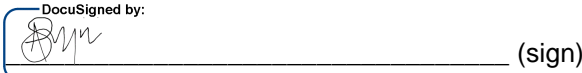
	<b>MRINZ Standard Operating Procedure – General</b>		
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<b>Title:</b>	MD Programme		
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<b>Reviewed by</b>	Dr Alex Semprini, Deputy Director Prof Richard Beasley, Director		
<b>Approval</b>	 (sign) <small>F0DB0DF0FA544E2...</small> Dr Alex Semprini, Deputy Director		29-May-2023   11:38 NZST Date Signed

## 1. Purpose

- 1.1. The degree of Doctor of Medicine (MD) is awarded on the basis of the submission of a substantive programme of high quality published original research in a field of medicine. The MRINZ must be a major partner in the research. The work should give evidence of the candidate's ability to carry out research, that the candidate has shown originality and independence, and that the candidate has made a significant contribution to knowledge in the particular field. The research should be of a kind which a diligent and competent student might reasonably be expected to complete within two years of fulltime research (not inclusive of pre-research planning and post-research analysis of results and write-up of manuscripts).
- 1.2. This SOP outlines:
  - 1.2.1. the methods by which the MRINZ will systematically monitor and evaluate the MD Course and use the results to improve learning outcomes;
  - 1.2.2. the method by which examiners assess the MD; and
  - 1.2.3. the public availability of the MD thesis.

## 2. Roles and Responsibilities

### 2.1. Board of Studies:

- 2.1.1. Considers eligibility of MD candidates
- 2.1.2. Proposes the examiners
- 2.1.3. Monitors supervision and supervisory reports
- 2.1.4. Considers and adjudicates the appeals procedure
- 2.1.5. Considers the written reports and recommendations of the examiners
- 2.1.6. Award the MD qualification to the student
- 2.1.7. To consider the findings of any external review conducted by the NZQA.

### 2.2. Director, MRINZ:

- 2.2.1. Appoints the examiners.
- 2.2.2. If there is no consensus among the examiners as to a recommendation, the Director, MRINZ will enter into discussion with them to try and achieve a consensus. Failing consensus, the Director, MRINZ in discussion with the Board of Studies will make a recommendation, generally based on a majority view of the examiners.

### 2.3. Examiners:



**2.3.1.** Provide a written report, which includes the standardised assessment based on the criteria outline in Appendix A.

**2.4. Supervisors:**

**2.4.1.** The primary supervisor will provide formal feedback to the Board of Studies after each supervisor review session.

**2.5. Students:**

- 2.5.1.** Three years, comprising 2 years of fulltime research, with a further period equivalent to one year of fulltime research comprising pre-research planning, analysis and write-up of the results is sufficient to produce original research at doctoral level, and in which the MRINZ is a major partner. Most commonly the student will be employed by MRINZ but for some the primary employer will be a District Health Board or University.
- 2.5.2.** Undertake research in a field of medicine, resulting in at least three peer-reviewed publications. It is expected that at least two of these will be in international general or specialty medical journals, and in at least two, the candidate will be the first author.
- 2.5.3.** Write a 5,000 to 20,000-word summary which provides a synthesis of the work, placing it in broad context and producing a coherent set of conclusions.
- 2.5.4.** Complete a statutory declaration (form WD.017 MD Students Statutory Declaration) identifying that the submitted work is original and stating that it has not previously been submitted by the candidate for a university qualification. Where co-authored work is submitted, those parts which are the candidate's own work shall be identified.
- 2.5.5.** Submit an electronic copy of the work upon which the application is based. If minor editorial corrections are requested these may be done before a soft bound copy is presented to MRINZ.
- 2.5.6.** Provide feedback at the supervisor review sessions and an evaluation at the end of the Course.

**3. Definitions**

- 3.1. MD Course** - Doctor of Medicine (MD) is a 'higher' degree based on original research in a field of medicine. The aim of this course is to allow medical graduates to produce a substantial body of published original research in a field of medicine.
- 3.2. Primary Supervisor** - in most cases will be an appropriately qualified senior member of the academic staff of the MRINZ, holding a higher degree, a significant publication record and with experience supervising doctoral candidates. Occasionally, and where appropriate the primary supervisor may be a similarly qualified employee of another institution directly involved in the research project.
- 3.3. The secondary supervisor** - an appropriately qualified clinician and/or academic with a significant publication record and with either direct involvement in the research or significant experience in the particular field of the research.

**4. Material and Equipment**

N/A

**5. Procedure**

**5.1. MD Course Overview**

- 5.1.1.** The requirement for consideration of the award of the MRINZ MD is a minimum of three publications as sole author or co-author, in peer-reviewed journals detailing original research on a single theme in a medical field, together with a 5,000 to 20,000 word summary which provides a synthesis of the work, placing it in a broad context, and produces a coherent set of conclusions. At least two of the publications must be in international general or specialty journals, and in at least two the candidate must be the first author.



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**5.1.2.** The candidate must outline their contribution to the research where there are co-authors on the publications. This statement must be confirmed by the senior author of each publication.

**5.1.3.** The work will be examined by three examiners of national or international standing, at least one of whom will be an overseas expert in the field. The examiners will be proposed by the Board of Studies and appointed by the Director, MRINZ. Supervisors and staff of the MRINZ are not eligible to be examiners for an MRINZ MD.

## **5.2. Assessment**

**5.2.1.** A standardized method of assessment will be utilized for the examination of all MDs. This method has been based on international best practice for the assessment of manuscripts submitted to medical journals for publication.

**5.2.2.** Examiners will be asked to provide a written report, which includes a standardised assessment (WD.009 - Examiners Assessment of MD form).

**5.2.3.** Examiners will be asked to recommend whether the body of work presented:

- a) be accepted or be accepted with minor editorial corrections, and the degree be awarded;
- b) be declined on the grounds that the published papers do not meet the specified standard, in which case resubmission would be possible after further research and/or publication was completed and/or on the grounds that the 5,000 to 20,000 word contextual synthesis is not 'satisfactory in the quality and coherence of its written expression, and in its scholarly presentation and format' in which case resubmission would be possible after satisfactory improvements were made to the contextual synthesis; or
- c) be rejected with no right of resubmission.

**5.2.4.** The written reports of the examiners and their recommendations will be considered by the Board of Studies. If the recommendation of the examiners is to award the degree, with or without minor amendments, this decision will be communicated to the candidate and a plan for any amendments agreed with the Director, MRINZ. If the recommendation is to not award the degree with or without the right of resubmission, the candidate will be invited to attend a meeting of the Board of Studies for a full discussion of the options available to her/him and a plan agreed and minuted. If there is no consensus among the examiners as to a recommendation, the Director, MRINZ will enter into discussion with them to try and achieve a consensus. Failing consensus, the Director, MRINZ in discussion with the Board of Studies will make a recommendation, generally based on a majority view of the examiners.

## **5.3. Availability of Thesis**

**5.3.1.** In the event of the award of the MD Degree, one copy of the thesis must be lodged with the MRINZ library and made publicly available on request.

## **5.4. Review of the MD Course**

**5.4.1.** To systematically monitor and evaluate the MD Course, the MRINZ will ensure that feedback is obtained from all students, supervisors and examiners together with a five yearly formal external review.

**5.4.2.** All students will provide feedback at the supervisor review sessions and an evaluation at the end of the Course. These evaluations will be tabled for the Board of Studies.

**5.4.3.** The Supervisors will provide formal feedback to the Board of Studies after each supervisor review session.

**5.4.4.** For each submitted MD, the examiners comments will be reviewed by the Board of Studies.

**5.4.5.** The Board of Studies will consider the findings from any external review conducted by the NZQA. Feedback from key stakeholders will be collected no less frequently than five years by questionnaire.



## 5.5. Complaints Procedure

- 5.5.1.** All complaints can be directed either to the Programme Director, Education, or to the Director, MRINZ.
- 5.5.2.** All complaints will be tabled at the next meeting of the Board of Studies. Depending on the nature of the complaint (e.g. whether it is an academic or work-related matter), the Programme Director, Education or the Director, MRINZ will reply to the complainant in writing with the response of the Board of Studies.
- 5.5.3.** If the complaint concerns one or both of these people, the complaint will be automatically referred to the Trust Board, MRINZ.
- 5.5.4.** When considering complaints, the MRINZ Board of Studies is bound by the principles of natural justice, and in particular must ensure that:
- all processes are open, transparent and fair;
  - the Board members are unbiased;
  - all parties to the complaint are:
    - advised of the process to be undertaken;
    - kept informed of the progress of the complaint;
    - advised of the outcome of the review
  - conflicts of interest are avoided or appropriately managed.
- 5.5.5.** Reasons are given for any decisions or recommendations made.
- 5.5.6.** If, despite consideration by the Trust Board, MRINZ, the complaint has not been resolved, then the student may refer the complaint to the NZQA for consideration and resolution (see appendix 1). The decision of the NZQA would be binding on both parties.

## 6. Supporting Documentation

- Employee Performance Review documentation
- Form WD.009 - Examiner's Assessment of MD
- Form WD.016 – MD Students Enrolling Checklist
- Form WD.017 – MD Students Statutory Declaration
- Form WD.018 – MD Application Form
- Form WD.019 – Record of Supervisory Meetings for MD
- Document WD.020 – MD Student Handbook
- WD.021 – Board of Studies Appraisal of Application Form
- WD.022 – MD Students Questionnaire

## 7. Document History

Changes	Justification
No changes	

## 8. Document search and assignment

Key words	Positions / Activities
MD, masters, qualification, examiner, NZQA, complaints, assessment, postgraduate study	Postgraduate Administrator, Director, Supervisor, Director of Education, Student

## 9. Appendices

**Appendix 1 - NZ Qualifications Authority (NZQA) Student Complaints about and education organisation**

<http://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>