

## END OF YEAR INFORMATION FOR STUDENTS FOURTH YEAR – BACHELOR OF PHYSIOTHERAPY 2009

Dear Students,

This information brochure provides you with some important information about forthcoming exams, graduation and our prizes ceremony.

### 1. Clinical Examination Timetables

The Clinical Examination for 513-415 Elective Studies is one examination held in the clinical setting at a location where you have completed one of your clinical placements in either 2008 or 2009. The purpose of the examination in the clinical setting is to assess the overall performance of the student as a potential new graduate, especially in regard to general clinical skills. The examination will be in a randomly allocated area of Cardiorespiratory, Musculoskeletal and Neurological physiotherapy, and the format of the examination will generally be as follows:

- There will be two examiners, including one from your clinical school.
- The examination will be no longer than 60 minutes with approximately 10 minutes reading, 40 minutes patient interaction and 10 minutes discussion with the examiners. The format of the patient interaction will vary between settings and the specialties.

### 2. Written Papers

Your written examinations will commence on Monday 26<sup>th</sup> October and will conclude on Friday 30<sup>th</sup> October. The exact date, time and location of your examinations can be found on the School's examination notice board. All written examinations will be of 2 hours duration. The advertised time (university timetable) will be the start time of the examination, and reading time is 15 minutes earlier.

### 3. Further examinations

In order to allow graduation in early December, it is very important that you are available and contact can be made with you throughout the entire examination period **and until Monday 23<sup>rd</sup> November** when you may be required to attend for additional testing (confirmation of results) prior to publication of results.

**NB: You cannot graduate unless you have passed all subjects and submitted all required documentation including assignments, hurdle requirements and elective reports. These must be submitted no later than Friday 6<sup>th</sup> November 2009.**

### 4. Admission to supplementary examinations

In some instances candidates who fail one or more of the final year subjects may be permitted to sit a Supplementary Examination on the recommendation of the Board of Examiners. The dates of supplementary exams will be negotiated with relevant subject coordinators and/or clinical schools. Students who fail one or more subjects may be required to repeat Fourth Year. The Board of Examiners will consider all of the student's results and take account of any special consideration or other relevant issues. Some students who fail subjects may have their results considered by a Faculty Progress Committee or other University Committees.

Candidates will be informed of their position by email or letter as soon as possible after recommendations have been approved.

## 5. **Special consideration and illness during the examination period**

If your work during the year has been substantially hampered by illness or other cause and any illness or special consideration occurring at examination time, you should notify the School of Physiotherapy administration office and lodge an application online (Student Information System <https://sis.unimelb.edu.au/> or Student Portal [www.portal.unimelb.edu.au](http://www.portal.unimelb.edu.au)), together with supporting documentation if appropriate, as early as possible before any of the examinations begin and within three days of a piece of assessment.

If you are prevented by illness or other cause from presenting for an examination, you should notify the School of Physiotherapy administration office and lodge an application online, together with supporting documentation if appropriate, at the earliest opportunity and within three days of the examination.

If you are to a substantial degree adversely affected by illness or other cause during an examination, notify the supervisor and then advise the School of Physiotherapy administration office and lodge an application online, together with supporting documentation if appropriate. All requests for special consideration are brought to the attention of the Board of Examiners and all applications are treated as confidential.

Please note that as a result of a change in University policy, from 2009 the awarding of a mark adjustment as a possible outcome for special consideration is no longer possible.

Commencing in 2009, marks will only be adjusted after completion of an additional piece of assessment. Full details regarding special consideration, including the possible outcomes, can be viewed online at

<https://sis.unimelb.edu.au/functions/special-consideration/info/SubmissionGuidelines.html>

## 6. **Results**

### ***Publication***

It is expected that results will be published on **Wednesday 25<sup>th</sup> November** on the Student Information System. **No information will be given by telephone.**

### ***Honours Degree***

A class list of all fourth year students will be prepared in order to determine the degree of Bachelor of Physiotherapy and the level of the honours degree. Honours will be awarded at H1, H2A and H2B level.

The class list will be based on weighted academic results in all subjects across years 2, 3 and 4. Based on this calculation the top 40% of students fulfilling these criteria will be considered for the Honours Degree.

Students, with credit exemptions in subjects will, where applicable, be calculated only on those subjects undertaken in the Bachelor of Physiotherapy course. Students who have repeated a year (including 1<sup>st</sup> year) will not be eligible for the Honours degree.

The final list will be standardized.

### ***Year Ranking (Deans Honour List)***

A class ranking list will be prepared based on academic results (H1, H2A, H2B, H3 and Pass). Students from Year 2, 3, and 4 who have scored H1 (80-100%) will qualify to be placed on the Deans Honour list.

The Deans Honour list will be prepared from this list and recorded on the student's record card as well as placed on the student notice board at the School of Physiotherapy.

## 7. Prizes

A number of prizes have been established to be awarded to final year students. Some other prizes have been established to recognize achievement in subjects in earlier years of the course. These will all be awarded at the Prize Awarding Ceremony which will be held on the afternoon of Friday 4th December 2009, before the Graduation ceremony.

- ◆ School of Physiotherapy Award for Excellence
- ◆ Josephine Jennings and Edith Pratt Memorial Award
- ◆ Eliza McCauley Memorial Award
- ◆ Cardiorespiratory Prize
- ◆ Gerontology Physiotherapy Prize
- ◆ Musculoskeletal Physiotherapy Prize
- ◆ Neurological Physiotherapy Prize
- ◆ Paediatric Physiotherapy Prize
- ◆ Physiotherapy Research Foundation Award
- ◆ Physiotherapy Registration Board Prize
- ◆ Adrian Scholes Memorial Prize
- ◆ Austin Health Clinical School Prize
- ◆ Royal Melbourne Hospital and Western Hospital Clinical School Prize
- ◆ St Vincent's Hospital and Geelong Hospital Clinical School Prize
- ◆ Constance Read Memorial Award
- ◆ Freda Kimpton Prize in Anatomy

## 8. Prize Awarding Ceremony

A Prize Awarding function has been organised for all graduates and up to one guest each, special guests and staff of the School of Physiotherapy. This function will be to celebrate graduation and your time together in the School of Physiotherapy. It will also include the awarding and acknowledgment of all the prizes offered in the course.

The ceremony will be held on Friday 4<sup>th</sup> December, prior to the graduation ceremony. Further information regarding the ceremony will be communicated to students in the near future.

## 9. Conferring of degree

All students will be contacted by the University Graduation office of Student Administration to confirm their intention to attend the 4<sup>th</sup> December ceremony. You should respond promptly to facilitate the graduation process for the end of the year in view of the very tight timetable for assessment, examination processing and in order for your degree testamur to be prepared and ready for graduation. Students who are granted supplementary exams will not be eligible to graduate on the 4<sup>th</sup> December 2009.

## 10. Graduation

The graduation ceremony is scheduled on **Friday evening at 6.00 pm on 4<sup>th</sup> December 2009, in Wilson Hall**. Pass and Honours degrees in Physiotherapy will be conferred. The top student(s) will be acknowledged as part of this ceremony. This ceremony will also include students from Nursing. Hiring of gowns and colours should be organised through the Student

Union. The colour for the undergraduate degree is jade green silk with a white silk band. Students will be contacted by the University with information regarding graduation and with guest tickets. Students are allocated 3 guest tickets only by the University.

**11. Physiotherapist Registration**

The Physiotherapy Registration Board is responsible for registration. Candidates must apply to the Secretary of the Victorian Physiotherapy Registration Board with a completed application form, evidence of identity, a photograph and the registration fee. This year, this fee is \$150.00. Evidence of graduation is also required. The School of Physiotherapy provides one character reference but you must also, organize your own character reference, separate from the School, to include with your application. Please note: indemnity insurance is also required for all applicants seeking registration.

**12. Alumni**

As graduates you will be eligible to join the University Alumni Association. Membership is free. Such membership will enable ongoing contact with the School and your peers and your fellow physiotherapy students and could act as a focus for reunions and future School and University activities. You can find more information on the Alumni website.

<http://www.unimelb.edu.au/alumni/>

**13. Any queries or questions**

Please do not hesitate to contact myself or David Kelly if there are any questions on any academic matters. For general enquiries please contact any professional staff at the physiotherapy reception.

**ASSOCIATE PROFESSOR LINDA DENEHY**

Acting Head, School of Physiotherapy