



# Academic Awards Framework/Policy

Policy Domain:	Education
Policy Area:	Course Approval/Issuance of Qualifications
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Related Policies/Regulations	All related policies associated with educational activities conducted by the College as a registered HEP

## PURPOSE

To specify the requirements and conditions under which a student enrolled for the award of any degree offered by the Australasian College of Dermatologists as a registered Higher Educational Provider, may graduate.

## SCOPE

This policy applies to all students who enroll in any qualification with an AQF rating offered by the College as an HEP. It does not include any 'internal' qualifications offered by the College as an accredited specialist medical college.

This Policy does not apply to the nomination, approval and conferral of any other titles and/or awards issued by the Board from time to time:

## DEFINITIONS / KEY WORDS / ABBREVIATIONS

- ACD:** Australasian College of Dermatologists
- AQF:** Australian Qualification Framework
- ASC:** ACD Academic Standards Committee
- CR:** Credit Point
- HEP:** Higher Education Provider
- IMGC:** International Medical Graduate Committee
- NEdC:** National Education Committee
- The Board (BoD):** The ACD Board of Directors
- The College:** The Australasian College of Dermatologists

## THE FRAMEWORK/POLICY

### Academic Year

The ACD academic year will consist of a minimum of 40 weeks teaching time. This will be delivered in two equal semesters, each of 20 weeks duration.

### Course Design, Development and Approval:

Responsibility for the quality assurance of all courses (curriculum, teaching and learning and supporting documentation) proposed and/or offered by the College will, in the first instance, rest with the Academic Standards Committee (ASC). Proposals for new courses, the review of existing courses and all associated matters will be considered by the committee and approved as appropriate. Final documentation for developed courses will be reviewed by the committee and if appropriate, the committee will make recommendation to the BoD that the course be approved.

All courses will be required to be aligned with the AQF Learning Outcome descriptors appropriate to the level of the qualification pertaining to the course.

All courses must also align with and meet current HES Framework 'Threshold Standards' operating at the time of development.

### Teaching and Study Loads:

Subjects will be allocated credit points which reflect the level of the subject and the amount of teaching and study time involved.

As a general rule:

- 1 Credit Point (CP) will involve a minimum of **12 hours total teaching time per semester**. A 3 CP subject will have a minimum of 36 hours teaching associated with it. This teaching time may involve a combination of teaching strategies (blended learning) including but not limited to: F2F lectures/tutorials, online sessions (virtual classrooms), work-place based tuition, participation in discussion groups and case meetings.
- 1 CP will equate to a minimum of 2.5 hours personal study time per week for the student. Over a semester (20 weeks) this equates to 150 hours of personal study time for a 3 CP subject.

All post-graduate qualifications (AQF level 8 or above) will generally require the accumulation of a **minimum of 15 credit points per semester of study (Full time mode) or 7-8 credit points per semester (Part Time mode)**. Variations to this may be approved from time to time by the ASC on a case by case basis.

Graduate Certificate courses will generally have a **minimum teaching/study load** equating to 1 year (2 semesters) on a part time study basis and ½ year (1 semester) on a full time basis. Variations to this may be approved from time to time by the ASC on a case by case basis.

Graduate Diploma courses will generally have a **minimum teaching/study load** equating to 1.5 years (3 semesters) on a part time study basis and 1 year (2 semesters) on a full time basis. Variations to this may be approved from time to time by the ASC on a case by case basis.

Masters level courses will have a **minimum teaching/study** load for a full time student equating to 1.5 years (3 semesters)\*  
Variations to this may be approved from time to time by the ASC on a case by case basis.

\* The ACD Master of Dermatology (Coursework) requires a total of 4 semesters teaching/personal study time (48 CP over 1.5 to 2 years)

### **Course structure/credit points:**

Each course offered by the College will consist of a number of subjects. The number of subjects making up a course will be governed by:

- the level of the qualification,
- teaching and study load requirements
- the number of credit points each component subject attracts.

Subjects will carry prescribed numbers of credit points based on the level of teaching time and personal student study time required to adequately cover the curriculum for that subject.

- Subjects which might be considered 'Foundation' or 'Core' will attract a minimum of 3 credit points per semester towards achieving the qualification.
- Subjects at a more advanced level will attract a minimum of 3-4 credit points per semester towards achieving the qualification.
- Research projects will attract a minimum total of 9 to 12 credit points, depending on the stipulated size of the thesis/report.

### **Teaching Staff Qualifications**

All core teaching staff will:

- Hold a post graduate degree or equivalent which is equal to or above the level being taught. (Refer to the ACD Professional Equivalency Policy)
- Be Fellows of the College
- Hold professorial positions within a higher education institution or equivalent
- Be actively engaged in teaching within a higher education institution or equivalent
- Have a minimum of 5 years teaching experience at post graduate level within a higher education institution or equivalent
- Have a recognised international and/or national publication profile.

### **Research Supervision**

The following applies to supervision of students completing an approved research project.

- Supervisors will be appointed by the Academic Standards Committee (ASC) on recommendation by the Academic Research Committee (ARC)
- Supervisors must be appointed from the pool of 'Core Academic Staff'

### **Enrolment**

Pre-requisites:

- A bachelor degree in medicine or its equivalent
- Registration to practice medicine within Australia
- Acceptance into the ACD Fellowship Training Program
- Other as stipulated in the course

## Graduation

The ACD will provide the following for students who successfully complete a prescribed program of study for and AQF level qualification it offers:

- A testamur 'franked' with the official College seal
- A watermarked record of academic achievement which lists the subjects completed

Students who for whatever reason, withdraw from any AQF level qualification offered by the College will be provided with:

- A watermarked record of academic achievement which lists the subjects completed up until the date of withdrawal.

## Satisfactory Academic Progression

The College requires that all students must make satisfactory progress in their program of study, such that they finish within the timeframe stipulated for the qualification being sought.

The College does not, for the purposes of successful completion of a subject stipulate grades other than:

- pass (75 - 80%),
- Credit (80-90%),
- Distinction (90%+) or
- Fail.

Consequently, for the purposes of determining SAP the commonly used GPA is not invoked.

Progression associated with the students work in the Minor Research Project are governed under the regulations set out in the ACD Masters General Regulations

## Student Failure

Students who are deemed to have failed a subject may be required to:

- Attempt the subject again within a reasonable time frame, generally the next semester, notwithstanding and pre/co-requisite requirements
- Attempt a 'make-up' assessment at the discretion of the Board of Directors on advice from the Academic Standards Committee.

Additionally, the Board may, on the recommendation of the Academic Standards Committee, grant a student a 'conceded pass'\*, which would allow the student to progress to subjects for which the conceded pass subject was a pre-requisite.

\*A student may not carry more than a maximum of 2 conceded passes unless by permission of the ASC.

The College may exercise its right, from time to time to allow students to complete the qualification in a shorter or longer timeframe on an individual basis.

## Graduate Attributes

The College aims to produce graduates from all its programs of study with the following overarching attributes:

- **Scholars** capable of independent and collaborative enquiry, rigorous in their analysis, critique and reflection, and able to innovate by applying their knowledge and skills to the solution of novel as well as routine problems;

- **Entrepreneurial leaders** capable of initiating and embracing innovation and change, as well as engaging and enabling others to contribute to change;
- **Professionals** capable of ethical, self- directed practice and independent lifelong learning;
- **Global citizens** who are culturally adept and capable of respecting diversity and acting in a socially just and responsible way.

More specifically, with regard to the principal educational domain of the College, specialist medical practice in the field of dermatology, the College aims to produce graduates who exhibit the following attributes:

## **Personal**

- Apply analytical and critical thinking leading to creative problem solving.
- Commit to ethical practice and social responsibility.
- Engage in lifelong learning and reflective practice.

## **Applied Knowledge and Skills**

- Utilise relevant and current information for decision making in their activities as a specialist dermatologist.
- Strategically plan and manage resources in the treatment and on going management of patients.
- Manage quality in their practice as independent decision makers.
- Manage risk associated with their practice as independent specialist.
- Lead and manage those in their charge.

## **Interactional Skills**

- Communicate across a range of disciplines and communities
- Work within and contribute to local and international processes in the practice and ongoing development in the field of dermatology.
- Enhance collaborative and multidisciplinary teamwork.

## **Confidentiality**

The College will not release details of a student's performance in any of its programs of study to any third party without written approval of the student or his/her agent.

In the event that such information is officially released, only certified copies of the original documents will be made available.

## **Register of Degrees**

The College will maintain a Register of Graduates that details:

- The degree obtained
- The level of achievement in the course(s) and/or subject(s) completed where appropriate at graduation
- The level of achievement in the course(s) and/or subject(s) completed where the qualification has not been completed

## **Compliance and Breaches**

The Board may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy (or any of its related procedures).

## **REFERENCES / REGULATIONS**

There may be a need to refer to statutory requirements or decisions by relevant professional bodies or committees. This is important as it allows the reader to see the policy in a wider context and understand the rationale behind it.

*ACD Training Program Curriculum (2016 onwards)*

*The Australasian College of Dermatologists Constitution*

*The ACD Fellowship/Degree Pathways*

*The TEQSA Act [Tertiary Education Quality and Standards Agency Act 2011 No.73, 2011 Compilation No.8*

*The Australian Qualification Framework (AQF)*

*Registration Standard for Specialist Registration*

*Appropriate State and Territory Regulations*