

JMP - Review of Progress Procedure

Section 1 - Content

(1) This document applies to all MEDI Courses/Units offered by the School of Medicine and Public Health (University of Newcastle) and School of Rural Medicine (University of New England (UNE)) in the delivery of the Joint Medical Program.

(2) This document is consistent with Section 9 of the University of Newcastle [Program Management Procedure Manual - Coursework](#), and in the case of UNE students, must be read in conjunction with the [Course Progression Rule](#).

Section 2 - Definitions

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

- a. JMP Progress and Appeals Committee means the committee established to jointly consider and make determinations regarding the progress of JMP students at the University of Newcastle and the University of New England (UNE);
- b. credit points at UNE means the proportional amount of academic credit allotted to a unit. This term is used to define the requirements for an award of the University and to indicate a student's enrolment load;
- c. exclusion means the condition of being precluded from re-enrolling in a program or a Faculty for a stated period. At the end of the exclusion period the student may apply for re-admission. There is no guarantee that an application for re-admission will be successful;
- d. compulsory program component means a unit within the Bachelor of Medicine - JMP or Bachelor of Medical Science/Doctor of Medicine - Joint Medical Program (MD - JMP) which must be successfully completed to progress in the program;
- e. program means the Bachelor of Medicine - Joint Medical Program (BMed - JMP) or Bachelor of Medical Science / Doctor of Medicine - Joint Medical Program (MD - JMP);
- f. suspension means the condition of being precluded from enrolment for a period of up to one academic year, with an automatic right to re-enrol in the JMP after the period of suspension;
- g. teaching period means term of teaching in which a complete course/unit is delivered. Due to the multi-term sequence structure of the Bachelor of Medical Science/Doctor of Medicine - Joint Medical Program the teaching period will be 2 consecutive semesters in a single calendar year with the final grade being awarded at the completion of Part B in the second semester.
- h. UON means the University of Newcastle;
- i. University of Newcastle working days means days when the University of Newcastle is open, and excludes the periods of Easter and Christmas close down, the specific dates for which will vary each year, and which are available by contacting UON on +61 (0)2 4921 5000 or through [AskUON](#).
- j. Unit at UON means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for an award of the University and to indicate a student's enrolment load;
- k. UNE means the University of New England.

Section 3 - Procedure

Identifying Students at Risk

(4) 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

(5) 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.

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

- a. the Academic Registrar or nominee (UON); or
- b. the Director or Student Administration and Services or nominee (UNE).

(7) 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 actions, including suspension or exclusion from the program, should not be taken.

Identifying Students Required to Show Cause

(8) 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 or 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 component twice.

(9) 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

(10) As soon as possible following the release of official examination results in a teaching period, 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 UON by the Academic Registrar; or

- b. at UNE by the Director of Student Administration and Services.

(11) 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 template;
- 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.

(12) The JMP Program Convenor will be notified of JMP students who have been sent show cause advice.

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

(14) 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:
 - i. an explanation for their poor performance with supporting documentary evidence; and
 - ii. information about any remedial actions they have undertaken since first being advised of being at risk; and
 - iii. strategies they plan to follow to improve their academic performance, if permitted to continue;
- c. notify the secretary to the JMP Progress and Appeals Committee if they intend to attend the Committee hearing, at a time determined by the Committee, in person (or by teleconference if distance is an issue);
- d. be subject to the sanctions outlined in Clause 15 if they fail to provide a show cause statement.

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

The JMP Progress and Appeals Committee

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

- a. consider statements provided by students required to show cause;
- b. interview students who have elected to attend the Committee hearing in person (or by teleconference where distance is an issue). Students may be accompanied by a support person who is not a legal representative and who will have no right of audience except at the invitation of the Chair;
- c. make a determination, based on each student's previous academic record and the information provided to the Committee;
- d. determine sanctions to be applied to students who have failed to provide a show cause statement; and
- e. resolve all show cause matters in a timely manner.

Outcomes of Show Cause Hearings

(17) 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.

(18) 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

(19) Student appeals against show cause outcomes must be:

- a. made on procedural grounds, i.e. the student must be able to demonstrate that the correct process was not followed;
- b. made in writing addressed to the JMP Appeals Office;
- c. received within ten University of Newcastle working days of the receipt of the official notification of the outcome of the show cause hearing.

(20) The Deputy Vice-Chancellor (Academic) at UON and the Pro Vice-Chancellor (Academic Innovation) at UNE 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:

- a. confirm the decision made by the JMP Progress and Appeals Committee; or
- b. request that the chair of the JMP Progress and Appeals Committee reconsider the original show cause case.

(21) The Deputy Vice-Chancellor (Academic) or the Pro Vice-Chancellor (Academic Innovation) at UNE (as applicable) will usually consider appeals within 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.

Status and Details

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Responsible Executive	Belinda Tynan Senior Deputy Vice-Chancellor (Academic)
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