

BOARD OF EXAMINERS - UNDERGRADUATE MEDICAL PROGRAM

Membership

- (a) Chair: elected by Faculty Council
- (b) Vice-Chair: elected by the members from among the members.
- (c) *ex officio*: Vice Dean, Undergraduate Medical Education
- (d) 9 faculty members elected by Council
- (e) 2 undergraduate medical students (the President and past-President of the Medical Society)

Quorum: Chair (Vice-Chair) and 50% of the members of the Board of whom one must be a student except as noted below.

Notes:

1) Student members

Student members shall be voting members of the Board, but will be excluded from such deliberations upon request of any student whose case is being considered or if their own case is being considered.

2) Non-Member Attendees

The Vice Dean (or designate), with the agreement of the Chair, will invite those academic and administrative staff who are not members of the Board to attend each meeting only as necessary for the full presentation of information concerning each case. Such visitors may be asked to leave after the presentation of their material.

Conflict of Interest

A Board of Examiner member must declare a potential conflict of interest with any case presented to the Board of Examiners. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.

Functions

In relation to the Undergraduate Medical Program, and on behalf of Faculty Council:

1. At the request of the Vice Dean (or her/his delegate), to review the cases of students in academic difficulty and to determine or give advice (as requested) concerning the course(s) of action.
2. After receiving and considering recommendations from the Vice Dean (or her/his delegate) for the progression of students through the Program, to determine in relation to each student, the appropriate course of action, which may include promotion, remediation, failure, suspension and dismissal; and
3. To review the marks/grades of all students in all courses of each year of the Program as recommended by the Vice Dean (or designate), adjust and approve as appropriate.

Appeal of Decisions

Decisions of the Board are final and binding on the Faculty but students may appeal the decision of the Board to the Faculty of Medicine Appeals Committee.

N.B. The assessment of a student's performance includes not only the evaluation of performance in the courses of the Program but also the evaluation of the student's behavioural, ethical and professional performance in the Program.

Confidentiality

All deliberations of the Board shall meet in camera. The documents provided to the Board at meetings shall be retained by the Faculty Affairs Officer. All deliberations of the Board and all information received by the Board shall be confidential except for such disclosure as is necessary for the Board's Report.