



AUSTRALIAN INSTITUTE OF
MEDICAL AND CLINICAL SCIENTISTS



Fellowship Booklet

Procedures and Regulations



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Preface

The Australian Institute of Medical and Clinical Scientists (AIMS) established the Fellowship in 1963 and since that time the program has evolved progressively with ongoing developments in the profession. The Fellowship is peer-assessed, only available by examination and, as it signifies scientific and clinical excellence, it represents the highest level of professional recognition awarded by AIMS. The program format is flexible with modules designed to be taken at a pace that suits the candidate and structured to be compatible with full time employment.

The Fellowship aligns with Australian Qualifications Framework Level 10 specifications (corresponding to Professional Doctorate). Accordingly, successful candidates will have a *'systemic and critical understanding of a substantial and complex body of knowledge at the frontier of a discipline or area of professional practice'* (AQF 2013). Key outcomes include highly developed cognitive, technical and research skills; ongoing engagement in critical reflection and self-evaluation; and the ability to generate new knowledge and make a substantial contribution to the selected area of professional practice. Possession of the Fellowship thus identifies individuals as specialists and leading practitioners in their chosen discipline.

Standing as Fellows

On confirmation of successful completion of all stages, the candidate will be admitted as a Fellow of the Australian Institute of Medical and Clinical Scientists and is entitled to use the postnominal FAIMS. In recognition of this outstanding achievement the candidate will be formally presented with their Fellowship Parchment at a suitable ceremony, usually the AIMS National Scientific Meeting.

Upon graduation, a Fellow enters the community of Fellows within their chosen discipline. As such, Fellows are considered available to mentor future Fellowship candidates; to contribute as examiners for various AIMS programs; to participate on the Program Accreditation Council; and to serve as a resource of expertise in support of other Institute activities from time to time.

Fellows are acknowledged as Clinical Scientists by the Institute and the National Pathology Accreditation Advisory Council (NPAAC) (Requirements for supervision in the clinical governance of medical pathology laboratories. 7th ed. Sydney: ACSQHC; 2023). Maintenance of this level of recognition requires ongoing participation in a CPD program (such as APACE).

Administration

Examinations Council is responsible to the AIMS Board for the conduct of the Fellowship including

assessment. Discipline Conveners are appointed to manage, review and regularly update modules in each discipline; to oversee supervision of candidates; to review formative and summative assessments; and to make recommendations to Examinations Council on candidate progression and completion.

Organisational support for the program is provided by AIMS National Office (programs@aims.org.au).

Disciplines

The Fellowship is available in the following disciplines:

- Anatomical Pathology
- Clinical Chemistry
- Clinical Pathology (General)
- Haematology
- Immunopathology
- Clinical Microbiology
- Transfusion Science

An individual may apply to sit the Fellowship in more than one complete discipline.

Eligibility

To be eligible to enrol in the Fellowship program an applicant **must**:

- a) Have been a Professional Member (MAIMS) or Member (Single Discipline) or Member (Research) of AIMS for a minimum of two (2) consecutive years immediately prior to making application⁽¹⁾; **AND**
- b) Have a minimum of five (5) years (within the previous 10 years) professional practice in the discipline concerned before enrolment; **AND**
- c) Be a financial member of AIMS at the time of application and remain so for the period of enrolment⁽²⁾; **AND**
- d) Be actively participating in an approved continuing professional development (CPD) program (such as APACE)⁽³⁾.

Notes:

⁽¹⁾ A member with less than two (2) years continuous Professional membership, but with more than five (5) years postgraduate experience, may complete Stage 1 (Modules 1 and 2 – see below) prior to enrolling, and be granted advanced standing (ie credit) for successfully completed modules when eligible to enrol in the full Fellowship program

⁽²⁾ Failure to do so will result in exclusion from the program

⁽³⁾ Confirmation of participation is required prior to the awarding of the Fellowship Parchment

Prospective applicants are required to discuss their program of study with the Chair, Examinations Council (or nominee).

The Fellowship cannot be awarded by exemption.

Objectives

The Fellowship is intended for practicing medical laboratory scientists who wish to extend their knowledge, advance in the profession and be recognized as an authority, leader and expert in their discipline. Successful candidates will demonstrate performance within the *Scope of Practice* for a Clinical Scientist encompassing practical, clinical and management domains. These can include:

- the conduct, validation, interpretation and reporting of standard, sophisticated and high complexity laboratory test procedures with high-level clinical and scientific expertise
- responsibility and accountability for laboratory operation and management, scientific supervision and their own professional practice outcomes
- commitment to continual learning and improvement in their area of professional practice
- determination of, and contribution to, the strategic direction of their area of professional (laboratory) practice
- consulting with clinical staff on the selection of appropriate tests and interpretation of the clinical significance of test results as a member of the clinical care team
- problem-solving all phases of the request-test-reporting cycle
- establishment of algorithms and protocols for the cost-effective, reliable and timely conduct of tests and reporting of test results
- innovation, development, adaptation, validation and implementation of new procedures and investigations to extend and redefine existing professional practice
- conduct of research within all regulatory and ethical guidelines and according to the financial parameters established for the conduct of that research
- dissemination and promotion of new insights to peers, the community and the clinical care team through peer reviewed publications, scientific meetings and symposia
- education and training of technical, scientific, medical (pathology trainees) staff and students
- liaison with other healthcare practitioners, administrators and the public to inform them of the function and role of laboratory services in the delivery of best practice health care
- the continual improvement of laboratory services and promulgation of best practice
- active participation in professional and regulatory bodies.

Learning Environment

Learning Outcomes

Knowledge: Successful candidates will demonstrate excellence in systemic and critical understanding of a substantial and complex body of knowledge, capabilities and competence in their area of professional practice.

Skills: Successful candidates will have expert, specialised cognitive, leadership, technical and research skills in a discipline area to independently and systematically

- engage in critical reflection, synthesis, and evaluation of performance to improve quality in professional practice;
- generate original knowledge and understanding to make a substantial contribution to their area of professional practice both scientifically and clinically;
- apply advanced communication skills to disseminate knowledge, decisions and outcomes.

Purpose: Successful candidates will apply knowledge and skills to demonstrate autonomy, authoritative judgement, adaptability and responsibility as an ethical, expert and leading practitioner.

Learning Strategies

Candidates will employ appropriate learning strategies to enhance, advance, support and complement their level of knowledge and experience. Learning is self-directed using standard reference sources, online and web-based resources, and can include formative feedback from Mentors and Module Conveners with regular reviews of progress.

Responsibilities

Mentors

Mentors may be nominated by the candidate or otherwise selected by Examinations Council whenever possible. This should occur at the time the study program commences. Candidates may elect to have more than one Mentor or not to have a Mentor.

A Mentor should possess a Fellowship of AIMS or of another professional body relevant to the area of practice in which the Fellowship is being undertaken. Other nominees may be approved at the discretion of Examinations Council.

The Mentor is not intended to be a teacher or supervisor but is seen as a resource to guide the candidate through the study program. Areas where the Mentor may provide support include:

- Advising the candidate in planning a suitable study schedule

- Assisting the candidate to locate appropriate resources as necessary
- Consultation with candidate to maintain a schedule for monitoring candidate's progress
- Provide advice in relation to undertaking examinations as appropriate
- Assist as necessary in the selection, preparation and critiquing of a dissertation.

Candidates

Candidates are expected to:

- Be aware of the program procedures and regulations and time commitment required and engage consistently and diligently with the program to ensure timely completion
- Appreciate his/her own mentoring needs and how they may change as the program progresses
- Recognise that his/her own mentoring needs must respect a Mentor's other responsibilities and commitments
- Maintain regular communication with their Mentor

Candidates with Disabilities

Disability includes impairments, medical conditions, chronic illnesses, and injuries which have an ongoing impact on daily function or activity. AIMS is committed to working with all candidates to maximise the opportunity to complete their studies. Reasonable adjustments to assessment will be employed to accommodate the impact of disability without compromising the standard or inherent requirements of the program.

Candidates who identify with specific disabilities are required to contact AIMS for further information.

Structure

The Fellowship comprises four (4) stages (see also Assessment and Moderation below) to be completed in listed sequence unless otherwise specified or approved by Examinations Council.

- Stage 1** Modules 1 and 2 in the chosen discipline.
 Modules 1 and 2 are designed to expand and consolidate expert technical and clinical skills applicable to the chosen discipline.
- Stage 2** Modules 3 and 4 in the chosen discipline.
 Module 3 is designed to advance and reflect critically on technical and clinical knowledge in a particular aspect or aspects of the chosen discipline.
 Module 4 examines the role of research and evidence-based practice, and develops the

knowledge and attributes required for leadership as a clinical scientist and laboratory manager in the chosen discipline.

Stage 3

It is integral to this stage that candidates demonstrate intellectual independence, initiative and originality with the capacity to generate new knowledge including in professional practice.

The candidate must present one (1) of the following options:

- (i) a scientific dissertation

Following examination, the dissertation must be appropriately formatted and submitted to the Australian Journal of Medical Science for publication

OR

- (ii) a portfolio of case reports (five (5), related to the candidate's chosen discipline); selection of cases to be discussed with, and approved by Chair, Examinations Council (or nominee) TOGETHER WITH a substantive written component (5000 word limit) describing the interrelatedness between the case reports and the way in which the case reports represent an advance in knowledge in the candidate's chosen discipline; case reports must be appropriately formatted and submitted to the Australian Journal of Medical Science for publication

OR

- (iii) completion of a relevant research degree (Masters, Doctorate) thesis completed within the last two (2) years TOGETHER WITH a substantive written component (5000 word limit) setting out the way in which the thesis presented represents an advance in knowledge in the candidate's chosen discipline

OR

- (iv) at least three (3) original articles or other submission, approved by the Chair, Examinations Council (or nominee), and published in a peer reviewed journal, provided the candidate is the primary author (the contribution of each author is to be stated in writing) and the papers have been published within the previous two (2) years TOGETHER WITH a substantive written component (5000 word limit) setting out the way in which the publications represent an advance in knowledge in the candidate's chosen discipline.

Stage 4

Viva voce examination.

The viva voce examination is to be completed within twelve (12) months of completion and assessment of all requirements specified for Stage 3.

If a repeat viva voce examination is required, this must be attempted within three (3) months of notification of the outcome of the result of the initial viva voce examination.

Assessment and moderation

Modules

Stages 1 and 2 comprise two (2) modules each (four (4) modules in total) each assessed by examination conducted in-person.

Modules 1 and 2 must be successfully completed before enrolment into Modules 3 and 4.

All modules are compulsory.

Assessment in each module is by a three (3) hour written examination.

Each examination is in two parts: Part A comprises two (2) essay questions worth 35 marks each (70 marks in total) and Part B is a mixture of twenty (20) limited answer questions worth 5 marks each (100 marks in total). Questions relate to the content and learning objectives for each module. Clinical and laboratory management case-based scenarios may be included in the question mix. Candidates are strongly advised to follow the recommended time allocations set out on the examination paper. To pass the examination candidates must attain a minimum of 60% for each of Part A and Part B and 60% overall.

Assessment procedures include multiple markers, cross-marking, comparison with exemplars/rubrics. Moderation processes including grade level sampling and comparison strategies are used to ensure marking consistency and maintenance of standards.

Dissertation

The candidate shall choose the topic which relates to their chosen discipline. Candidates are required to nominate at least one supervisor (Fellow of AIMS or equivalent) for their dissertation and provide this information to AIMS before commencing the research.

The title and a synopsis of 500 words summarizing the research to be undertaken shall be forwarded to Examinations Council within six (6) months of successful completion of Stage 2. This must be submitted to Examinations Council before commencing the work.

The completed dissertation must be submitted within twelve (12) months of the synopsis acceptance.

Presentation

The dissertation documents original research encompassing a hypothesis, data collection and analysis, discussion of results and relevance of the work against the current literature.

Before the work is submitted for examination, the candidate, with support from their supervisor, should ensure that a high standard of scholarly presentation has been achieved. This includes:

- academic language (in English) at a level appropriate to journal publication in the discipline;
- no typographical or grammatical errors;
- illustrative material (graphs, images, diagrams, tables) appropriate to the study and presented at a level of reproduction that enables examination;
- statistical analyses appropriate to the study and supported by the data;
- references both in-text and in the reference list are correct and formatted according to requirements as detailed in the Australian Journal of Medical Science 'Instructions to Authors'.

It is the candidate's responsibility to ensure appropriate ethics approvals are obtained (if necessary), all material reproduced complies with copyright requirements and any conflict of interest that arises from the research is declared.

Length

The dissertation would normally consist of 8,500–10,000 words. Approval from the Examinations Council must be sought if the dissertation will exceed 10,000 words.

Presentation Format

Submissions must be in portable document format (pdf) for examination and MS Word format for publication.

Content

Title page, including candidate's full name and qualifications, relevant discipline, date when the dissertation was submitted

Table of contents

Acknowledgments

Confirmation of ethics approval (if appropriate)

Conflict of interest declaration

List of figures

List of tables

Summary of no more than 500 words

Main text (which comprises literature review, methodology, results and discussion). The candidate should consult with their supervisor to ensure the structure of the dissertation details their work appropriately and effectively

Reference list

Appendices if relevant

Pages to be numbered on the bottom of the page (title page is NOT numbered)

Figures, diagrams to be of high quality, labelled (if relevant) with legend beneath the figure or diagram (micrographs, if used, to include magnification scale) and inserted in the appropriate place in the text

Tables to be inserted at an appropriate place in the text with the legend above the table.

Case Reports

Five (5) case reports of 1500 words each together with the substantive written component must be submitted for assessment within twelve (12) months of approval from the Chair, Examinations Council (or nominee) to proceed.

Case reports should include relevant literature review, technical/laboratory aspect, testing and diagnostic procedures with clinicopathological associations, background research and references. Submissions must be in portable document format (pdf) for examination and MS Word format for publication.

It is the candidate's responsibility to ensure appropriate ethics approvals are obtained (if necessary), all material reproduced complies with copyright requirements and any conflict of interest that arises from the case studies is declared.

Viva Voce Examination

The viva voce examination will normally be conducted by at least two (2) examiners and may comprise verbal, visual and/or applied/real-world questions. These will not be related to the candidate's written examinations alone and may include practical and clinical case material and/or scenarios, defence of the candidate's written material submitted for Stage 3 as well as management issues to establish whether the candidate's knowledge, experience and competence is commensurate with that expected of a Clinical Scientist.

Enrolment Requirements

An applicant may apply at any time provided they meet the eligibility criteria.

Applicants are required to complete the prescribed application form (available from the website) and forward it to the National Office (programs@aims.org.au).

The Statement of Academic Integrity (see Appendix 1) must be signed and submitted with the application.

Any form of academic misconduct (see Appendix 2) committed at any stage during candidature may result in expulsion from the Fellowship program.

Duration of candidature

Candidates are required to complete the Fellowship program within five (5) years from the date their enrolment is approved. The Chair, Examinations Council (or nominee) may grant an extension of no more than two (2) years in exceptional circumstances (see below).

Requests for an extension to candidature should be forwarded to National Office (programs@aims.org.au) together with justification and supporting documentation (such as a medical certificate or other relevant written notice). Applications without supporting documentation will NOT be accepted.

Requests for extension to candidature received after the five-year allowed completion time will NOT be accepted.

Candidates excluded for failing to complete in the allocated time may be granted credit for having successfully completed module 1 or modules 1 and 2 but otherwise must repeat the full program.

Examination Regulations

Examinations for **Stage 1 and Stage 2** modules are held twice a year as required in June (applications close at the end of February) and November (applications close at the end of July). Candidates must apply to sit the examinations using the Fellowship Examination Application Form and pay the relevant fee.

A request to reschedule an examination to the next examination date must be sent in writing to National Office (programs@aims.org.au) within five (5) working days of the scheduled examination date. Requests received after this deadline will NOT be accepted. Once a request has been received, an applicant will be asked to submit a new application for the next examination session and pay a new examination fee.

Rescheduled examinations will be granted only once for each examination.

A candidate who is unsuccessful in any module examination may repeat the examination by reapplying and paying the relevant fee. Two (2) repeat attempts only for any written examination are permitted.

A candidate who is unsuccessful after two (2) repeat attempts at any written examination will be excluded from the Fellowship.

A candidate who does not attempt an examination will have the result recorded as a fail.

A candidate who is unsuccessful in the written examinations may pay a fee to have a brief written assessment report of their papers provided.

Candidates are responsible for knowing their examination dates, times and locations.

Once commenced, **Stage 3** is to be completed within 12 months. An extension may be granted in exceptional circumstances (see below) upon application to the Chair, Examinations Council (or nominee).

Venues and dates for **Stage 4** viva voce examinations will be determined by the Examinations Council.

A candidate who is unsuccessful can repeat the viva voce examination by reapplying and paying the relevant examination fee. Two (2) repeat attempts only for the viva voce examination are permitted.

A candidate who is unsuccessful after two (2) repeat attempts at the viva voce examination will be excluded from the Fellowship for a minimum of two (2) years. The unsuccessful candidate may then re-commence the Fellowship at Stage 3 but cannot repeat the option already completed and must complete Stage 4.

The candidate is responsible for knowing their examination dates, times and locations.

Examination and related fees will NOT be refunded.

Exceptional Circumstances

Exceptional (unforeseen) circumstances are those beyond the control of the candidate and for which there was no opportunity to prepare in advance. Examples include:

- an unexpected illness or accident leading to injury
- re-occurrence of a chronic illness
- death or serious illness/injury of a close family member
- religious observance
- community service, jury duty, an unforeseen call to the Defence Force or state emergency services
- employment related circumstances such as a move interstate at short notice.

Deferred Examination

Deferred examinations may be granted to candidates who can demonstrate that they were unable to sit an examination due to medical or exceptional (unforeseen) circumstances. Candidates must lodge an application with National Office (programs@aims.org.au) within five (5) working days after the scheduled examination date. Late applications will NOT be accepted.

An application must be accompanied by appropriately authorised supporting documents (such as a medical certificate or other relevant written notice). Applications without supporting documentation will NOT be accepted. Supporting documents authorized by a relative, work colleague or associate of the candidate will NOT be accepted.

Deferred examinations will be granted only once for each examination.

Extension to Stage 3

An extension to the 12-month allocation for completion of Stage 3 may be granted to candidates who can demonstrate that their progress has been affected by medical or exceptional (unforeseen) circumstances. Applications received after the 12-month allocation will NOT be accepted.

An application must be accompanied by appropriately authorised supporting documents (such as a medical certificate or other relevant written notice). Applications without supporting documentation will NOT be accepted. Supporting documents authorized by a relative, work colleague or associate of the candidate will NOT be accepted.

References

Australian Qualifications Framework Council 2013. *Australian Qualifications Framework, 2nd ed., January 2013*. The Office of the Australian Qualifications Framework, Adelaide, <<https://www.aqf.edu.au/aqf-second-edition-january-2013>>. Accessed January 01, 2020

Tertiary Education Quality and Standards Agency (TEQSA). *Higher Education Standards Framework (Threshold Standards) 2021*, <<https://www.teqsa.gov.au/australian-qualifications-framework>>. Accessed January 01, 2022.

Pathology Associations Council. *Competency-based Standards for Medical Scientists December 2009 (reviewed 2022)*. Australian Institute of Medical and Clinical Scientists, <<https://www.aims.org.au/documents/item/259>>. Accessed January 01, 2020.

Australian Commission on Safety and Quality in Health Care. (NPAAC) *Requirements for supervision in the clinical governance of medical pathology laboratories. 7th ed.* Sydney: ACSQHC; 2023.

Appendix 1

FELLOWSHIP CANDIDATE DECLARATION AND STATEMENT OF ACADEMIC INTEGRITY

- I certify that I have read and understand the Procedures and Regulations described in the AIMS Fellowship Manual
- I certify that all work submitted by me in the Fellowship program will be my own based on my own personal study
- I have read and understand the Academic Misconduct Policy and the conventions regarding plagiarism and other forms of academic misconduct
- I understand the penalties that may be imposed if I am found guilty by the Examinations Review Group of academic misconduct.

Name (print clearly) _____

Signature _____ **Date** _____

[Scan and return signed declaration to National Office (programs@aims.org.au)]

Appendix 2

Academic Misconduct Policy

1. *Introduction*

The Australian Institute of Medical and Clinical Scientists (AIMS) expects a high level of professional integrity and behaviour from its Members and Fellows and any form of professional or academic misconduct is regarded as unacceptable. AIMS regards academic dishonesty by candidates in the Fellowship program as a very serious matter and all candidates are obliged to understand and respect the general conventions applying to academic misconduct and dishonesty.

Any matter regarding allegations or a suspected breach of conduct in the AIMS Fellowship Program will be investigated and treated with the highest level of confidentiality by all parties.

2. *Forms of Academic Misconduct*

2.1. Plagiarism

Plagiarism consists of using the work of others (words or ideas) or using content generated by artificial intelligence (AI) software (*see below) as if it was one's own and with the deliberate intent to deceive. Examples include, but are not restricted to, the following:

- Presenting substantial extracts from other persons' work, including books, articles, theses, other published or unpublished works (such as working papers, seminar and conference papers, internal reports, computer software, lecture notes or tapes, numerical calculations and data) without clearly citing or indicating the origin of those extracts with quotation marks and references such as footnotes;
- Using very close paraphrasing of sentences or whole paragraphs "plagi-phrasing" without due acknowledgement in the form of reference to the original work;
- Quoting directly from a source and failing to insert quotation marks around the quoted passages. In such cases it is not adequate merely to acknowledge the source;
- Arranging for someone else to undertake all or part of a piece of work and presenting that work as one's own;
- Presenting text generated by AI software as one's own;
- Submitting other persons' work whether or not it has been previously published, used or submitted in some way by that person;
- Two or more individuals separately submitting the same piece of work on which they have collaborated, except in accordance with approved Fellowship practices and regulations.

*If any AI software generated text, idea, concept, image or any other output is used, it must be in italics so it can be clearly identified and the source (application, program or website) must be referenced appropriately (AI language model, Chatbot name, Source Developer, Date accessed).

2.2. Other forms of academic dishonesty:

- Fabrication or falsification of data or results or any form of laboratory or practical work;
- Accepting from another person assistance in a piece of assessed individual work, except in accordance with approved Fellowship practices and regulations;

- Giving assistance, including the provision of work to be copied, to a person in a piece of assessed individual work, except in accordance with approved Fellowship practices and regulations;
- The submission of work already published or submitted to another program, except in accordance with approved Fellowship practices and regulations;
- Any form of cheating (deceptive behaviour) undertaken to obtain an unfair advantage in respect to submitted work or an examination.

3. Procedure Following Suspected Incident of Academic Misconduct

3.1. Suspicion of academic misconduct

- 3.1.1. If misconduct is suspected the examination supervisor will follow the procedure outlined in the examination supervisor instructions. The candidate will be informed that a report will be prepared and submitted to the AIMS Chief Executive Officer (CEO).
- 3.1.2. If an examiner, an AIMS staff member, or a member of the Examinations Council suspects misconduct, they will prepare a written report outlining in detail the reasons for the suspicion and any other relevant information. The report is to be submitted to the CEO along with relevant supporting documents.
- 3.1.3. If the CEO is satisfied there are prima facie grounds to support a finding of misconduct, the CEO will notify the candidate of the concerns in writing within five (5) working days and request the candidate attend a meeting to discuss the matter.
- 3.1.4. The candidate will be provided with a copy of the report and will be given the opportunity to submit a written report in response prior to the meeting.

3.2. Meeting with candidate

- 3.2.1. The meeting will be in person in a location in close proximity to the candidate and should occur within thirty (30) working days of the initial notification. Only in exceptional circumstances can this meeting occur via an online communications platform.
- 3.2.2. The meeting will be attended by the CEO and two other senior members nominated by the CEO with experience in the candidate's discipline area. Where possible, one of the two other senior members will be the relevant discipline Convenor.
- 3.2.3. The candidate may be accompanied and assisted by another medical scientist or nominated support person.
- 3.2.4. Following this meeting, the CEO and two senior members will make a determination as to whether academic misconduct has occurred. The candidate will be notified in writing of the outcome of this meeting within ten (10) business days.
- 3.2.5. If, as a result of the meeting, it is determined that no misconduct occurred, then no further action will be taken.
- 3.2.6. If, as a result of the meeting, it is determined that the candidate's action constitutes academic misconduct, then the matter will be referred to the AIMS Examinations Review Group.

3.3. Referral to AIMS Examinations Review Group

- 3.3.1. The AIMS Examinations Review Group comprises the President (or nominee), CEO and Examinations Council Chair (or nominee) and may co-opt additional members if required.

- 3.3.2. The Examinations Review Group will consider the evidence provided, including the written reports, supporting documentation, and the findings of the CEO following the meeting with the candidate.
- 3.3.3. If a majority of the Examinations Review Group is of the view that academic misconduct or dishonesty has occurred, they will consider an appropriate penalty, taking into account the severity and intentionality of the misconduct. The Executive Group will determine the penalty from the following options:
- a) failure in the examination, or
 - b) failure in the examination, disqualification from the Fellowship program, and preclusion from re-enrolling in the Fellowship for a period of up to three years, or
 - c) failure in the examination, disqualification from the Fellowship program, and permanent preclusion from re-enrolling in the Fellowship program.
 - d) In serious instances, failure in the examination, disqualification from the Fellowship program, and permanent revocation of AIMS membership.
- 3.3.3. If a majority of the Examinations Review Group is of the view that academic misconduct has not occurred, no further action will be taken.
- 3.3.4. The candidate will be notified in writing of the outcome of the decision within five (5) working days of the Examinations Review Group meeting.

3.4. Review of decision

- 3.3.4. The candidate may apply to have decision reviewed by the Examinations Review Group based on the provision of additional supporting evidence within one calendar month of the decision.
- 3.3.5. The candidate must apply in writing outlining the additional supporting evidence and the reason for the review.
- 3.3.6. The Examinations Review Group will consider the application and supporting documentation and make a determination as to whether the original decision, including the penalty imposed, ought to stand.
- 3.3.7. The candidate will be notified in writing of the outcome of the Examinations Review Group meeting within five (5) working days.

3.5. Appeals

- 3.5.1. The candidate has the right of appeal against an Examinations Review Group decision on the grounds that correct procedure has not been followed. An appeal must be made within thirty (30) days of receiving notification of the Examinations Review Group decision.
- 3.5.2. The application for an appeal must be in writing, include the reasons for seeking the appeal, and submitted to the CEO.
- 3.5.3. The appeal will be considered by the full executive Board.

4. Legal Advice

Any legal advice sought by the candidate will be at the candidate's expense.