungraded Pass grade; and
c. if the student does not obtain an Ungraded Pass grade as a result of the marks given for the supplementary assessment item, the Fail grade will remain, and the student will not be eligible to graduate.

Administrative Error

(195) If an administrative error is identified in a final result, an Amendment to Result Form will be completed by the Course Coordinator (e.g. not all required items of assessment were included in the final determination of the result). This will be submitted to the Dean of Medicine – JMP for approval and notification of the student affected.

Reporting

(196) The JMP Progress and Appeals Committee will report annually on the activities initiated under this procedure. These reports must be available for compliance and monitoring purposes if requested by Academic Senate (University of Newcastle) / Academic Board (University of New England).

Review of Progress

(197) Joint Medical Program (JMP) students are deemed to be at risk and not able to maintain a satisfactory rate of progress in the program if they have either:

a. failed 50% or more of credit points/units attempted in a teaching period; or
b. failed a compulsory program component.

Managing Students at Risk

(198) Joint Medical Program (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.

(199) As soon as possible after the release of official examination results in a teaching period, Joint Medical Program (JMP) students identified as at risk will be formally contacted by email from:

a. the Academic Registrar or nominee (University of Newcastle); or
b. the Director of Student Success or nominee (University of New England).

(200) That email will provide:

a. an indication of why the student has been identified as at risk;
b. identification of what possible remedial action they may take;
c. advice about assistance and support; and
d. a warning that failure to improve academic performance in the subsequent teaching period of enrolment will result in a formal requirement to explain why certain actions, including suspension or exclusion from the program, should not be taken.

Identifying Students Required to Show Cause

(201) Joint Medical Program (JMP) students who are required to show cause as to why they should not be excluded from a program, are those who have:

a. failed 50% or more of credit points / units attempted in two consecutive teaching periods, whether in the same or different programs, and regardless of any intervening teaching periods of absence such as:
    i. leave of absence, suspension, exclusion, non-enrolment; or
    ii. withdrawal without failure from 50% or more of credit points / units; or
b. failed the same compulsory program component twice.

(202) These students will be identified as continuing to be at risk of failing to maintain satisfactory progress, and therefore required to show cause.

Managing Students who are required to Show Cause

(203) As soon as possible following the release of official examination results in a teaching period, Joint Medical Program (JMP) students identified as continuing to be at risk will have show cause status recorded on their student record and be formally contacted via email:

a. at University of Newcastle by the Academic Registrar; or
b. at University of New England by the Director of Student Success or nominee.

(204) Students will receive advice in the email that provides:

a. an explanation of why they are required to show cause as to why they should not be excluded from the program;
b. the show cause statement template;
c. the due date for the show cause statement;
d. advice that failure to show cause may lead to automatic exclusion from the program for a period of one academic year; and
e. information as to who they should contact for assistance and advice about any aspect of the show cause process.

(205) The Joint Medical Program (JMP) Program Convenor will be notified of Joint Medical Program (JMP) students who have been sent a Notice of Show Cause.

(206) Students required to show cause will be given an opportunity to provide a show cause statement.

(207) Students should:

a. make the statement in writing on the statement template, addressed to the Chair of the JMP Progress and Appeals Committee, outlining why they should not be excluded from the program.
b. submit the statement within the prescribed time period, and include an explanation for their poor performance with supporting documentary evidence.
c. provide information about any remedial actions they have undertaken since first being advised of being at risk.
d. describe strategies they plan to follow to improve their academic performance, if permitted to continue.
e. be subject to the sanctions outlined in clause 208 if they fail to provide a show cause statement.

(208) Students who do not provide a written statement within the prescribed time period showing why they should be permitted to continue, may be excluded from the program for a period of not less than one academic year.

The JMP Progress and Appeals Committee

(209) The JMP Progress and Appeals Committee will convene a hearing to:

a. consider statements provided by students required to show cause;
b. make a determination, based on each student's previous academic record and the information provided to the Committee;
c. determine sanctions to be applied to students who have failed to provide a show cause statement; and
d. resolve all show cause matters in a timely matter.

Outcomes of Show Cause Hearings

(210) The JMP Progress and Appeals Committee may determine that:

a. the student has attempted to address their poor academic performance and the Committee may resolve to permit the student to either:
    i. continue in the program; or
    ii. continue in the program with specified conditions e.g. compulsory participation in an academic support program.
b. the student has not adequately addressed their poor academic performance and the Committee may resolve to apply one of the following sanctions:
    i. allow the student to continue in the program but with specified conditions such as compulsory participation in an academic support program; or
    ii. suspend the student from the program (and other enrolment) for a specified period; or
    iii. exclude the student from the program (and other enrolment) for a specified period.
c. the student is referred under the Student Support for Professional Practice Procedure and Student Support for Professional Practice Guideline for management of any non-academic issues identified in the course of the show cause process.

(211) Students will be advised officially of the outcome of the review of progress process by email, usually within seven working days of the hearing.

Appeals Against JMP Progress and Appeals Show Cause Outcomes

(212) Student appeals against Show Cause outcomes must:

a. be made on procedural grounds, i.e. the student must be able to demonstrate that the correct process was not followed;
b. be made in writing addressed to the relevant Appeals Officer;
c. be received within ten (10) University working days of the receipt of the official notification of the outcome of the show cause hearing; and
d. The Deputy Vice-Chancellor (Academic) at University of Newcastle and the Pro Vice-Chancellor (Academic Innovation) at University of New England are authorised to review decisions made by the JMP Progress and Appeals Committee and determine if due process has been followed. Such review will either:
    i. confirm the decision made by the JMP Progress and Appeals Committee; or
    ii. request that the Chair of the JMP Progress and Appeals Committee reconsider the original show cause.

(213) The Deputy Vice-Chancellor (Academic) at University of Newcastle or the Pro Vice-Chancellor (Academic Innovation) at University of New England (as applicable) will usually consider appeals with ten (10) working days of receipt; and students will be notified of the outcome of the appeal usually within twenty (20) working days of receipt.

Essential Criteria in Course Assessment

(214) Essential criteria can:

a. form part of the assessment requirements for a course; for example, students may be required to achieve a specified level in all or in identified assessment items;
b. be additional to the assessed work; for example, students may be required to:
    i. complete a particular component such as attendance and participation; or
    ii. undertake a placement requirement.

(215) Essential criteria should not normally cause the total work required of the student for the course to exceed that specified in the Universities' policies on student workload.

(216) Where is it determined that specific, unmarked/ungraded essential criteria must be met in order to pass a course, these will:

a. be specifically linked to course objectives;
b. have appropriate justification to ensure that a passing grade cannot be achieved without them;
c. be more than procedural statements, for example, attendance should not be an essential criteria requirement unless it is demonstrated that work cannot be completed or judged against marking criteria unless the student attends particular scheduled activities.

(217) Where essential criteria are proposed for a course, the proposal should:

a. clearly state the nature of the essential criteria in the assessment details of the course outline;
b. demonstrate the relationship between the objectives of the course and the essential criteria requirements;
c. detail the means by which the essential criteria will be assessed as having been satisfactorily completed; and
d. detail opportunities, if any, for students to complete the essential criteria if unsuccessful in only this component of the course (including provisions for cases where Consideration is granted) or, if this is not possible, provide a rationale for why it is not possible.

(218) In considering proposals for the use of essential criteria in a course, Heads of School, Dean of Medicine – JMP, JMP - Teaching and Learning Committee - CHMW, Faculty and College Teaching and Learning Committees and College Pro Vice-Chancellors will:

a. consider the equity, diversity and disability policies of the Universities in relation to the type of essential criteria; and
b. ensure that the equitable application of the essential criteria across all delivery sites has been demonstrated.

(219) The Course Outline will include:

a. specific details of the essential criteria requirements;
b. the rationale for their inclusion;
c. the means by which students will be assessed as having met the requirements; and
d. advice regarding the provision for feedback as to progress in relation to the essential criteria at least once prior to the end of the teaching period.

Class Attendance and Participation

(220) Marks may not be awarded for attendance alone.

(221) Where attendance is identified as an essential component in the assessment of a course, attendance will be an ungraded essential criterion. Attendance will be recorded as staisfactory but no marks will be assigned.

(222) Where attendance is an ungraded essential component of a course, the following process must be followed:

a. attendance records must be maintained for all mandatory sessions included in the assessment, for example tutorials, seminars, workshops etc;
b. the attendance record must be retained as it may be required in the case of an Appeal Against a Final Result;
c. students must be made aware that attendance records are being kept, and should be advised of:
    i. the purpose of the records; and
    ii. the means by which they are being kept, for example, in the case of a Blackboard course site, the use of the site backup as a record of student participation.

(223) Attendance with participation may be assessed as outlined under Participation.

Participation

(224) The criteria by which active participation will be assessed are to be included in the Assessment details in the Course Outline.

(225) Where participation is to be assessed as an essential criterion, the following process must be followed:

a. attendance and participation records must be maintained for all sessions included in the assessment, for example, tutorials, seminars, workshops, etc.
b. the attendance and participation record should be retained as it may be required in the case of an Appeal Against Final Result;
c. students should be made aware that attedance and participation records are being kept, and should be advised of:
    i. the purpose of the records and
    ii. the means by which they are being kept, for example, in the case of a Blackboard course site, the use of the site backup as a record of student participation.

Awarding of Fail Grades

(226) Where essential criteria for a course has been approved and a student has failed to meet the essential criteria requirements, the Course Coordinator must recommend a fail grade to the JMP Year Assessment Decision Committee unless an application for Special Consideration has been received.

(227) Where a recommended fail grade is made to the JMP Year Assessment Decision Committee by the Course Coordinator on the basis of non-satisfactory completion of essential criteria, the Year Assessment Decision Committee may make a recommendation to deem that the student has passed the course if, in the opinion of the Year Assessment Decision Committee, their performance overall has reached a satisfactory standard.

Credit Transfer and Articulation

(228) For information on credit transfer and articulation within the Joint Medical Program (JMP), please refer to the JMP Schedule.

Section 12 - Appointed Staff – Process and Policy

Dean of Medicine – JMP

(229) To enable the Joint Medical Program (JMP) to be offered consistently and equitably across the two Universities, a discrete Rule is required at both University of Newcastle and University of New England for the position of “Dean of Medicine – JMP”.

JMP - Dean of Medicine Joint Medical Program Rule

Program Convenor

(230) General Provisions for the role and responsibilities of the Program Convenor, including overall program quality and student matters are included in:

University of Newcastle – Program Design and Management Manual

(231) There will be a single Program Convenor, employed by the University of Newcastle, for the Joint Medical Program (JMP).

(232) The Program Convenor will be an academic staff member responsible for the implementation of the Joint Medical Program (JMP) across the two campuses.

(233) The Program Convenor is responsible to the JMP Executive Committee for program conduct, quality and performance.

Clinical Dean – Role and Responsibility

(234) The Universities will appoint a Clinical Dean for each Clinical School.

(235) The Clinical Dean will be responsible for:

a. academic leadership and program delivery at the Clinical School;
b. ensuring that all teaching and supervision delivered by the Clinical School is in accordance with the rules, policies, procedures and guidelines of the Joint Medical Program (JMP);
c. leadership in research activities;
d. reporting to the appropriate Head of School and the JMP - Teaching and Learning Committee - CHMW;
e. managing relationships with the clinical departments, hospital management teams, other Clinical Deans, clinical teachers and supervisors and administrative staff of the Clinical School; and
f. pastoral care of students while placed at the Clinical School.

Status and Details

Status	Current
Effective Date	1st January 2021
Review Date	1st January 2024
Approval Authority	Academic Senate
Approval Date	11th November 2020
Expiry Date	Not Applicable
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	Darren Whittingham Joint Medical Program Manager School of Medicine and Public Health

Glossary Terms and Definitions

"Graduate" - (Noun) Has the same meaning as in section 3(2) of the University of Newcastle Act 1989.

"Prescribed date" - The date that is after the census date, and is set by the University in each term for each course as the last date for withdrawal from that course. Such withdrawals will not appear on academic transcripts but financial obligations will apply and the course withdrawn from will count towards the students' academic progress.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Joint Medical Program (JMP)" - The Bachelor of Medicine or Bachelor of Medical Science and Doctor of Medicine as delivered in partnership by University of Newcastle and University of New England.

"Risk" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Published timetable" - The timetable that is published on the University's website as at the re-enrolment date.

"Class" - When referring to a class attended by Students, a class is any teaching and learning activity of a course. For all other uses of this term, the generic definition applies.

"Core course" - A course within a program which is necessary to fulfil the requirements of that program.

"Elective" - Any non compulsory course which may be undertaken within a program of study.

"Working day" - Any day other than Saturday, Sunday, or a public holiday in Newcastle, on which business may be conducted.

"Reasonable Adjustment Plan" - A document developed by a student with disability and the University's AccessAbility Team which records reasonable adjustments.

"Academic staff" - A person employed as an academic staff member or appointed as an academic honorary appointee (including adjunct, clinical conjoint, visiting, honorary and conjoint appointments), but does not include persons who are employed solely as teachers or professional staff.

"Academic year" - The period 1 January to 31 December in a given year.

"Applicant" - Where referring to a student, an applicant is an individual seeking entry to a program or course offered by the University or its partner organisation/s. For all other uses of this term, the generic definition applies.

"Assessment item" - Any form of work used to measure student learning outcomes and to determine the final result for a student in a course.

"Award" - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

"Calendar days" - All days in a month including weekends and public holidays.

"Capstone Course" - Provides the opportunity for a student to integrate and consolidate knowledge and skills learned throughout the program, enabling a mature reflection upon and cogent analysis of a problem so that the student may develop and demonstrate the capacity and attributes expected of a professional discipline graduate.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Credit" - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. For all other uses of this term, the generic definition applies.

"Personal information" - Has the same meaning as in the Privacy and Personal Information Protection Act 1998 (NSW).

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Withdrawal" - The disposal of unused duplicates, damaged and/or mutilated material, superseded, and duplicated editions.

"Credit transfer" - Is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit transfer involves mapping, comparing and evaluation the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification to another qualification.

"Disability" - As defined by the Disability Discrimination Act 1992 (Cth) (as amended from time to time, or as per any replacing legislation).

"Disciplinary action" - When used in relation to staff of the University, this is as defined in the applicable and current Enterprise Bargaining Agreement, or the staff member's employment contract. When used in relation to students of the University, this refers to the range of penalties that may be applied under the Student Conduct Rule.

"Due date" - The date specified in the course outline when an assessment item is to be submitted for marking or another date that may be set by the Course Coordinator.

"Examination" - An assessment item that contributes to a learning outcome or learning outcomes of a course. An examination may be undertaken during the teaching period of a course or during the formal examination period.

"Formal examination period" - The period at the end of each teaching term set aside in the University's calendar

for assessment by way of examination.

"Learning outcome" - In accordance with the AQF definitions, the expression of a set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

"Officer" - Has the meaning given in the Corporations Act 2001 (Cth), or any replacing legislation.

"Passing grade" - A mark of P rather than a percentage mark where P/NP is the grading basis.

"Policy library" - The repository of policy documents published on the University website.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Program Convenor" - The academic staff member with overall responsibility for the management and quality of a program.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Student hub" - Is located at Callaghan, Ourimbah, Newcastle and Port Macquarie or the administrative units for students enrolled at Sydney or Singapore.

"Suspension" - The temporary termination of a student's rights and privileges for a specified period of time, which may include: (a) suspension from attendance at lectures, seminars, tutorials, practical classes, supervisor meetings or similar periods of instruction (b) withdrawal of the right to use, enter or to be within the Premises and/or (c) suspension from representing the University.

"Term" - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

"Unavoidable commitments" - Includes caring responsibilities, cultural or religious commitments, commitments within the Australian Defence Forces or similar international bodies, commitments as an elite athlete to attend an event, obligations to jury duty, or another commitment that cannot by its nature be rescheduled.

"Unit" - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

"Compulsory Course" - A course within a major or specialisation, which is essential and must be satisfactorily completed to fulfill the requirements of that major or specialisation.

"Directed Course" - A course chosen from within a list or group of courses. A directed course list may be attached to a program, or a major within an undergraduate program, or a specialisation within a postgraduate program.

"fully graded date" - The approved date for the term at which official course results are released and published.