

## **Appendix 5**

### **HYMS Academic Progress Committee**

The HYMS Academic Progress Committee is accountable to the HYMS Board of Studies. It monitors the work and progress of individual students, with the aim of identifying any students whose progress may give rise to concern, and providing timely remedial assistance.

#### ***Membership***

The Associate Dean for Students (Chair)

The Head of the Medical Education Unit (Deputy Chair)

Three representatives of the HYMS Division of Clinical Sciences

One representative of the HYMS Division of Biological Sciences\*

One representative of the HYMS Division of Health and Social Sciences\*

In attendance: The HYMS Curriculum and Assessment Manager (Secretary)

\*To serve for three years, renewable without a break to a maximum of five, and with a three year minimum intervening break, for a maximum of ten years. At the foundation of HYMS, appointed by the Dean of HYMS. Thereafter, elected by the membership of the Division.

The Committee may co-opt up to 3 other persons to achieve an appropriate balance of expertise.

#### ***Quorum: 4***

*Terms of Reference of the HYMS Academic Progress Committee:*

1. To meet at least quarterly.
2. To receive information on individual student performance on formative assessments, attendance, and timely submission of assignments, and make recommendations for remedial or other action where necessary.
3. To make recommendations to HYMS Boards of Examiners about any students who are in neglect of their academic obligations, whose work or attendance have been affected by illness or personal circumstances and who have entered pleas in mitigation in respect of the impact of these circumstances on performance in a summative assessment.
4. To make recommendations for remedial assistance to students where necessary.