UNIVERSITY OF OTAGO MEDICAL SCHOOL
The Board of Censors for Early Learning in Medicine (ELM, Years 2 and 3)

Preamble

The Board of Censors (BoC) is the decision-making body for student progression and acts within University of Otago Medical School policy.

The role of the BoC is to implement the policy, interpret policy, and ensure consistency of decisions.

The ELM Student Progress Committee (SPC) reports on all aspects of assessment of all students to the BoC, with additional information on any students of major concern; issues that require clarification of policy, and issues where current policy does not provide sufficient guidance, or where a decision on an individual student could not be reached/or made.

(A) TERMS OF REFERENCE:

The Board of Censors for Years 2 and 3 is convened to:

1. Report to the Otago Medical School Academic Board.
2. Implement University of Otago and University of Otago Medical School standards and policy in relation to student progression.
3. Ensure consistency of decisions in relation to student progression.
4. Determine and approve proposed common summative assessments.
5. Award Terms in Years 2 and 3 following recommendations from the ELM SPC.
6. Confirm results of examinations in Years 2 and 3, including the award of Distinction and admission to Special examinations.
7. Confirm the award of MB ChB scholarships and prizes in Years 2 and 3.
8. Make recommendations on student exclusions from the course to the Otago Medical School Academic Board.
(B) **MEMBERSHIP:**

To make decisions:

1. The Deans of Dunedin School of Medicine, University of Otago Christchurch, University of Otago Wellington and Otago School of Biomedical Sciences (BMS) (or nominees)
2. The Associate Dean for Medical Education (ADME) of BMS (or nominee)
3. One ALM ADME (or nominee)
4. The Associate Dean and Director ELM (Years 2 and 3) Programme (or nominee)
5. The Chair of the ELM SPC (or nominee)
6. One ALM SPC Chair (or nominee)
7. The MB ChB Programme Director (or nominee)
8. The MB ChB Assessment Co-ordinator (or nominee)

To provide information

i. from the ELM SPC:
   a. The Chair (or nominee)

ii. relating to Special Consideration and exceptional circumstances:
   a. The Associate Dean of Student Affairs (ADSA) ELM (or nominee)
   b. The Chair of the Special Considerations group (or nominee)

iii. from the examination organising sub-committees:
   a. The ELM Assessment Convenor (or nominee)
   b. The ELM Observed Structured Clinical Examination (OSCE) Convenor (or nominee)
   c. One ELM Observed Structured Practical Examination (OSPE) Convenor (or nominee)
   d. The ELM Assessment Administrator (or nominee)

To provide service:

i. The Manager, Otago Medical School (or nominee)
ii. The Manager, Student Affairs, Otago Medical School (or nominee)
iii. The Executive Administrator, Otago Medical School (or nominee)
iv. Curriculum administrators of ELM (or nominees)

To provide quality assurance:

i. The MB ChB Assessment Manager (or nominee)
Working methods

Quorum
For each meeting quorum to be achieved, five unconflicted decision-making members (one being the Chair or their nominee) must be present for decisions made in the meeting.

In relation to the end of year meeting of the Board at which decisions are made regarding students passing the year and their eligibility to progress, it is critical that decision-makers who are unable to attend appoint and brief a nominee to be present in their stead to ensure there are sufficient decision-makers present, as these decisions cannot be delayed.

Nominees
It is the responsibility of Board members to identify and brief their nominee, and to notify the Chair and Minute-taker before the meeting of the name of their nominee and of the role they will be filling.

Nominees for academic staff should be a senior staff member who has experience with assessment and decision-making processes in the Otago Medical School, such as an HOD, previous or Deputy Dean, previous ADME, previous SPC Chair, or an academic member of the MB ChB Assessment Sub-committee.

Individuals holding two decision-making positions would usually appoint a nominee for one of those positions. Individuals holding three or more decision-making positions must appoint a nominee for at least one of those positions.

A decision-maker cannot be a nominee for another decision-maker, although they can provide information on behalf of more than one person.

An individual can only be a nominee for one decision-maker. An individual can be a nominee for more than one information-provider, and hold more than one information-providing position.

Conflict of interest
At the commencement of the meeting, members of the Board will be asked to declare if they have a conflict of interest and/or previous knowledge of any proposed decision.

For decisions that relate to students who are identified by name and/or campus, those decision-makers who were decision-makers at the referring SPC meeting may provide information where requested, but may not act as decision-makers for these students.

Decision-making
Decisions are to be made by consensus.

Where a matter remains unresolved, it should be taken to the Otago Medical School Academic Board.

(C) APPOINTMENT OF MEMBERS

1. The Chair of the Board shall be one of the Deans as appointed by the Dean of the University of Otago Medical School.
2. If the Chair is unavailable, the Chair may appoint a nominee to chair the meeting.
3. Additional members may be co-opted as necessary.

(D) MEETINGS
Meetings of the Board shall be convened as necessary, at least three times per year.

Approved by OMS Academic Board, 7 July 2016.
Updates

Updated references to the Otago School of Biomedical Sciences (BMS), following a name change.

*Review date: July 2019.*
Preamble

The Board of Censors (BoC) is the decision-making body for student progression and acts within University of Otago and University of Otago Medical School policy.

The role of the BoC is to implement policy, interpret policy, and ensure consistency of decisions.

The ALM Student Progress Committees (SPCs) and the Rural Medical Immersion Programme (RMIP) Board of Studies report on all aspects of assessment of all students to the BoC, with additional information on any students of major concern; issues that require clarification of policy; and issues where current policy does not provide sufficient guidance, or where a decision on an individual student could not be reached/or made.

(A) TERMS OF REFERENCE:

The Board of Censors for Years 4 and 5 is convened to:

1. Report to the Otago Medical School Academic Board.
2. Implement University of Otago and University of Otago Medical School standards and policy in relation to student progression.
3. Ensure consistency of decisions in relation to student progression.
4. Determine and approve proposed common summative assessments.
5. Award Terms in Years 4 and 5 following recommendations from the SPC of each school/campus.
6. Confirm results of examinations in Year 5, including the award of Distinction and admission to Special examinations.
7. Confirm the award of MB ChB scholarships and prizes in Year 5.
8. Make recommendations on student exclusions from the course to the Otago Medical School Academic Board.
(B) MEMBERSHIP:

To make decisions:

1. The Deans of Dunedin School of Medicine (DSM), University of Otago Christchurch (UOC), University of Otago Wellington (UOW) and Otago School of Biomedical Sciences (BMS) (or nominees)
2. The ALM Associate Deans for Medical Education (ADME) of DSM, UOC, UOW (or nominees)
3. The Chairs of the SPCs for Years 4 and 5 of DSM, UOC, UOW (or nominees)
4. The MB ChB Programme Director (or nominee)
5. The MB ChB Assessment Co-ordinator (or nominee)

To provide information

i. from each ALM SPC (or equivalent):
   a. The Chair (or nominee)

ii. relating to Special Consideration and exceptional circumstances:
   a. The Associate Deans of Student Affairs (ADSA) DSM, UOC, UOW (or nominees)
      b. The Chair of the Special Considerations group (or nominee)

iii. from the examination organising sub-committees:
   a. The Chair of the ALM Written Examination sub-committee (or nominee)
   b. The Chair of the ALM Observed Structured Clinical Examination (OSCE) sub-committee (or nominee)

To provide service:

i. The Manager, Otago Medical School (or nominee)

ii. The Manager, Student Affairs, Otago Medical School (or nominee)

iii. The Executive Administrator, Otago Medical School (or nominee)

iv. Curriculum administrators of DSM, RMIP, UOC, UOW (or nominees)

To provide quality assurance:

i. The MB ChB Assessment Manager (or nominee)
Working methods

Quorum
For each meeting quorum to be achieved, five unconflicted decision-making members (one being the Chair or their nominee) must be present for decisions made in the meeting.

In relation to the end of year meeting of the Board at which decisions are made regarding students passing the year and their eligibility to progress, it is critical that decision-makers who are unable to attend appoint and brief a nominee to be present in their stead to ensure there are sufficient decision-makers present, as these decisions cannot be delayed.

Nominees
It is the responsibility of Board members to identify and brief their nominee, and to notify the Chair and Minute-taker before the meeting of the name of their nominee and of the role they will be filling.

Nominees for academic staff should be a senior staff member who has experience with assessment and decision-making processes in the Otago Medical School, such as an HOD, previous or Deputy Dean, previous ADME, previous SPC Chair, or an academic member of the MB ChB Assessment Sub-committee.

Individuals holding two decision-making positions would usually appoint a nominee for one of those positions. Individuals holding three or more decision-making positions must appoint a nominee for at least one of those positions.

A decision-maker cannot be a nominee for another decision-maker, although they can provide information on behalf of more than one person.

An individual can only be a nominee for one decision-maker. An individual can be a nominee for more than one information-provider, and hold more than one information-providing position.

Conflict of interest
At the commencement of the meeting, members of the Board will be asked to declare if they have a conflict of interest and/or previous knowledge of any proposed decision.

For decisions that relate to students who are identified by name and/or campus, those decision-makers who were decision-makers at the referring SPC meeting may provide information where requested, but may not act as decision-makers for these students.

Decision-making
Decisions are to be made by consensus.

Where a matter remains unresolved, it should be taken to the Otago Medical School Academic Board.

(C) APPOINTMENT OF MEMBERS
1. The Chair of the Board shall be one of the Deans as appointed by the Dean of the University of Otago Medical School.
2. If the Chair is unavailable, the Chair may appoint a nominee to chair the meeting.
3. Additional members may be co-opted as necessary.

(D) MEETINGS
Meetings of the Board shall be convened as necessary, at least three times per year.

Approved by OMS Academic Board, 7 July 2016
Updates

Updated references to the Otago School of Biomedical Sciences (BMS), following a name change.

Review date: July 2019.
Preamble

The Board of Censors (BoC) is the decision-making body for student progression and acts within University of Otago and University of Otago Medical School policy.

The role of the BoC is to implement policy, interpret policy, and ensure consistency of decisions.

The ALM Student Progress Committees (SPCs) report on all aspects of assessment of all students to the BoC, with additional information on any students of major concern; issues that require clarification of policy; and issues where current policy does not provide sufficient guidance, or where a decision on an individual student could not be reached/or made.

(A) TERMS OF REFERENCE:

The Board of Censors for Year 6 is convened to:

1. Report to the Otago Medical School Academic Board.
2. Implement University of Otago and University of Otago Medical School standards and policy in relation to student progression.
3. Ensure consistency of decisions in relation to student progression.
4. Determine and approve proposed common summative assessments.
5. Award Terms in Year 6 following recommendations from the SPC of each school.
6. Confirm results of assessments in Year 6, including the award of Distinguished Performance and Distinction in Year 6.
7. Confirm the award of the MB ChB Degree with Distinction.
8. Confirm the award of MB ChB scholarships and prizes in Year 6.
9. Make recommendations on student exclusions from the course to the Otago Medical School Academic Board.
(B) MEMBERSHIP:

To make decisions:

1. The Deans of Dunedin School of Medicine (DSM), University of Otago Christchurch (UOC), University of Otago Wellington (UOW) and Otago School of Biomedical Sciences (BMS) (or nominees)

2. The ALM Associate Deans for Medical Education (ADME) of DSM, UOC, UOW (or nominees)

3. The Chairs of the SPCs for Year 6 of DSM, UOC, UOW (or nominees)

4. The MB ChB Programme Director (or nominee)

5. The MB ChB Assessment Co-ordinator (or nominee)

To provide information:

i. from each ALM SPC:
   a. The Chair (or nominee)

ii. relating to Special Consideration and exceptional circumstances:
   a. The Associate Deans of Student Affairs (ADSA) DSM, UOC, UOW (or nominees)

iii. Representatives of each of the end-of-year assessments in Year 6 (or nominees)

To provide service:

i. The Manager, Otago Medical School (or nominee)

ii. The Manager, Student Affairs, Otago Medical School (or nominee)

iii. The Executive Administrator, Otago Medical School (or nominee)

iv. Curriculum administrators of DSM, UOC, UOW (or nominees)

To provide quality assurance:

i. The MB ChB Assessment Manager (or nominee)
Working methods

Quorum
For each meeting quorum to be achieved, five unconflicted decision-making members (one being the Chair or their nominee) must be present for decisions made in the meeting.

In relation to the end of year meeting of the Board at which decisions are made regarding students passing the year and their eligibility to graduate, it is critical that decision-makers who are unable to attend appoint and brief a nominee to be present in their stead to ensure there are sufficient decision-makers present, as these decisions cannot be delayed.

Nominees
It is the responsibility of Board members to identify and brief their nominee, and to notify the Chair and Minute-taker before the meeting of the name of their nominee and of the role they will be filling.

Nominees for academic staff should be a senior staff member who has experience with assessment and decision-making processes in the Otago Medical School, such as an HOD, previous or Deputy Dean, previous ADME, previous SPC Chair, or an academic member of the MB ChB Assessment Sub-Committee.

Individuals holding two decision-making positions would usually appoint a nominee for one of those positions. Individuals holding three or more decision-making positions must appoint a nominee for at least one of those positions.

A decision-maker cannot be a nominee for another decision-maker, although they can provide information on behalf of more than one person.

An individual can only be a nominee for one decision-maker. An individual can be a nominee for more than one information-provider, and hold more than one information-providing position.

Conflict of interest
At the commencement of the meeting, members of the Board will be asked to declare if they have a potential conflict of interest and/or previous knowledge of any proposed decision.

For decisions that relate to students who are identified by name and/or campus, those decision-makers who were decision-makers at the referring SPC meeting may provide information where requested, but may not act as decision-makers for these students.

Decision-making
Decisions are to be made by consensus.

Where a matter remains unresolved, it should be taken to the Otago Medical School Academic Board.

(C) APPOINTMENT OF MEMBERS
1. The Chair of the Board shall be one of the Deans as appointed by the Dean of the University of Otago Medical School.
2. If the Chair is unavailable, the Chair may appoint a nominee to chair the meeting.
3. Additional members may be co-opted as necessary.

(D) MEETINGS
Meetings of the Board shall be convened as necessary, at least twice per year.

Approved by OMS Academic Board, 7 July 2016
Updates

Updated references to the Otago School of Biomedical Sciences (BMS), following a name change.

Review date: July 2019.