

The University of New South Wales

Faculty of Medicine

Policy on Allocation of Students to Phase 2 Courses

1. Background to the Policy

This policy should be read in conjunction with and is in addition to the Faculty's 'Policy on Allocation of Students to Clinical Environments'.

<http://students.med.unsw.edu.au/students.nsf/website/policies>

In the MBBS 3802 and 3841 Programs, Phase 2 comprises of:

- (1) one set of 4 clinical courses (Society and Health-3, Beginnings, Growth & Development-3, Health Maintenance-3, and Ageing and Endings-3), each studied over 4 consecutive 8-week teaching periods,
- (2) one set of Independent Learning Project (ILP) courses comprising 3 x courses to be studied over 4 consecutive 8-week teaching periods,
- (3) 12 UoC courses from Faculties other than Medicine (these typically should be taken concurrent with enrolment in the ILP courses) which are required to be successfully completed by the end of Phase 2 and
- (4) 12 UoC of General Education courses (if not completed by the end of Phase 1).

The 2 sets of four teaching period blocks (ILP + extra-Faculty courses) or (four clinical courses) commence either in Teaching Period 2 in year 3 or Teaching Period 1 in year 4. Approximately half of the completing Phase 1 student cohort will be allocated to start their Phase 2 experience in Teaching Period 2 in year 3 with one set (the ILP courses); the other half will be allocated to start with the other set (Phase 2 clinical courses).

The purpose of this arrangement is to simplify administrative procedures for the ILP and to enable continuation of the cross-year learning experience established in Phase 1.

Students may indicate preferences for ILPs from a published list or alternatively may negotiate a specific ILP with a Supervisor.

A decision on allocation of students to start their Phase 2 experience with either ILP or clinical courses will be made prior to allocation of students to particular clinical environments for their clinical courses.

2. Aims of the Policy on Allocation of Students to Phase 2 Courses

The policy must allow the Faculty to meet its objectives of:

- (1) ensuring half the Phase 1 cohort of students are allocated to commence Phase 2 with the ILP and half to commence with clinical courses, and
- (2) to allow the balancing of allocations with placements available with ILP supervisors.

The Faculty will generally attempt to meet an individual student's first preference, however this cannot be guaranteed (see Section 4).

3. Student Participation in Allocation Decisions

- 3.1 Students will be given the opportunity to indicate their personal preferences for allocation to start Phase 2 with either clinical courses or ILP by submission of the appropriate preference form.
- 3.2 It will be assumed that a student has no particular preferences if he/she does not submit a preference form.
- 3.3 The Faculty will provide students with information on its clinical courses and available ILPs to assist them in indicating preferences.

4. Allocation Process and Decisions

- 4.1 The following factors will be considered in allocation decisions:
 - (a) the number of 'placements' available for ILP or clinical courses (generally approximately half of each student cohort for each)
 - (b) student preferences as indicated on the submitted form.
 - (c) special consideration as described in 4.2, details of which must be submitted prior to submission of the preference form
 - (d) students intending to enrol in the BSc(Med)Hons Program 3831 will be allocated to start Phase 2 with the clinical course set. Students who complete BSc(Med)Hons are exempt from ILP.
 - (e) An arrangement approved by the ILP Committee regarding the timing of the commencement of the ILP.
- 4.2 Students will be required to do both course sets (i.e. the ILP and the clinical courses stream) and so any application for special consideration as to the order in which these course sets are taken may only be considered where it is shown that the order will have a substantial impact on major health problems requiring frequent and ongoing specialised treatment which may be relevant to the allocation decision.
- 4.3 The following students will be allocated, in the order indicated, prior to any ballot being held:
 - (1) Students who have been granted an exemption from the ILP will be allocated to commence Phase 2 with the clinical course set.
 - (2) Students who have been approved to undertake the BSc(Med)Hons Program 3831 will be allocated to commence Phase 2 with the clinical course set.
 - (3) Students who have a negotiated an ILP will be allocated to that ILP.
 - (4) Students who have an arrangement approved by the ILP Committee regarding timing of the ILP.
 - (5) Students with an unopposed ILP as their first preference (i.e. no other student nominated that ILP as their first preference) will ordinarily be allocated to that ILP.
- 4.4 Where more students than the required number to be allocated to start Phase 2 with either ILP or clinical courses have requested that option as their first preference, a ballot will be held to determine which students will be allocated to the over-subscribed option.

- 4.5 Students will be allocated without a ballot to any option where the required number of students to be allocated, or fewer than the required number to be allocated, have selected that option as their first preference.
- 4.6 Allocation decisions will be made by administrative officers within the Office of the Dean in accordance with this policy. The Office of the Dean may enlist the assistance of students in an advisory capacity to assist in this process.
- 4.7 Students will be informed of allocation decisions preferably at least 3 months prior to the start of Phase 2.
- 4.8 Students who are unhappy with allocation decisions can arrange an appointment with a senior administrative officer in the Office of the Dean, to discuss their concerns, at which time the allocation decision may be reviewed.