

ACADEMIC PROGRAMS COMMITTEE POLICY AND PROCEDURES

BOARD OF EXAMINERS & STUDENT PROGRESS GUIDELINES



THE UNIVERSITY OF
MELBOURNE

SCHOOL OF NURSING

ENABLING LEGISLATION

University Calendar

<http://www.unimelb.edu.au/ExecServ/calendar/>

UNIVERSITY REFERENCES

University Undergraduate Handbook

<http://www.unimelb.edu.au/HB/uni/INFOALLS.html>

Compliance Manual

<http://www.unimelb.edu.au/compliance/>

University Academic Programs Committee

<http://www.arts-admin.unimelb.edu.au/committees/apc.html>

Faculty of Medicine Dentistry and Health Sciences Guide to Courses

<http://www.unimelb.edu.au/HB/facs/MED.html>

1 INTRODUCTION:

In accordance with the University's Statute 11.5, the Faculty of Medicine, Dentistry and Health Sciences is required to consider the further progress in the course of students who fail in or are absent from components of assessment. It is Faculty policy for these students to be considered by the Progress Committee for the appropriate semester/year level.

The Faculty of Medicine, Dentistry and Health Sciences has established a set of guidelines for its Progress Committees, however it is important to realise that these principles are treated as guidelines only, not as firmly binding rules. The Committees are able to retain flexibility and discretion in making recommendations after consideration of all available information.

The following guidelines are currently applicable to students of the School of Nursing:

2 BOARD OF EXAMINERS

2.1 Students *At Risk* or failing a subject/s

Students considered as *at risk* of failing one or more subjects in any semester will be considered by the School of Nursing's Board of Examiners (BOE). The BOE may decide to offer supplementary assessments or examinations and/or refer students to the School's Progress Committee.

Normally, only one supplementary assessment or examination will be offered to any student in any one semester. The Board will give consideration to the subject the student is most likely to succeed in and to the subject which is most crucial to the student's progress in deciding to offer a supplementary assessment or examination.

Students will be advised by telephone as soon as practical after the Board of Examiners meeting, and in writing within 5 working days, to start preparing for such an assessment or examination, so that they will have as much time for remediation as possible. Students who are advised that they are *at risk* will receive academic counselling from their course or stream coordinator.

2.2 Supplementary Assessment / Examination Dates

Supplementary examinations for undergraduate students will be held during the University's published Supplementary Examination period.

Postgraduate supplementary examinations will be held before the University's published supplementary examination dates, in consideration of employment contracts. The supplementary exams will be held no sooner than 10 working days after the Board of Examiners meeting. Supplementary examinations for postgraduate students will be published on the School's website and in orientation.

2.3 Awarding Marks for Supplementary Assessment / Examination

Success in supplementary assessments or examinations will lead to the awarding of a Pass grade (50%) in the subject.

2.4 Progression

- Students who fail the supplementary assessment or examination of a subject will usually be permitted to repeat the subject, with the condition that on the second attempt, the subject must be passed outright with no opportunity for supplementary assessment/examination.
- Students who fail a subject for a second time will be referred to the Progress Committee for suspension.
- Students who fail a subject in semester 1 will usually be permitted to continue to semester 2 unless prerequisite conditions prevail. Reference should be made to individual course progression rules.

3 PROGRESS COMMITTEE:

3.1 Function

The Committee's primary function is to determine the most suitable course for a student's academic future and/or to assist the student to succeed in their study rather than to discipline the student for unsatisfactory progress. In exercising its duty, the Committee has a responsibility to ensure that the available quota places are taken by students most likely to complete their course in reasonable time.

3.2 Membership

The Committee will consist of:

- The Head of School (or nominee);
and
- at least two members of the full time academic staff of the faculty at the level of senior lecturer or above;
- The Course Coordinator or Stream Coordinator may be invited to attend.

3.3 Referral Guidelines

A student who:

- fails one or more subjects in any two consecutive semesters;
- receives a marginal pass (less than 55%) in 50% or more of the semesters credit points;
- at the first attempt fails half or more of the credit points undertaken in any year;
- fails a clinical subject;
- fails any subject previously failed

3.4 Process

All students will be given the opportunity to make a written and/or personal submission to the Committee. In considering a student's progress, the School will normally take into account personal, financial and study problems, as well as any evidence of changed circumstances that a student believes will result in an improved performance in the future.

- Students should receive adequate notice of the date of the meeting of the Progress Committee and the procedures that will be followed at the meeting.
- Students will be provided with a copy of:
 - a) School of Nursing guidelines for progress for the course enrolled in;
 - b) extracts from:
 - Statute 11.5 (Unsatisfactory Progress) relating to unsatisfactory progress,
 - Statute 11.2 (Enrolment) relating to discontinuation of courses,
 - Statute 5.5.10 (Courses and Subjects) relating to leave of absence and
 - Statute 11.1.2 (Entry Quotas).
- Students will be invited to attend the meeting of the Progress Committee and/or provide a written statement explaining their unsatisfactory progress and detailing any circumstances that may have affected their performance.
- Students may not normally be accompanied, and may not send another person in their place. However, the Chairperson may admit as an observer or a person who has the consent of the student to be present. Such a person may not be a legal representative.
- Members of the general staff located in the School will attend the meeting to assist the Committee and provide information where requested.
- Questions may be put directly by members of the Committee to the student and vice versa, subject to the general control by the Chairperson of the conduct of the meeting.

3.5 Possible Outcomes

The Committee may make one or more of the following recommendations:

- that the student's enrolment be altered;
- that the student's academic progress be monitored;
- that the student achieve a minimum average grade during a specified period;
- that the student be admitted to supplementary examinations, the nature of which will be determined after consultation with the course and subject coordinator(s);

- that the student achieve specific additional hurdle requirements;
- that the student be permitted to repeat the subject(s);
- that the student attend regular meetings with the Course and/or Subject Coordinator(s);
- that the student attend or be assessed by University services such as the Language & Learning Skills Unit, the Disability Liaison Unit or the Counselling Service;
- that the student be recommended for suspension from the course;

A student recommended for suspension from the course will be given an opportunity to be heard by the Academic Board before the Board resolves the matter. Students who have been suspended from a course can only be re-admitted to that course by applying for selection in competition with other applicants during a subsequent selection period, having provided evidence that circumstances affecting the previous performance no longer apply.

3.6 Documentation

Decisions made by the Committee will be noted on the student's paper file, and on the student's permanent Academic Record (University database).

3.7 Meeting Dates

The committee will meet if required once a semester following the completion of the supplementary examination period.

AUTHORISATION

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