

RULES AND REGULATIONS 2016-2017

EQUIVALENCY IN PHYSICAL THERAPY

MCGILL UNIVERSITY
SCHOOL OF PHYSICAL & OCCUPATIONAL THERAPY



McGill

School of
**Physical and
Occupational Therapy**

TABLE OF CONTENTS

I. RULES AND REGULATIONS FOR STUDENT EVALUATION AND PROGRESSION	3
A. INTRODUCTION.....	3
B. EQUIVALENCY IN PHYSICAL THERAPY TRAINING OVERVIEW	3
C. EVALUATION AND PROGRESSION.....	4
1. <i>Individualized Study Plan</i>	4
2. <i>Marks</i>	8
2.1 Theoretical and practical evaluation.	8
2.2 Individual and group evaluation.	9
3. <i>Attendance</i>	10
4. <i>Student standing</i>	10
4.1 Probationary standing.	10
4.2 Unsatisfactory standing.	11
D. EXAMINATIONS	13
1. <i>Introduction</i>	13
2. <i>Examination regulations & procedures</i>	14
2.1 Regulations	14
2.2 Procedures.....	15
2.3 Examination regulations – cheating.....	16
2.4 Assignments.....	16
2.5 Midterm exams.....	17
E. DEFERRED FINAL EXAMINATIONS, REMEDIAL WORK AND SUPPLEMENTAL EXAMINATIONS	17
1. <i>Deferred final examinations</i>	17
2. <i>Remedial examination</i>	19
3. <i>Supplemental examinations</i>	19
4. <i>Consequences of Failed Remedial or Supplemental Examinations</i>	20
F. PROCEDURES FOR PROMOTION AND REVIEW	20
1. <i>Promotion and review committee</i>	20
2. <i>Review of course marks</i>	21
3. <i>Appeal of decisions made by the PTPRC</i>	21

I. Rules and Regulations for Student Evaluation and Progression

A. Introduction

The [Equivalency in Physical Therapy](#), offered by the School of Physical and Occupational Therapy (SPOT), is designed for internationally trained physiotherapists (ITPTs) who wish to obtain a license to practice physiotherapy in Quebec. The training consists of an individualized study plan tailored to address each student's needs according to the recommendations issued by the Board of Directors of L'Ordre professionnel de la physiothérapie du Québec (OPPQ). The training provides ITPT students with complementary academic and clinical skills specific to the practice of Physical Therapy (PT) in Quebec and Canada, thus facilitating their integration into the Quebec/Canadian healthcare workplace.

The current document describes the rules and regulations applied to the individualized study plan, including equivalency in physical therapy process overview, evaluation and progression, examinations, deferred final examinations, remedial work and supplemental examinations, and procedures for promotion and review. Upon acceptance of the individualized study plan, the student agrees to abide by the rules and regulations described in the present document.

B. Equivalency in Physical Therapy Training Overview

If an ITPT is interested in enrolling in the Equivalency in Physical Therapy, they must carry out the following process:

- Provide proof of landed immigrant status
- Interview with the chair of the Advisory Committee for the Equivalency in Physical Therapy (ACEPT) or its delegate
- Provide proof of international education (transcript) and CV
- Provide a copy of the letter from the OPPQ Board of Directors, establishing proof of assessment and course recommendations.

If an ITPT meets these departmental admission conditions and is accepted by the ACEPT:

- They will be provided with an individualized study plan by the ACEPT. The ITPT must agree to follow the individualized study plan and comply with the equivalency in physical therapy rules and regulations.
- The ITPT may then apply to McGill as an undergraduate special student (no Degree).

If the ITPT successfully completes the individualized study plan and satisfies all conditions outlined by the ACEPT and the Physical Therapy Promotions and Review Committee (PTPRC):

- The ACEPT will provide a written attestation addressed to the OPPQ stating that the individual has completed the individualized study plan.

C. Evaluation and Progression

1. Individualized Study Plan

Based on the recommendation of the OPPQ Board of Directors, the ACEPT will provide students with an individualized study plan with specific conditions.

The individualized study plan may follow one of the course sequences outlined in **Figure 1**. In order to meet students' training needs, students may be required by the ACEPT to take a placement/readiness test prior to taking certain courses. In addition, students will be permitted to advance to their next required course(s), when they successfully complete any required course prerequisites.

Please note that the level of competency achieved in one clinical placement determines the expected level of competency for the next placement. If entry to practice is achieved at the end of a given clinical placement, no further placements are required. The student may complete a maximum of 4 clinical placements.

Students with incomplete coursework (i.e., failed or deferred courses) in a specific domain of practice such as neuro, ortho, or cardio, may not commence the next level of courses in that same domain (designated PHTH or POTH) indicated in their study plan, until the failed or deferred courses have been

successfully completed. Clinical practicum courses may be carried out once courses within a specific professional domain (neuro, ortho, or cardio) have been successfully completed.

If students choose to voluntarily withdraw from the university and their Physical Therapy Equivalency Training, they will not be permitted to remain registered in professional courses (PHTH or POTH).

Students may complete their course plan on either a full-time or part-time basis with the permission of the ACEPT.

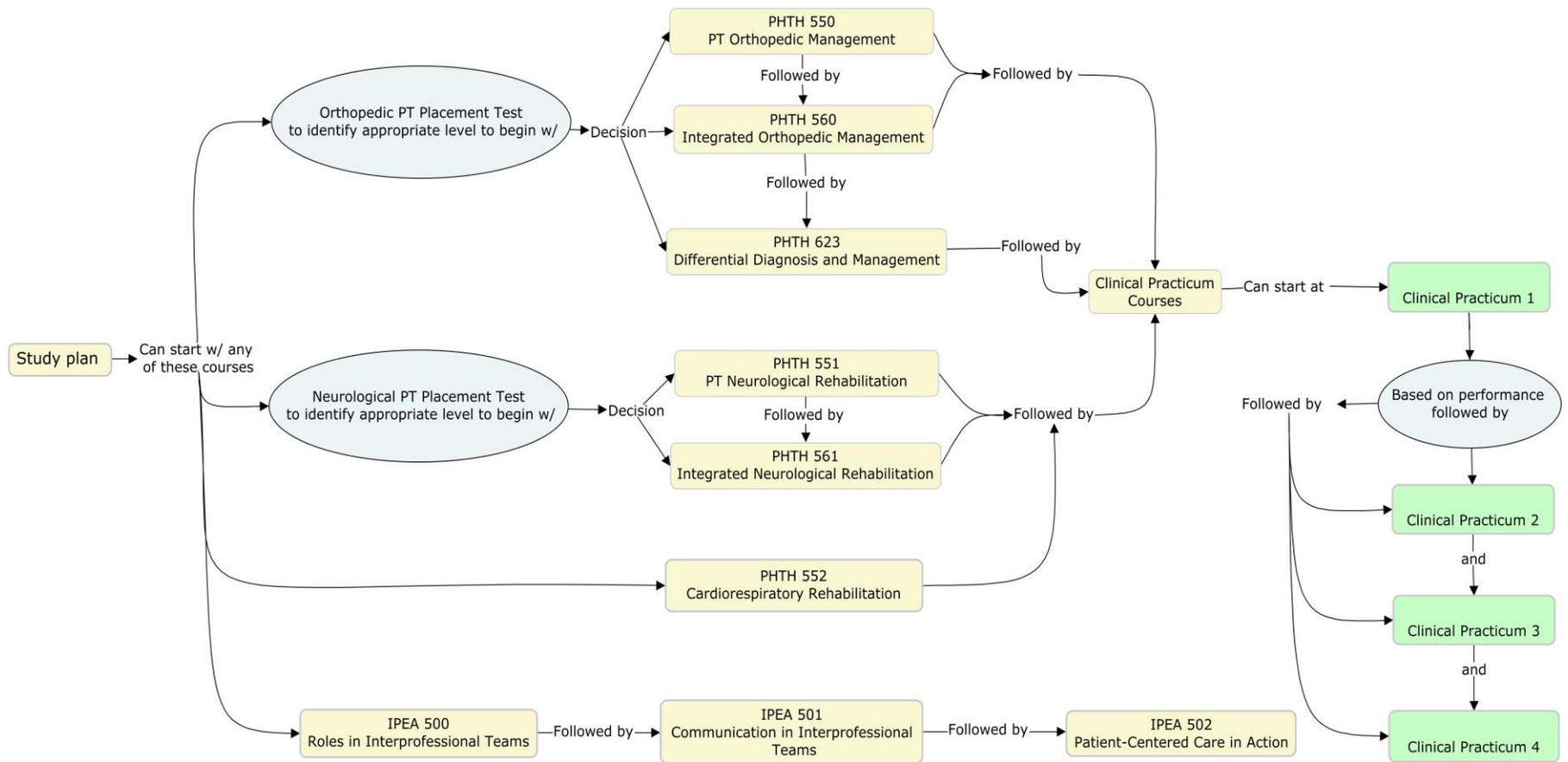


Figure 1. Usual Curriculum Course Sequence

The coordinator and assistant coordinator of the Equivalency in Physical Therapy in collaboration with ACEPT are responsible for planning the academic and clinical courses to be completed by the ITPT. The mandate of ACEPT is to ensure that the internationally trained physiotherapy students completing their equivalency training at McGill meet the OPPQ Board requirements for licensing.

The ACEPT committee consists of the following members:

Composition of ACEPT
PT Equivalency Training Coordinator – Chair of the Committee
PT Equivalency Training Assistant Coordinator
One representative from the PT clinical education team
One representative with previous ITPT Training
One member with regulatory experience
Three clinicians or faculty (representatives from a variety of settings: i.e.: acute care, rehab, & private)

Within the School of Physical and Occupational Therapy, student evaluation, progression and determination of suitability for the practice of the profession are within the jurisdiction of the Physical Therapy Promotions and Review Committee (PTPRC). The PTPRC reviews the performance of all students enrolled in the PT Equivalency Training.

The ACEPT makes recommendations regarding students' academic and clinical progress to the PTPRC, which exercises final authority to determine a student's competence and suitability for the practice of physical therapy. It will consider all aspects of student progress, including academic performance and professional conduct, and make final decisions on all matters relating to progression and equivalency completion.

The following guidelines for Evaluation and Progression are under constant review by the School. The School may make changes to the policies and regulations at any time. In general, such changes will not come into effect during an academic year or progression period; however, all changes and their effective dates will be communicated to the students with a reasonable amount of prior notice.

2. Marks

For 500-level courses and below, an overall final mark of 60% is required to pass courses with a designation of PHTH or POTH. Similarly, the passing grade on any supplemental evaluation or examination is 60% for PHTH and POTH courses. For non-PHTH or non-POTH courses at or below the 500 level, the passing grade is 55%.

Students who take equivalent elective/complementary courses or anatomy and physiology courses taken at other educational institutions (such as TELUQ courses) must obtain a passing grade of 55% or better, according to the credit system of the host university. The letter grades take precedence over numerical marks.

For 600-level courses and above, an overall final mark of 65% is required to pass courses with a designation of PHTH or POTH.

Students should be aware that there are specific criteria for successful completion of courses having theoretical and practical components or individual and group work.

2.1 Theoretical and practical evaluation.

In any course that includes both theoretical and practical evaluation components, **each student must achieve a passing grade of 60% in each of these components**, as well as in the overall course, **in order to receive a passing grade for the course.** If the overall course mark is a failure, the student may be permitted to write a supplemental exam in this course or re-take the course.

If the overall course mark is a pass, but one component is a failure, the course mark is withheld from the record. The student must undertake remedial work in that failed component and successfully pass the additional evaluation of that work. If the additional work is successfully passed, the original final course mark is then recorded.

If the failure is the result of a deferred exam or evaluation, remedial work will not be permitted and the student will receive a failing grade.

Students will have only one opportunity to attain a passing grade through a remedial work. Failure in remedial work will result in a failure for the whole course. No further supplemental exams will be permitted.

Students who fail a component in more than two professional courses (POTH, PHTH) in the same semester, may not be allowed to carry out remedial work or a supplemental examination, and if warranted, may be asked to withdraw from the Training.

Students repeating a course will not be allowed the option of remedial work if they fail the course a second time and, therefore, will receive a failing grade.

2.2 Individual and group evaluation.

In any course which comprises both individual and group evaluation components, each student must achieve a passing grade of 60% in each of these components, as well as in the overall course, in order to receive a passing grade for the course. **If the overall course mark is a failure, the student may be permitted to write a supplemental exam in this course or retake the course.**

If the overall course mark is a pass but if the individual or group component is **a failure, the course mark is withheld from the record. The student must undertake remedial work in that failed component and successfully pass an additional evaluation of that work.** If the additional work is successfully passed, the original final course mark is then recorded.

If the failure is the result of a deferred exam or evaluation, remedial work will not be permitted and the student will receive a **failing grade**.

Students repeating a course will not be allowed the option of remedial work if they fail and, therefore, will receive a failing grade.

Students will have only one opportunity to attain a passing grade through remedial work. Failure in remedial work will result in a **failing final grade** (failure) for the whole course. No further supplemental exams will be permitted

Students who fail a component in more than two professional courses (POTH, PHTH) may not be allowed to carry out remedial work or a supplemental exam, and if warranted, may be asked to withdraw from the Training.

3. Attendance.

Students are encouraged to attend all teaching activities described in the course outline. **Attendance is required at all laboratory and small group sessions, workshops, seminars, site visits, interprofessional education (IPE) activities, and professional activities.**

Except in the case of a prior approved absence or an emergency situation with a subsequent approval, students who have **missed more than 15% of the above activities will receive 0/10 for participation in the course. If a course does not have a participation mark, then the final course mark will be decreased by 10%.**

A short absence (3 days or less) does not require documentation or approval, but will be counted towards the 15% allowed absences. An absence of more than 3 days (for example, compassionate or medical reasons) must be supported by written documentation, such as a medical certificate (in the case of a medical reason), and submitted to the PT Equivalency Coordinator or delegate. The Associate PT Equivalency Coordinator, at his or her entire discretion, may request additional information before approving the absence.

4. Student standing.

A student's overall standing in the Physical Therapy Equivalency training will be reviewed by ACEPT and PTPRC. A satisfactory standing status will be granted when a student has successfully completed the prescribed study plan and maintained professional behaviour that meets the required standards.

4.1 Probationary standing.

- Failure in one (1) course.

Note: if a student fails one course they are on probation for the rest of their equivalency training. Failure is defined as a grade of F, J, KF, or WF.

- In the event of a first failure the PTPRC will recommend to the student one of the following options:
 - Write a supplemental examination;
 - Retake the failed course;

- Substitute the failed course by completing an equivalent course.
- **Unprofessional behaviour:** Physical Therapy is a health profession and therefore **our program has rigorous standards of behaviour.** Professional behaviour is expected of students throughout their education, whether in a class or clinical setting. **Lack of professional behaviour will result in the student being placed on probationary standing.**

Academic and non-academic offences are defined in the Code of Student Conduct and Disciplinary Procedures in the virtual Handbook of Student Rights and Responsibilities. Academic or non-academic offences as defined in the Handbook of Students' Rights and Responsibilities as well as in the [Code of Professional Conduct for Students in Occupational and Physical Therapy Programs](#) are also considered unprofessional behaviour.

A student who is placed on probationary standing is automatically monitored by the ACEPT and PTPRC and may be required to undertake specific remedial activities such as but not limited to:

- To pursue specific remedial activity to address areas of weakness;
- To meet on a regular basis with the PT Equivalency Coordinator and/or delegate;
- To take a maximum of 7 credits per term.

4.2 *Unsatisfactory standing.*

- Failure in two (2) courses (i.e. two different courses, one failed course plus a failed repeat of the same course or one failed course and a failed supplemental exam for that course). Failure is defined as a grade of F, J, KF, or WF
- Egregious and or repeated unprofessional behavior or incompetence
- A student with unsatisfactory standing will be reviewed by the ACEPT which will then make a recommendation to the PTPRC. The PTPRC will then decide on a course of action which may require the student to withdraw from the Equivalency Training and the university

Failure in any remedial work or supplemental examination will require the student to repeat the course, if allowed by the ACEPT and the PTPRC. A student may not repeat a failed course more than once during their equivalency training. While repeating a course, a student may be permitted to take optional or complementary courses; however, other courses may only be taken with the permission of the PTPRC. Failure in any repeat course will require the student to withdraw from the equivalency training.

D. Examinations

Information outlined in this section supplements the 2016-2017 McGill University [Health Sciences Calendar](#), Section 6.7.7, and the University Student Assessment Policy.

For more information please refer to: [University Student Assessment Policy April 20 2016.pdf](#)

1. Introduction.

All examinations are governed by university regulations (please refer to: [Home Page | Exams - McGill University](#)) and by specific Faculty of Medicine regulations outlined below.

Note Exams in the Faculty of Medicine can be scheduled outside of the standard university dates. The ‘University Regulations concerning Final Exams’ state that:

The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13 week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable. For more information please refer to: [Final Examinations | Trainings, Courses and University Regulations - McGill University](#).

Students are expected to **behave in a professional manner at all examinations, including laboratory practical examinations and examinations administered in clinical settings.** The regulations outlined below permit the Faculty to ensure that all examinations are administered in an organized, fair and standardized manner for all students.

Any form of communication is prohibited during an exam, including communication via electronic devices. Students are NOT permitted the use of a cell phone, pagers, or PDAs (Personal Digital Assistants) during an exam. Any electronic devices found during an examination will be removed by an invigilator and returned to the student at the end of the examination or the following working day. These incidents will be reported to the Disciplinary Officer for the School. See procedures in Code of Student Conduct and Disciplinary Procedures.

Please note that many multiple-choice examinations administered at McGill University are monitored by an examination-security Training (Harpp-Hogan). This Training is based on documented seating plan in the examinations. The data generated by the Training can be used as admissible evidence, either to initiate or corroborate an investigation of cheating under [Section 17](#) of the Code of Student Conduct and Disciplinary Procedures.

Any breach of these regulations will be reported to the Chief Invigilator, and PT Training Director. Students exhibiting suspicious behaviour will also be reported. Inappropriate behaviour or disruptive behaviour can be considered as unprofessional behaviour or misconduct. This type of incident can be grounds for withdrawal from the equivalency training .

A student may not miss an examination without justifiable reason. When a student misses an examination she/he must:

1. Notify the Training Director or delegate prior to the exam (circumstances permitting), indicating the reason for absence.
2. Provide appropriate written documentation to justify absence.

2. Examination regulations & procedures.

2.1 Regulations.

1. **All examination information is confidential.** Any transmission of examination information, either in writing or verbally, is expressly prohibited. No one is permitted to make written notes or to record, in any way, the contents of an examination. This includes the transmission of core materials (such as, names of patients) used in oral exams or Objective-Structured Clinical Examinations (OSCE).
2. Candidates must not procure, use, or attempt to use or distribute any improper or unauthorized materials.
3. No candidate for examination may bring into the examination room any books, notes, electronic communication devices with memory capability; like PDAs, cell phones, pagers or other material containing information pertaining to the examination, unless the examiner has given permission.
4. Talk or any other form of communication between candidates is forbidden. This includes the use of all types of electronic equipment not specifically

- requested for the examination, including cell phones and pagers. All communication devices must be deposited with the invigilators prior to the start of the examination.
5. Candidates are not permitted to leave the examination room until one hour after the examination has begun, and in no case before the attendance has been taken. A candidate who leaves before the examination is over must hand in all completed and attempted work.
 6. Every student has the right to submit in English or in French written work that is to be graded. Personal dictionaries are not permitted. However, a French-English dictionary will be available upon request.

2.2 Procedures.

1. If books, notes, etc., cannot be left outside the examination room, they must be put in a place designated by the invigilator before the candidate takes a seat.
2. Students writing examinations are responsible for arriving at the right time and place and must have with them their McGill student identification cards. Forgetfulness or inadvertently arriving at the wrong time or place, are not acceptable excuses.
3. The doors of the examination room will normally be opened at least five minutes before the starting hour. Candidates will be permitted to enter the examination room up to one hour after the scheduled start of the exam. These students should be aware that a portion of time could be lost while the examination is assigned and instructions are being given by an invigilator. They must enter the room quietly, and time will not be extended for the examination.
4. Candidates must remain seated. A candidate needing to speak to the invigilator (for instance to ask for additional supplies) should so indicate by raising his or her hand.
5. Questions concerning possible errors, ambiguities, or omissions in the examination paper must be directed to the invigilator, who will investigate them through the proper channels. The invigilator is not permitted to answer questions other than those concerning the paper.
6. All work must be done in accordance with the examination instructions, and must be handed in to the invigilator.

7. At the close of the examination, candidates must stop writing and submit their work at once.
8. Food or a beverage is permitted at the discretion of the Chief Invigilator. Food should be brought in prior to the exam. Students will not be permitted to go to vending machines/cafeteria during an examination.
9. Bathroom privileges: only one student at a time will be allowed to go to the bathroom, and the student may be escorted there and back by an invigilator (at the invigilator's discretion).
10. **No student will be permitted to leave during the final 15 minutes of the examination.**

2.3 Examination regulations – cheating.

Cheating is an academic offence in the [Code of Student Conduct and Disciplinary Procedures](#) which states:

- Article 17(a) : No student shall, in the course of an examination obtain or attempt to obtain information from another student or unauthorized source or give or attempt to give information to another student or possess, use or attempt to use any unauthorized material;” (Section I Rules of Conduct Cheating, para. 1).
- Article 21(e): “The chief or senior invigilator at an examination shall have like powers of exclusion over any student undergoing the examination when the chief or senior invigilator has reasonable grounds to believe that the student is breaking, has broken, or is attempting to break a University or Faculty examination regulation. Such exclusion from the place of examination and its vicinity shall not exceed the remainder of the examination.” (Section II: Administration of Discipline Disciplinary Officers, para. 5).

Before the commencement of any mid-term or final examination, the above quotations will be read out loud.

2.4 Assignments.

The Faculty adheres to the definitions of plagiarism and cheating described in the Code of Student Conduct and Disciplinary Procedures. Any course instructor has the right to require that assignments (including case reports) be submitted in hardcopy format with the student’s signature. Refer to the section

on [Academic Integrity – Plagiarism](#). A McGill student guide to avoid plagiarism is also found online: <http://www.mcgill.ca/students/srr/honest/>

2.5 Midterm exams.

A copy of a valid medical note or appropriate documentation must be provided to the course instructor and the original document to the Training Director for all missed midterm exams. If approved, the instructor may choose one of the following three options:

- Preparing an alternative evaluation for that particular student;
- Shifting the weight normally assigned to the evaluation to the weight assigned to the remaining evaluation;
- Deferring the evaluation or examination to another time.

E. Deferred Final Examinations, Remedial Work and Supplemental Examinations

1. Deferred final examinations.

Deferred final examinations are examinations rescheduled because the original was missed for valid reasons.

Permission for a deferred final examination may be granted by the PT. Program Director or Associate PT. Program Director for the following reasons: valid health reason, family or personal crisis. Note that participation in an elite athletic event is not a reason for deferral of a final exam (see Policy on Student Athletes).

Except for cases of emergency on the day of the exams, students must make their request for a deferred exam **PRIOR TO** the scheduled exam.

The request must be accompanied by supporting documents (such as, physician's medical certificate). The Associate PT. Program Director reserves the right to verify all documentation.

In the case of an emergency on the day of the exam, supporting documents must be presented to the Associate PT Program Director as soon as possible, and no later than 1 week after the examination. These documents must indicate that the student was unable to write the examination for an approved reason on the

specific date of the examination. The Associate PT. Program Director may request further corroborative documentation.

In general, an approved deferred examination will be written in the deferred/ supplemental exam period or at the earliest feasible time. Deferred examinations will generally be in the same format as the missed examination. Supplemental examinations or remedial work for the entire course or the individual and group or practical and theoretical components of a course are not permitted for students who defer an examination.

Medical Notes obtained from McGill Student Health Services adhere to the following guidelines.

- Medical notes will ONLY be issued on the DAY of the missed exam, assignment, project, class or conference. Health Service physicians and nurses will write notes based on their medical findings and professional assessments.
- Absolutely NO medical notes will be written for past illness (i.e. on a weekend, the day before, etc.)
- The nurses and physicians at McGill Student Health Services DO NOT have the authority to exempt students from exams etc. The final decision regarding exemption will be made by the course professor or Training Director.
- No medical notes will be issued once the clinic is CLOSED for the day. Due to the high volume of drop in patients we encourage you to arrive as EARLY as possible to ensure you will be seen on the day of your exam or class in question. For more information please refer to: [Student Health Service - McGill University](#)

Medical notes can also be issued by medical personnel at private clinics, CLSCs, emergency rooms, etc., but note that you may be charged for this service. Medical Certificates from these health care settings must contain the following minimum information:

- The note must be written, signed and dated by the health professional, with the professional's name and phone number clearly printed.

- The note must include the date(s) of the student absence and the date on which the student was seen.
- It must cite the dates of the absence and expected date of return to studies.

2. Remedial examination

A remedial examination is required by the PTPRC as a consequence of a failure or unsatisfactory evaluation in a component of a course. A course component refers to theoretical, practical, individual, or group evaluations (see Sections [1.1](#) and [1.2](#)). In addition to the remedial examination, a student may be required to carry out additional learning activities or assignments. Remedial examinations and other requirements will be decided upon by the instructor and confirmed by the PTPRC. The timing of remedial examinations and requirements will be determined by the instructor. **In the situation of a deferred final evaluation or exam, where the outcome is a failure, a remedial examination will not be allowed.**

3. Supplemental examinations.

Supplemental examinations may be permitted by the PTPRC. These are examinations taken as a consequence of a failure or unsatisfactory outcome in a course.

Students who do not successfully pass supplemental exams administered by the School, as specified in [Section 1. Marks](#), will receive the failing grade F = Failure, obtained in the supplemental exam. This will be considered a failed course and will need to be repeated if allowed by the PTPRC. If a supplemental exam is permitted the student has the option not to take the supplemental exam but to re-take the course and the original failing grade will be recorded. The students will not be permitted a supplemental exam during the repeat course.

As stipulated in section 6.7.7.4 of the [McGill Health Sciences Calendar](#), **“It should be noted that the supplemental result will not erase the failed grade originally obtained which was used in calculating the GPA. Both the original mark and the supplemental marks will be calculated in the GPA and cGPA.”**

Supplemental examinations in outside departments will follow university schedules. For supplemental evaluations or examinations administered within the PT Training, the timing will be determined by the instructor.

Supplemental examinations will cover material from the entire course or section of a course as decided by the instructor. The format of the supplemental examination may differ from the original examination.

4. Consequences of Failed Remedial or Supplemental Examinations.

Failure in any remedial work or supplemental examination will require the student to repeat the course, if allowed by the PTPRC. During a repeated course, students are permitted to take optional or complementary courses; however, other courses within the Training may only be taken with the permission of the PTPRC. **Failure of a course during a repeated course will require the student to withdraw from the Training.**

F. Procedures for Promotion and Review

1. Promotion and review committee.

The PTPRC is a standing committee of the School of Physical and Occupational Therapy. It is composed of 4-6 faculty members of the PT Training and the Training Director (committee Chair). All faculty members are voting members, with the exception of the Training Director who only votes in the case of a tie.

The PTPRC will track the records of any student in academic difficulty and the records of any student with a documented incident of misconduct. Examples of misconduct are: unethical or unprofessional behaviour, dishonesty, drug or substance abuse, criminal conviction, and academic offences such as plagiarism or cheating. This type of incident could result in the student being withdrawn from the Training.

The PTPRC will require a student, who is considered unsuitable for the practice of Physical Therapy due to poor academic standing or misconduct, to withdraw from the Training. The Training Director, acting on behalf of the PTPRC, can withdraw a student from the Training or from a specific course, if the student fails to withdraw voluntarily within one week of a written request.

A grade is not final until it has been reviewed by the PTPRC and is recorded on the student's official transcript.

2. Review of course marks.

Step 1: For academic courses, Physical Therapy students who are dissatisfied with a mark must first discuss the matter with the course instructor within one calendar week of being informed of the mark. Following discussion of the student's concerns, the instructor may leave the mark unchanged or may change the mark.

Step 2: The following procedures are to be followed when a student wishes to contest a mark:

For academic courses, students who remain dissatisfied after speaking with the instructor may request a review of the mark by the PTPRC. **The student's request must be made in writing and must be received within 14 calendar days of notification of a mark.** A re-read charge [Additional Services Charges](#) is applicable and will be assessed to your student fee-account.

The request must be made by completing a Reread Form available in the office of the Undergraduate Student Affairs Coordinator.

Both the student and the instructor have the right to state his or her case to the PTPRC in person and/or in writing. The proceedings will be conducted in an orderly and respectful manner.

Following review of the written or oral information presented, the PTPRC will determine the fairness and veracity of a student's mark. If, after deliberation, it is deemed to have been a reasonable assessment of the student's performance, the mark will remain unchanged.

Should the Committee conclude that the mark under review was not reasonable the PTPRC will appoint another evaluator to re-read the assignment or examination.

As a result of the re-read, the mark may remain unchanged, be upgraded or downgraded. Decisions made by the PTPRC on a mark are final.

3. Appeal of decisions made by the PTPRC.

Students can appeal decisions of the PTPRC only in the following situations: (i) the decision requires the student to repeat a promotion period; or (ii) the decision requires the student to withdraw from the Training. When a student decides to initiate an appeal, the following procedures must be followed:

1. Within 14 working days from notification of the decision of the PTPRC, the student must submit a detailed written request for appeal to the Training Director.
2. The Training Director will immediately forward the request to the Director of the School of Physical and Occupational Therapy. The Director of the School will determine if one of the following circumstances are present: (i) there is new evidence relevant to the PTPRC decision, which was not available at the earlier consideration; and/or (ii) there has been a breach of natural justice. The Director of the School will proceed with the appeal if at least one of these circumstances is present.
3. If the appeal proceeds, the Director of the School of Physical and Occupational Therapy will convene an Ad Hoc Promotions Appeal Committee.
 - The Ad Hoc Promotions Appeal Committee is comprised of four (4) members of the Faculty (School of Physical and Occupational Therapy) and one (1) student from a different academic unit, who have had no previous knowledge of the case under review. Those selected will have appropriate background and knowledge to bring to the Committee. One member will be designated as Chair.
 - One representative from the OPPQ, Faculty of Medicine, or Dean of Students Office may be substituted for a Faculty member.
4. The Director of the School of Physical and Occupational Therapy will communicate to each party, the names of the members of the Ad Hoc Promotions Appeal Committee, the time and place of the review with a minimum 10 working days notice.
5. The Director of the School of Physical and Occupational Therapy will call for a detailed dossier from each party which will be circulated to the committee and the parties prior to the meeting. The dossiers should be made available to the committee at least two (2) working days prior to the meeting so they have time to review the materials. The Training Director must be informed of the names of witnesses and advisers at least two (2) working days prior to the hearing.
6. The Training Director, or designate, will present the PTPRC's evidence which may include a summary of the student's performance and an explanation for the evaluation and decision. This information can be presented to the Committee in written form and/or verbally. Following the Training Directors' summary, the student will be invited to present their

case. The Chair and other committee members may ask questions to the parties.

7. Both parties (the student and the Training Director) may be accompanied by an adviser if they so wish. Witnesses may be called if needed. As defined by the [Charter of Student Rights and Responsibilities](#), the advisor must be a member of the McGill community (such as a fellow student, a faculty member, or a student from the Student Advocacy Training of the Legal Information Clinic) and not be paid for these services.

The role of the adviser is to advise and help the parties present their case. It is important for the Committee to hear directly from the student and Training Directors. The adviser(s) may speak only at the invitation of the committee Chair.

8. The meeting is conducted in a respectful and non-confrontational manner. No observers are permitted at the proceedings.
9. The Committee will consider all relevant and valid evidence submitted in writing or orally by the parties and their witnesses. The Committee may ask questions of the student, the Training Director or the witnesses. The parties may also question each other in order to clarify points.
10. Notes taken during the meeting are for the use of the Committee members in arriving at their decision, and are destroyed after they have completed their deliberations.
11. When the parties have completed their presentations and the Chair and the Committee members have no further questions, the meeting will be adjourned. The Committee will continue to deliberate in private.
12. All members of the Committee, including the Chair, vote. A simple majority is required for a decision.
13. The parties shall be informed verbally by the Chair as soon as the decision has been made. The decision will be confirmed in writing with sufficient detail no later than 10 working days following the meeting. No further appeal is permitted.