



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

REGULATIONS: SCHOOLS OF MEDICINE, FREMANTLE AND SYDNEY

Purpose: These School Regulations apply to all students in the programs and courses offered by the Schools of Medicine at The University of Notre Dame, Australia.

Responsible Executive: Chair of College

Responsible Office: Schools of Medicine

Contact Officer: Chair of College

Effective Date: 1st January 2018

Modification History: Reformatted November 2006; modified January 2009, December 2009; June 2010, July 2011 modified July 2012; April 2013, August 2014, January 2015; November 2016; November 2017

1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations

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

1.2 Program Regulations

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

1.3 Interaction of Regulations

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

1. General Regulations
2. Research Degree Regulations
3. School Regulations
4. Program Regulations

1.4 Interpretation

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

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

"(the) Program Coordinator" – shall have the same meaning as that given to it in the University General Regulations.

"(the) Course Coordinator" – shall have the same meaning as that given to it in the University General Regulations.

1.5 Amendment of Regulations

1.5.1 All proposals for amending these School Regulations must be forwarded by the Dean to the Program and Course Accreditation Committee (PCAC) for consideration and to the Vice Chancellor for approval.

1.5.2 Unless otherwise specified, amendments to these School Regulations will be deemed to be binding on all students enrolled in courses or programs offered by the School as soon as they are approved by the Vice Chancellor.

1.5.3 Where the Dean is satisfied that such amendments to these School Regulations will affect an existing student(s) of the School in an unreasonable, prejudicial or discriminatory manner, the Dean may take such steps as are reasonably necessary to avoid or minimise the unreasonable, prejudicial or discriminatory consequences impacting on the existing student(s).

2. GOVERNANCE

2.1 School Dean

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

2.2 Dean of a School

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

2.2.2 Subject to the University Statutes, the Dean of the School on the Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of a School on the Sydney Campus, and the Sydney, Melbourne, and Rural Clinical School sites.

2.3 Associate Dean of a School

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

2.4 School Committee

In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus and a School Committee on the Sydney Campus (the 'School Committees').

3. ADMISSIONS

3.1 Special Requirements for Admission

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

3.2 Programs and Quotas

- 3.2.1 The programs of the School of Medicine are set out in the School of Medicine Program Regulations.
- 3.2.2 Pursuant to the General Regulations and University Policy, the total intake of first year students admitted to a program at a particular Campus may be limited.

3.3 Specific Conditions of Enrolment in Courses of a Program

- 3.3.1 Special conditions of enrolment (if any) in courses of a program offered by the School of Medicine shall be detailed in specific Program Regulations and/or in any relevant Policy of the University.
- 3.3.2 The Dean of a School (or delegate) may impose enrolment conditions on a student based on specific program or course requirements.
- 3.3.3 The conditions that may be imposed on a student include, but are not limited to:
 - (a) achievement of a passing grade in a prerequisite course; and/or
 - (b) that a student may enrol in a particular course only if:
 - i. the student also enrolls in a co-requisite course at the same time, should a co-requisite be specified, or
 - ii. the student previously achieved a passing grade in a co-requisite course.
- 3.3.4 The Dean (or delegate) may permit a student to enrol in a course without having satisfied the conditions listed in 3.3.3 if the Dean of the School is satisfied the student has demonstrated sufficient knowledge to undertake the course concerned.
- 3.3.5 A student with a Commonwealth Supported Place who elects to study a course(s) outside their degree structure must enrol in the course(s) on a "Not For Degree" basis and shall pay the full fee for the course(s).

3.4 Enrolment Deadlines

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

4. ACADEMIC PROGRESS

4.1 Attendance and Absence

A student whose attendance is not satisfactory will receive a Fail due to Non-Completion (FN) grade for the course.

4.2 Student Progress

- 4.2.1 A student's progress will be determined in accordance with the University General Regulations and the School of Medicine Assessment Policy (where applicable).
- 4.2.2 The Dean of a School may approve any change to a Program Regulation for an individual student.

4.3 Graduation

Eligibility for graduation in the programs offered by the School of Medicine requires successful completion of all required units of credit and program conditions as detailed in the Program Regulations.

4.4 Degrees with Honours

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

5. ASSESSMENT AND EXAMINATIONS

5.1 Course outline

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

5.2 Assessment

Assessment criteria for each course are approved by the Program and Course Accreditation Committee, and are contained in the course outline of each course.

5.3 Conceded Pass

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

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

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

5.5 Assessment Cover Sheets

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

5.6 Examinations

All courses will have a final invigilated examination, unless specifically exempted by the Program and Course Accreditation Committee.

6. ETHICAL OBLIGATIONS OF STUDENTS

6.1 Code of Conduct

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

6.2 Honour Code

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

6.2.2 Additional professional and ethical behaviours expected of students are detailed in relevant School Policies.

7. SCHOOL POLICIES

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

7.2 School policies must be approved by the Dean and endorsed by the Chair of the College.

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

8. PRIZES AND AWARDS

8.1 In accordance with General Regulations, a student in the School of Medicine may be eligible for an award and prize.

8.2 Awards and prizes offered within the School of Medicine may be presented at an annual event organized by the School of a particular Campus.