

## Academic Support & Advice Procedure

<b>Office of Accountability:</b>	Undergraduate Medical Education Office
<b>Office of Administrative Responsibility:</b>	Undergraduate Medical Education Office
<b>Approver:</b>	Undergraduate Medical Studies
<b>Approval Date:</b>	01 October, 2021
<b>Review Date:</b>	01 October, 2024

### Overview

The Faculty of Medicine (FoM) is committed to providing academic supports and advice to learners in the Doctor of Medicine (MD) program who are having difficulty acquiring the content delivered in the MD program. The medical school is required to meet standards set by the Committee on the Accreditation of Canadian Medical Schools (CACMS), including standard 11.1 on Academic Advising:

*A medical school has an effective system of academic advising in place for medical students that integrates the efforts of faculty members, directors of required learning experiences, and student affairs staff with its counseling and tutorial services and ensures that medical students can obtain academic counseling from individuals who have no role in making assessment or advancement decisions about them.*

The medical school is also subject to Regulations set forth by Memorial University, including Regulation 10.4 on Assessment:

- b. *It is the responsibility of the student to consult immediately with the appropriate Phase Lead regarding any assessment in which concerns about performance have been expressed. Within one week of receiving notification of the result of an assessment, a student may submit a written request to the appropriate Phase Lead for reconsideration of the assessment result or for a reread of an exam or paper.*
- c. *The student is responsible for notifying the appropriate Phase Lead immediately of any new or pre-existing circumstances that could affect the student's individual performance in the work of the class.*

### Purpose

To outline the procedures in place when medical learners require academic supports and/or advice.

### Scope

The MD program at Memorial University

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## Procedure

### **A.0 Requesting Academic Supports & Advice**

**A.1** The learner contacts the appropriate Phase Lead to:

- Request access to academic supports or advice; and or
- Identify any new or pre-existing circumstances which impact their ability to complete the work of the class.

**A.1.1** Learner and Phase Lead identify the nature of the academic support or advice request:

- general academic supports or advice
  - (i.e. to improve study habits, test taking, etc.)
- curriculum content-specific support or advice
  - (i.e. to improve understanding of hepatic portal vein function, improve skills for physical abdominal examination, etc.)

**A.2** The Phase Lead will direct the learner to the appropriate resources:

**A.2.1** Learners who require general academic supports or advice are directed to the Office of Learner Well-Being and Success for direction from the Learner Wellness Consultant.

**A.2.2** Learners who require academic supports or advice relating to a specific topic or subject area will be directed to the Undergraduate Content Lead (UCL) who is responsible for the delivery of the content in question.

**A.3** Learners must not receive academic advice or counselling from any member of the education team who is involved in decision-making related to the assessment or advancement of the learner.

### **B.0 Role of the Undergraduate Content leads**

The Undergraduate Content Lead acts as the content expert for the purposes of assisting medical learners in obtain content-specific academic support or advice. Support may be provided by the UCL, or a delegate.

**B.1** A delegate will be assigned:

**B.1.1** in the case of a potential conflict of interest; and

**B.1.2** in cases where the delegate is able to provide more content-specific support or advice.

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## **Related Links**

[CACMS Standard 11.1 Academic Advising](#)

[MUN Regulation 10.4 Assessment](#)