
**NORTHERN ONTARIO SCHOOL OF MEDICINE
JOINT SENATE COMMITTEE FOR NOSM**

Report to Lakehead and Laurentian University Senates

From: Dr. Joey Farrell, Chair Joint Senate Committee for NOSM

October 21, 2009

The Joint Senate Committee for NOSM met on October 15, 2009. Dr. Joey Farrell was appointed Chair of the JSC for the 2009-2010 Academic Year. At the Joint Senate Committee meeting four items were approved for submission to the Senates.

Based on this approval and the attached documentation, I would like to:

1. MOVE that the following amendment be added to the NOSM Academic Calendar of Events – 2009-2010 Academic Year and approved as amended.

***“December 15, 2009 - last day to withdraw
without academic penalty”***

2. MOVE that the NOSM Academic Calendar of Events – 2010-2011 be approved as presented.
3. MOVE that the amendments to the NOSM Code of Student Conduct be approved as presented
4. MOVE that the amendments to the General Academic Medical Education Regulations (NOSM) be approved as presented.

NORTHERN ONTARIO SCHOOL OF MEDICINE
JOINT SENATE COMMITTEE FOR NOSM

From: Dr. Joey Farrell, Chair

October 21, 2009

Attachment #1

Recommendation from the Joint Senate:

Document for Approval – *Addition to:* the NOSM Academic Calendar 2009-2010 Academic Year [Motion]

MOVE that the following amendment be added to the NOSM Academic Calendar of Events – 2009-2010 Academic Year and approved as amended.

***“December 15, 2009 - last day to withdraw
without academic penalty”***

Background/Rationale:

- This date was omitted from the previously approved version of the Academic Calendar of Events.

NORTHERN ONTARIO SCHOOL OF MEDICINE
JOINT SENATE COMMITTEE FOR NOSM

From: Dr. Joey Farrell, Chair

October 21, 2009

Attachment #2

Recommendation from the Joint Senate:

Document for Approval – NOSM Academic Calendar 2010-2011 Academic Year [Motion]

MOVE that the NOSM Academic Calendar of Events – 2010-2011 be approved as presented.

Background/Rationale:

- Document attached
- Constitutes a yearly calendar of events for the UME program approved by the Academic Council and Joint Senate Committee.

NORTHERN ONTARIO SCHOOL OF MEDICINE
JOINT SENATE COMMITTEE FOR NOSM

From: Dr. Joey Farrell, Chair

October 21, 2009

Attachment #3

Recommendation from the Joint Senate:

Document for Approval – NOSM Code of Student Conduct [Motion]

MOVE that the amendments to the NOSM Code of Student Conduct be approved as presented

Background/Rationale:

- Track change document attached
- Academic Council has requested at a previous meeting that UMEC review the Code of Student Conduct which was missing a means to appoint the Code of Student Conduct Review Committee (CSCRC). UMEC has completed this review and recommends the following alterations to the code:
 - By means of several proposed changes to Section 3 (Code of Student Conduct Violations), the roles of various individuals and offices at NOSM have been redefined and/or clarified. Thus the proposal separates: receipt of a complaint and the determination of whether there are grounds to proceed with an investigation (Associate Dean, UME), the support of the student (Associate Dean, Learner Affairs), appointment of the CSCRC (UMEC), investigation the complaint and determining whether any allegation is founded (the CSSRC), implementation of sanctions (the NOSM Dean), and an appeal by the student of any finding against them (Appeals Committee of Academic Council). The CSCRC is made up of 'rank and file' faculty members drawn from all three Divisions.
 - Changes to Section 1 (Professional Behaviour) include a clarification of the informed consent item (1.4.b), the transfer of the provision of forms for excused absences from the office UME to Learner Affairs due to the Organizational Alignment Initiative order move of the Registrar function from UME to Learner affairs (1.8.a), and the awarding of an 'in progress' mark to students who have an excused absence for more that 50% of a education block (1.8.f).

NORTHERN ONTARIO SCHOOL OF MEDICINE
JOINT SENATE COMMITTEE FOR NOSM

From: Dr. Joey Farrell, Chair

October 21, 2009

Attachment #4

Recommendation from the Joint Senate:

Document for Approval – NOSM General Academic Medical Regulations
[Motion]

MOVE that the amendments to the NOSM General Academic Medical Regulations be approved as presented.

Background/Rationale:

- Attached track change version
- The General Academic Medical Education Regulations: the requirements for obtaining an MD degree (in general terms), the grading system used in assessments, the various permitted leaves of absence, the assessment protocol, and academic disciplinary measures describing the application of the NOSM Student Code of Conduct for academic infractions and the host universities regulations for non-academic infractions.
- In this iteration changes have been made to emphasise the differing but complimentary role of the offices of Undergraduate Medical Education and Learner Affairs (Section 3) and defining the time period for educational leaves of absence. A revision also clarifies that exams may be administered either on paper or electronically and takes out the former names of exams (EMA and MMA).
- The document has also been reordered and the section numbering corrected.



Northern Ontario
School of Medicine

ACADEMIC CALENDAR OF EVENTS 2010 – 2011 ACADEMIC YEAR

May 17, 2010	Year 4 begins for E2007 class
August 23 to August 27, 2010	Year 1 Orientation
August 30, 2010	Years 1, 2: Modules/Courses begin
August 30 to September 3, 2010	Year 3: Orientation - in CCC communities
September 6, 2010	Labour Day holiday
September 7, 2010	Year 3: Program begins
October 11, 2010	Thanksgiving holiday
November 29 to December 3, 2010	Year 4: Academic Week
December 15, 2010	Last date to withdraw without academic penalty
December 17, 2010	Years 1, 2, 3, 4: Last day of instruction before Winter recess
December 20, 2010 to December 31, 2010	Years 1, 2, 3, 4: Winter recess
January 3, 2011	Years 1, 2, 3, 4: Modules/Courses/Clerkships resume
January 17 to January 21, 2011	Year 4: Academic Week
January 24 to February 11, 2011	Year 4: Interview Process (re CaRMS)
February 21, 2011	Family Day holiday
March 14 to March 18, 2011	Years 1, 2: Reading Week
March 21 to March 25, 2011	Years 1, 2: Academic Week
April 22, 2011	Good Friday holiday
April 25, 2011	Easter Monday holiday
April 11 to April 29, 2011	Year 4: Review
April 18 to April 29, 2011	Year 3: Travel and Study Weeks
April 25 to April 29, 2011	Year 2: Study Week/OSCE
May 2 to May 6, 2011	Year 2: Orientation to Year 3 (CCC) – on campus
May 2 to May 13, 2011	Year 3: Study Weeks/OSCE
May 9, 2011	Year 2: Electives begin
May 16, 2011	Year 4 begins for E2008 class
May 23, 2011	Victoria Day holiday
May 24 to 27, 2011	Year 1: Completion Week
May/June 2011 (Date TBA)	Hooding Ceremony
May 2011 (Date TBA)	Year 4: LMCC Exam
May 28, 2011	Lakehead University Convocation Ceremony
June 3, 2011 (date to be confirmed)	Laurentian University Convocation Ceremony
July 1, 2011	Canada Day holiday
August 1, 2011	Civic holiday

Policy: NOSM Code of Student Conduct
Senates Approved Version

Effective: April 2005
Revised: April 2008
Revised: May 15 & 19, 2009

Note: Also refer to the General Academic Medical education Regulations in the University calendar, **Item 4.2 Breach or Infractions** for regulations related to non-academic offences.

Comment [s1]: Changed item number reference to match GAMER content

1. Professional Behaviour

A student should demonstrate, as evidence of his/her commitment to the pursuit of the highest standard of patient care:

- a) behaviour and professional activities characterized by honesty, personal and academic integrity, respect, conscientiousness and responsibility
- b) skilled communication and interaction with patients and the patients' families
- c) behaviour acceptable to the professional practice of medicine (conduct becoming of a practicing physician)

1.1 Honesty

- a) Honesty will be a guiding principle for all students in all academic activities including examinations and evaluations.
- b) Honesty will be a guiding principle for all students in their clinical activities and in all the interactions with patients and the patients' families. Students will involve themselves in the care of patients appropriate to the student's level of training and knowledge.
- c) Students will conduct research appropriate to the students' level of expertise and in an ethical manner, including reporting accurately and acknowledging those involved.

1.2 Confidentiality

- a) Students will regard the confidentiality of patients and research participants as a fundamental and ethical obligation.
- b) Students will respect the privacy of patients and research participants, as well as students, colleagues, teachers, administrators and others involved with the student's medical education.

1.3 Responsibility

- a) Students will engage in self-reflection to acknowledge and recognize their strengths and limitations and will seek assistance with their self-reflective exercises as well as on working on their identified limitations.
- b) Students will not use alcohol or drugs in any way that could interfere, or be perceived to interfere, with their academic, professional, and clinical responsibilities or their professional reputation.
- c) Students will help other colleagues who need help in meeting their professional and ethical obligations.
- d) Students will present and conduct themselves in a dignified, respectful, and professional manner in all clinical encounters and in other circumstances where they would be seen to be representing the Northern Ontario School of Medicine and/or the medical profession.
- e) Students will promote and model the integrity and values of the medical profession.
- f) Students' highest priority will be patient care in the clinical setting.
- g) Students will not exploit the relationship with patients or patients' families for sexual, emotional, financial, research, or educational purposes.
- h) Students will not attack or challenge the reputations of members of the health care team. If unprofessional behaviour, as defined in this document is observed by a student the student is bound to report the incident(s) to the Associate Dean, Learner Affairs. If a student believes he/she has been the recipient of unprofessional behaviour as defined in this document, the student is bound to report the incident(s) to the Associate Dean, Learner Affairs.
- i) Students shall obtain Research Ethics Board approval prior to conducting any research with human subjects.
- j) Students will act as invited guests in all communities to which they are assigned as part of their curricular activities. The privacy of the people and communities who have volunteered to host students must be honoured. Patients, staff, organizations, communities and community residents need to be protected from harmful disclosure of information through informal gossip, photographs or videos (e.g. posted on any social networking site or other websites on which images or videos could be posted), public comments or more formal documents.

1.4 Respect

- a) Students will strive to demonstrate the highest standards of ethical and professional behaviour in all academic and clinical settings.
- b) Students will ensure that full and informed consent has been obtained [when initiating patient consultation and](#) before proceeding with any diagnostic or therapeutic procedure and ongoing patient management.
- c) Students will have an awareness of and respect for patients' rights and the effect differences in gender, religion, political and other social and cultural backgrounds may have on the patient/doctor relationship.
- d) Students will refrain from any form of discrimination based on race, religion, ethnicity, gender, sexual orientation, mental or physical impairment, age or illness. Students will avoid sexual and all other forms of exploitation of patients, peers, teachers and support staff, including abuse, harassment or impropriety.
- e) Students will be respectful to patients, peers, teachers and support staff.
- f) Students will uphold and protect patient confidentiality and dignity at all times, both in the presence and absence of the patient or family, in all communication including ensuring the accuracy of medical records, discussions, history taking, and physical examinations.

1.5 Dedication and Self-Advancement

- a) Students will continuously strive to develop knowledge, skills, positive attitudes, and competence.
- b) Students will promote and uphold the mission, vision, values and educational standards of the Northern Ontario School of Medicine.
- c) Students will monitor and assess their educational progress to determine their individual learning needs.
- d) Students will demonstrate a willingness to share knowledge and teach others as part of the learning process with their peers, faculty and staff and as such, actively promote the positive student-teacher relationship.

1.6 Student/Teacher Relationship

The student/teacher relationship is based on the following characteristics: mutual trust, respect, and responsibility. An interactive, informative, and respectful teaching/learning environment must be established. In the student/teacher

relationship, **each party** has certain legitimate expectations of the other. They are:

- to be ethical and to role model ethical behaviour,
- to behave with honesty and integrity towards all individuals involved in education (e.g., academic and non-academic staff, colleagues, other health care professionals, patients, and patients' families),
- to commit to excellence in the medical profession,
- to recognize and appreciate the power differential between student and teacher and not to misuse or abuse this power differential (e.g., for personal gain, intimidation, punishment.),
- to respect confidentiality (except where to do so would be unethical or contrary to law),
- to promote, uphold and respect the educational goals, standards, and policies of the Northern Ontario School of Medicine, and
- to refrain from sexual or romantic relationships that involves faculty member/supervisor and/or students.

1.7 Academic Dishonesty and Plagiarism

Academic dishonesty is viewed by the Northern Ontario School of Medicine as a serious offence. Academic dishonesty includes plagiarism as well as any deliberate attempt to gain advantage or to disadvantage (which may result in false academic evaluation) another student. Dishonest practices include fabrication of data, cheating or uttering, by a student, of false statements relating to academic work.¹

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is acceptable if it is clearly identified as to whose work is being presented e.g. formal acknowledgement or by foot-noting.

Students who are unsure if their actions constitute the act of plagiarism should consult with a faculty member or the Office of the UME for guidance.

¹ **Note:** The Northern Ontario School of Medicine gratefully acknowledges the work done by Queen's University for much of the content of the section Academic Dishonesty

The following are some examples of academic dishonesty. As it is not possible to cover every circumstance of academic dishonesty or plagiarism, this list should be considered only as a guide.

1.7.1 Essays and Assignments

- a) Submitting an essay written in whole or in part by someone else as one's own.
- b) Preparing an essay or assignment for submission by another student.
- c) Copying an essay or assignment, or knowingly allowing one's essay or assignment to be copied by someone else for the purpose of plagiarism.
- d) Using direct quotations, or large sections of paraphrased material without the appropriate acknowledgement.
- e) Buying term papers or assignments and submitting them as one's own for the purpose of plagiarism.
- f) Selling of term papers or assignments for the purpose of plagiarism.
- g) Submitting the same piece of work in more than one course without the permission of the instructor(s).
- h) Unauthorized removal from the library, or deliberate concealment of, library materials.

1.7.2 Examinations and Tests

- a) Impersonating someone in an examination or test.
- b) Copying from another student, or making information available to another student.
- c) Submitting a take-home examination written, in whole or in part, by someone else.
- d) Failing to obey or comply with examination regulations or instructions of a proctor.
- e) Making use of notes, crib sheets, or other unauthorized electronic or printed materials in any form during the conduct of an examination.

1.7.3 Laboratories, Field Work and Research Reports

- a) Copying a laboratory or field report, or allowing someone else to copy one's report.
- b) Using another student's data unless specifically allowed by the instructor and the author.
- c) Allowing someone else to do the laboratory or field work without the knowledge and approval of the instructor.
- d) Using direct quotations or large sections of paraphrased material in a laboratory or field report, research report, thesis, publication without appropriate acknowledgement.
- e) Fabricating or falsifying laboratory or research data.

1.7.4 Official Documents

- a) Altering transcripts or other official documents relating to student records.
- b) Misrepresenting one's credentials.
- c) Creating or altering letters of reference.

Individual instructors or academic units will normally point out areas of specific concern not covered above.

1.8 Attendance (see Appendix A for specific protocols for Phases 1, 2 and 3)

- a) Students are expected to attend all of their scheduled sessions and to be punctual. Information [and appropriate forms re excused absences are available on-line or from the NOSM Registrar and Learner Affairs.](#)
- b) Excused absences for all curricular activities of NOSM, of more than one consecutive day, must be obtained from the Office of UME, upon recommendation of the Office of Learner Affairs.
- c) Excused absences will be communicated from the Office of UME to the tutor(s) or facilitator(s) of the sessions from which the student will be absent in order that the student not be penalized in the assessment of his/her professionalism by the tutor.
- d) All absences will be tracked by the [Registrar](#) in order that concerns regarding patterns of absence can be raised with the student and appropriate support for the student sought through the Office of Learner Affairs.

Deleted: regarding excused absences may be obtained from the Office of UME.†

Comment [JDepatie2]: taking out UME and inserting Registrar

- e) Attendance and punctuality will be a component of professional behaviour in the context of all scheduled curricular activities of NOSM. Refer to Appendix A form on Assessment of Professionalism in Small Group Sessions and Appendix B Assessment of Professionalism in Clinical Encounters.
- f) Excused absence for 50% or more of a module and/or specific sets of sessions will result in the student receiving an In Progress (IP) mark. The method(s) for removing an IP mark will be determined by the Associate Dean, UME in collaboration with Theme Chair(s), Division Head(s) and Phase Coordinator(s).
- g) Excused absence from a clinical rotation will require remediation of that rotation in elective time or other block of time, to be determined by the respective Phase Coordinator and the Associate Dean, UME.
- h) All scheduled experiential curriculum activities such as Community Learning Sessions (CLS), clinical sessions in Integrated Community Experiences (ICE) and all other portions of the curriculum, for which a student has an excused absence, must be completed as per the original schedule.
- i) Unjustified absences for student assessment sessions will result in an automatic grade of Fail.

Deleted: may require remediation of that module's content in a manner to be determined by the Associate Dean, UME.¶

Comment [JDeptie3]: Sept 14 Proposed revision (Dr. Lanphear)

Absences from all assessment sessions require prior approval by the Associate Dean Undergraduate Medical Education with a plan for making up the assessment.

1.9 Dress Code for Clinical Encounters

Appropriate attire in patient care areas is important for two reasons: (i) it conveys professionalism and respect for the patient, and (ii) inappropriate attire is a health and safety issue.

Students are required to adhere to dress code guidelines during any patient contact. This includes CLS and Structured Clinical Skills (SCS) where standardized or volunteer patients will be present.

Students shall be dressed professionally. Identification tags shall be worn at all times. A white coat may be worn but is not required. Professional dress, consistent with the standard of the medical community and general population is required (e.g. dress pants or knee-length skirt, shirt with or without tie, comfortable shoes). Open-toed shoes are not permitted for safety reasons. Long hair should be tied back. Jewelry should be kept to a minimum as it represents an increased disease transmission risk. Fingernails should be kept

short. Many patients have sensitivity to smells and therefore perfumes, colognes and aftershaves should not be used.

Additional dress requirements may be required at different institutions. Students are responsible for adhering to any additional policies that are mandated by the institution.

1.10 Use of Course Materials

The teaching materials (presentations, displays and other materials) delivered or provided as part of the Undergraduate Medical Education Curriculum, including any visual or audio recording thereof, are owned by the copyright holder(s). It is prohibited to record or copy by any means, in any format, openly or surreptitiously, in whole or in part, in the absence of express written permission from the copyright holder(s), any of the presentations, materials provided or published, in any form during or from this course. Students are permitted to store electronic course materials provided by, or on behalf of, faculty for their own personal use but cannot distribute them in any form or by any means to other persons.

2. Assessment of Code of Student Conduct

The professional and ethical performance of students is integral to the medical program(s) of the Northern Ontario School of Medicine. For promotion, each student is expected to complete the course work as described in the current regulations of NOSM for each year of the program and to pass the prescribed academic and professional examinations. In this context, the assessment of professionalism will cover not only the skills expected of the student, but also personal conduct and relationships with peers, patients, hospital personnel, faculty and staff. A student who fails to meet the standards of professional behaviour may be withdrawn from the program even though all other course work has received a passing grade.

Less than satisfactory results on an assessment of professional behaviour shall be reviewed with the student by the assessor and other NOSM officials as per protocol. The student will also have the opportunity to review any supporting documentation.

3. Code of Student Conduct Violations

Code Enforcement Procedures

3.1 Composition of the Code of Student Conduct Review Committee

~~The membership of the Code of Student Conduct Review Committee (CSCRC) shall be composed of seven (7) members. Four (4) will be members of the faculty of NOSM (including the Chair elected from the membership for a 2 year term and three (3) additional faculty members) and three (3) medical students (Year 2 or higher) who are not officers, but are recommended by the NOSM Student Society. The~~

~~Associate Dean, Learner Affairs, as the position which receives the complaint, shall not be eligible to serve as a member of the CSCRC.~~

The membership of the Code of Student Conduct Review Committee (CSCRC) shall be composed of five (5) NOSM faculty members who do not hold administrative appointments of the rank Assistant Dean or higher. Members will not be simultaneous members of the Appeals Committee of Academic Council. At least two members will be from the Division of Clinical Sciences, at least one member from the Division of Human Sciences and at least one member from the Division of Medical Sciences. The committee will be appointed by the Undergraduate Medical Education Committee. Members will hold a 2 year term. The Chair of the CSCRC will be elected by the members of the CSCRC committee. The committee will be in place at all times. Quorum for the committee will be 4 members in attendance.

3.2 Code of Student Conduct Review Process

3.2.1 Procedure – Filing a Complaint

The Code of Student Conduct Review Process chart is attached hereto as Appendix A.

- a) Allegations of incidents involving students breaching the NOSM Code of Student Conduct shall be filed with the Associate Dean, ~~Learner Affairs~~ Undergraduate Medical Education. (UME) The complaint shall be ~~notified~~ presented in writing, with supporting documentation, within ten (10) business days after the incident has come to the attention of the complainant.
- b) If the alleged misconduct is determined to fall within the jurisdiction of the Code, the Associate Dean, ~~Learner Affairs~~ UME shall notify the accused student in writing concerning the existence and nature of the complaint and invite the student to discuss the matter. The student will be advised that, at his or her discretion, they may choose to invite the Associate Dean ~~Learner Affairs~~ to be in attendance at the meeting to provide support. Information shared at this meeting may not be used as evidence against the student.
- c) If, after such discussion, the Associate Dean, ~~Learner Affairs~~ UME is satisfied that no Code violation has been committed, he or she shall inform the student in writing and no further action will be taken in the matter by the Associate Dean, ~~Learner Affairs~~ UME unless new evidence is brought to the attention of the Associate Dean. In this case a new investigation may be opened.
- d) If, after such discussion, the Associate Dean, ~~Learner Affairs~~ UME believes that an offence has been committed by the student, or the student fails or neglects to respond to the invitation to discuss the allegation(s) against him/her, the Associate Dean shall make a report of the matter to the Code of Student Conduct Review Committee. The student will be notified in writing accordingly, will be provided with a copy of the Code and be invited to a

Deleted: their

meeting of the Code of Student Conduct Review Committee by the Chair of the Committee. The student will be invited to present, within a prescribed time limit, any information or supporting documentation relevant to the allegation which has been made.

- e) The Code of Student Conduct Review Committee will solicit any other information it considers relevant to its review.
- f) The complainant shall be invited to be present at the meeting.
- g) Prior to the meeting the student will be informed by the Chair of the Code of Student Conduct Review Committee that he/she is entitled to seek advice or to be accompanied by a support person/advisor at the meeting. Support people/advisors shall not include legal counsel for the purposes of this meeting. The Chair of the Committee will advise the student of the sanctions that may be imposed under Northern Ontario School of Medicine sanctions.
- h) The Code of Student Conduct Review Committee, based on documentation and information and having provided the student with the opportunity to be heard regarding the allegation and any relevant evidence about the facts will either:
 - i. decide that no General Academic Medical Education Regulations have been violated and that no further action should be taken. The Chair will notify the student in writing of the decision and no penalty will be assigned to the student, or
 - ii. decide that the allegation is founded. **At its discretion, the** Committee may determine and recommend the sanctions that they consider to be appropriate in keeping with the nature of the offence. The Code of Student Conduct Review Committee will provide a summary report for the Dean or designate.

The student is informed by the Dean or designate of the conclusions reached by the Review Committee and of the next procedural steps. The student is advised of the opportunity to submit comments on the report of the Review Committee. Such comments shall be made in writing and submitted within 10 business days of the date on which the report was sent.

- i) The report of the Code of Student Conduct Review Committee and, if relevant, the written submissions of the student, are reviewed by the Dean or designate, who decides the sanction to be imposed (as recommended by the Code of Student Conduct Review Committee, or an alternate sanction of equal but not of less severity than that recommended) ~~or recommends the case to the Academic Council committee for review as an individual case as warranted.~~

- j) The sanction(s) shall take effect immediately, notwithstanding appeal.
- k) The Dean or designate shall inform the student in writing of the decision **and of the** sanction(s) **imposed**, ~~or of the recommendation made to the Academic Council Committee for study and review as an individual case and of the procedure should the student wish to appeal.~~
- l) A record of cases discharged under the Procedure for Code of Student Conduct Violations shall be kept in the Office of UME **and NOSM Registrar (student record)**.

3.2.2 Sanctions

The following are sanctions that may be imposed:

- a) Oral and/or written reprimand which will advise the student of the nature of the violation of the Code and that a report of the findings and sanction will be filed as part of student record **and reflected in the Medical Student Performance Record (MSPR)**. Pending no recurrence or continued wrongful conduct within a stated period of time, the student record will be purged of the report **at the time the student is cleared for graduation**;
- b) Assignment of a grade of fail or zero for the work concerned in the case of academic dishonesty or violation of professional behaviour;
- c) Assignment of a grade of fail for the course concerned in the case of academic dishonesty or violation of professional behaviour;
- d) Written reprimand which will advise the student of the nature of the violation of the Code and that a report of the findings and sanction will be filed permanently as part of the student record;
- e) Monetary restitution to cover the costs of either satisfactorily repairing or replacing property or misused supplies damaged during commitment of the offence;
- f) Suspension from attendance in the MD program for a specified period of time not more than 12 months;
- g) Expulsion from the MD program.

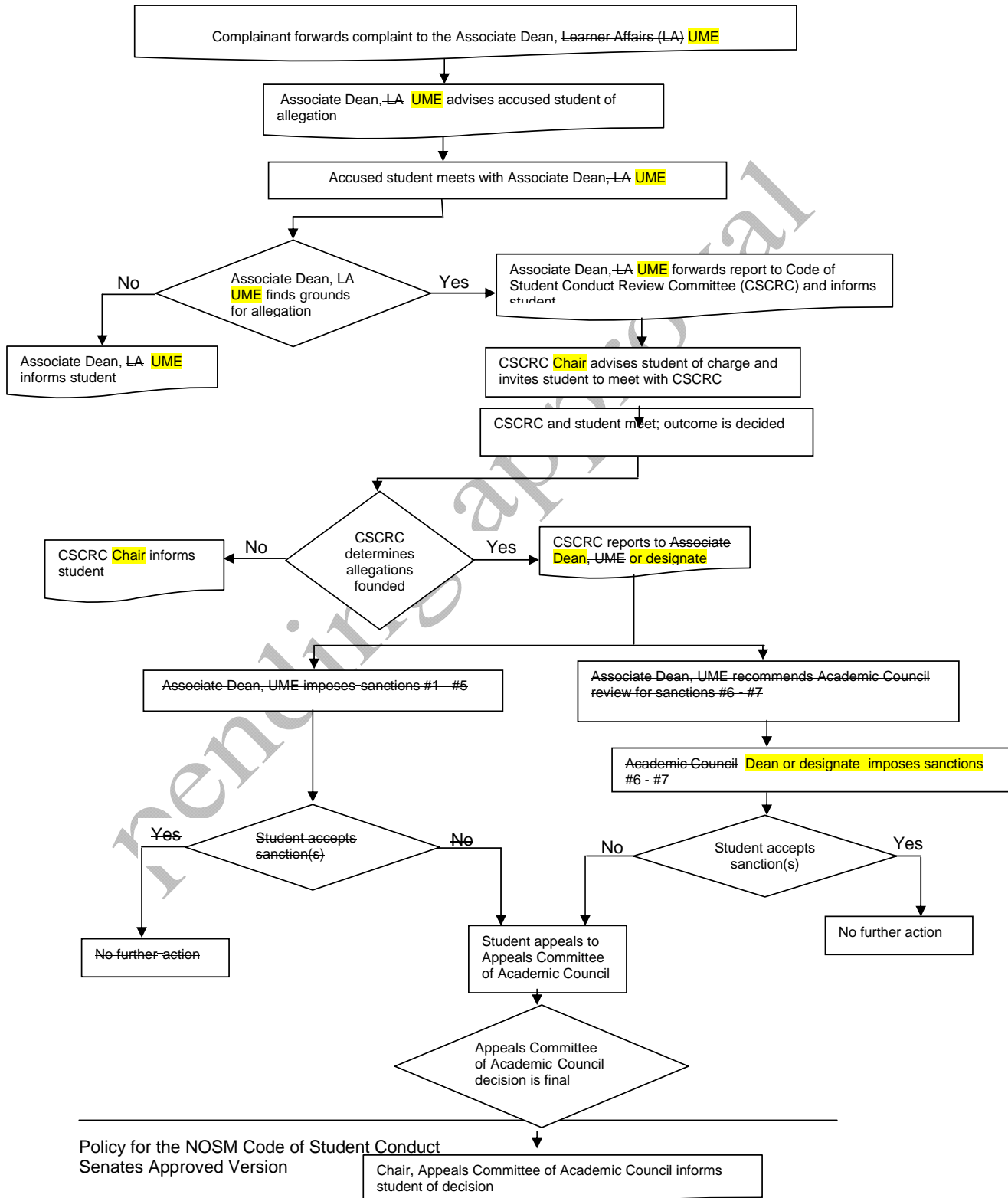
~~Sanctions outlined in 7.2.2/3.2.2 a) to e) are imposed only by the Dean or designate, according to recommendations of the Code of Student Conduct Review Committee. Sanctions 7.2.2/3.2.2 f) and g) are only imposed by the Academic Council following the recommendation of the Dean or designate a case that warrants individual review.~~

Sanctions are imposed only by the Dean or designate, according to recommendations of the Code of Student Conduct Review Committee.

3.2.3 Appeal

- a) A student may appeal the sanction imposed by the Dean or designate ~~or that of Academic Council~~ by providing notice in writing, of the grounds for the appeal, to the Chair of the Academic Council, within ten (10) days of the date of the notice of decision was received.
- ~~b) Students may only appeal on grounds that proper process was not followed~~
- b) The Chair of the Academic Council forwards the file to the Appeals Committee of Academic Council for review. The Appeals Committee of Academic Council (ACAC) will:
- i. Invite the student to appear before the committee and/or to submit, in writing, any information the student considers relevant;
 - ii. Petition any other information or documentation the committee considers relevant;
 - iii. The decision of the Appeals Committee of Academic Council is final and binding.

Code of Student Conduct Review Process



Policy for the NOSM Code of Student Conduct
Senates Approved Version

UMEC Suggested revisions (approved at UMEC Sept 14 2009)

General Academic Medical Education Regulations

(Revised version: Senates Approved May 2009)

By registering at the Northern Ontario School of Medicine (NOSM), the Faculty of Medicine of Lakehead University and Laurentian University, students accept that they have joined the medical profession community and as such, are bound to conduct themselves in a manner reflective of the academic, professional and ethical expectations/standards of the medical education program and of the practice of medicine.

1. *Requirements for Graduation with a MD Degree*

The requirements for the four year MD degree from Lakehead and Laurentian Universities' jointly held Faculty of Medicine, the Northern Ontario School of Medicine, are established by the School of Medicine Academic Council and approved by the Lakehead and Laurentian University Senates and allow no exceptions. Students are required to successfully complete all requirements of the medical doctor curriculum as outlined in the current School regulations for each year of the program and to pass the prescribed academic and professional examinations.

Assessment of professionalism will cover not only the skills expected of the student, but also personal conduct and relationships with peers, patients, hospital personnel, faculty and staff. A student who fails to meet the standards of professional behaviour may be withdrawn from the program even though all other course work has received a passing grade.

Required Remote Experiences

In order to be eligible to graduate from the Northern Ontario School of Medicine with the MD degree, students must successfully complete, as part of the program requirements noted above, education experiences remote from the Lakehead University and Laurentian University campuses. These required experiences include:

1. Case Based Module – Integrated Community Experience 106
2. Case Based Module – Integrated Community Experience 108
3. Case Based Module – Integrated Community Experience 110
4. The Comprehensive Community Clerkship and Electives in Year 3 (Phase 2)
5. The required Clerkships and Electives in Year 4 (Phase 3)
6. All other required electives in Year 1 & 2 (Phase 1) or Year 3 (Phase 2)

Additional information may be obtained from the Office of Undergraduate Medical Education and via the NOSM website www.nosm.ca.

2. Grading

The Northern Ontario School of Medicine employs a 'Pass/Fail' course grading system. The 'Pass/Fail' standing in a course is based on a summation of assessments within a course using the weightings given for individual course assessed components. All 'Pass/Fail' percentages can be found within Student Assessment and Promotions Guidelines.

To achieve a passing grade in Phase 1 courses, a minimum of 60% is required.
To achieve a passing grade in Phase 2 courses, a minimum of 60% is required.
To achieve a passing grade in Phase 3 courses, a minimum of 60% is required

3. Leaves of Absence

Students are expected to attend all of their scheduled educational sessions and to be punctual

Leaves of absence may vary in duration depending on the needs of the student. The length of time for individual leaves will be determined by the student and Associate Dean UME in consultation with the Associate Dean, Learner Affairs.

3.1 Personal Leave of Absence

Requests for leaves of absence must be submitted in writing for consideration/approval to the Associate Dean, Learner Affairs.

- a) Leaves of absence may be obtained for reasons of parental leave, illness or significant personal issue (such as marital break down).
- b) All requests for leave must be accompanied by a physician's certificate or other supportive documentation.

Deleted: Requests for leaves of absence must be submitted in writing for consideration/approval to the Associate Dean, Learner Affairs.¶

3.2 Academic Leave of Absence

Requests for leaves of absence must be submitted in writing for consideration/approval to the Associate Dean, UME

Leaves of absence may be recommended by the Office of UME in conjunction with the appropriate Phase committee to the Student Assessment and Promotions Committee. These leaves will be recommended for purposes of academic probation or remediation.

Leaves of this nature will be recommended to the student in writing by the Student Assessment and Promotions Committee and the student will meet with the Associate

Dean UME and the appropriate Phase Chair to determine appropriate academic support for the year, where deemed appropriate.

3.3 Educational Leave of Absence

Requests for leaves of absence must be submitted in writing for consideration/approval to the Associate Dean, UME.

A leave is distinguished from an interruption in attendance by the length of time allowed. Generally, a period of leave is for one module/rotation or longer and may have an impact on registration status and related processes. Students may be granted a leave of absence for the pursuit of a master's degree, doctorate degree, clinical experience, or research in a field consistent with the general objectives of the Undergraduate Medical Education Program.

3.4 Duration of Leave of Absence

Leaves of absence will not exceed a period of two years.

4. **Assessment/Examination Regulations/Protocol**

The NOSM medical education program includes formal assessment (summative) of the student as one of the means of determining the student's level of success in acquisition of knowledge and skills. The Academic Council represents the examining body of NOSM. The Office of Undergraduate Medical Education is responsible for directing the examination process and the releasing of final grades. The Office of UME is responsible for the conduct of examinations and enforcement of the examination regulations. The method by which examinations are conducted (for example those administered on paper, those administered by use of a computer) is decided by the Office of UME.

Note: Items (h) to (j) refer only to computer administered examinations

- a) Students will be advised at the beginning of each Module of the schedule for examinations.
- b) Students will be admitted to the examination facility 15 minutes prior to the start of the exam.
- c) Students will not cause disruption of the examination process nor for their peers. Students will not be allowed to enter the examination facility/room after the exam has begun. Students who have completed the exam within the first hour of the allotted time will not be allowed to leave the examination without the consent of the invigilator.
- d) Students will display, at all times, their NOSM Student I.D. badge on their person where it can be easily seen for verification.

- e) Students will not engage in any form of unauthorized communication/interaction once they are within the environs of the examination (e.g. with one another, the internet). The only information to be displayed on their laptop is the examination material provided to them.
- f) Students will commence the exam **only** on the directive of the invigilator.
- g) No unauthorized or unapproved aids will be allowed into the examination environment (e.g., books and/or notes). Personal communication devices (e.g., mobile phones, iPods, etc.) will be turned off.
- h) Students are required to use their leased, NOSM-issued personal computer when sitting for an exam.
- i) Students are not allowed to break out of the assessment engine of the examination -CD delivery mode (e.g. remove the CD and restart their PC) at any time during the examination.
- j) A student who experiences an electronic malfunction must bring the situation to the attention of the invigilator immediately.
- k) Students will leave the examination with the least amount of disruption to their peers still writing.
- l) When used, electronic submission of the assessment tool shall be the official record of student results. In all other cases the submitted response sheet shall be the official record.
- m) Students are not allowed to retain the paper or electronic copy of the Summative Assessment(s).

Deleted: allowed to retain the paper copy of the Mid-Module Assessments. Students are
Deleted: End-of-Module

4.3 4.1 Assessment/Examination Cancellation/Disruption Contingency Plan

In the event of extreme weather conditions, technological challenges or other general emergency, the Associate Dean UME or designate, has the authority to postpone an assessment/examination.

4.1 5. Academic Disciplinary Measures

Any behaviour deemed unacceptable, poor performance or breach as defined in this document may be grounds for the requirement of remedial work, denial of promotion, or dismissal from the program.

4.2-5.1 Breach or Infractions

Infractions of the above academic regulations shall be deemed as a failure to meet the standards of professional behaviour and student code of conduct as

required by the Northern Ontario School of Medicine and will be dealt with as such by the School. Action taken by NOSM does not preclude action under other host Universities' policies or the Criminal Code.

Non-academic offences are defined in the Lakehead University Code of Student Behaviour and Disciplinary Procedures and the Laurentian University Laurentian University Statement of Student Rights and Responsibilities, the Code of Student Conduct and Code of Student Conduct (non-academic) Companion Document. Offences which constitute conduct that shall be deemed to be offences of the respective Code and Statement, when committed by a student of NOSM, will be subject to the code of the host University at which the student is registered.