MBChB REGULATIONS 2017/2018

Degrees of Bachelor of Medicine and Bachelor of Surgery (MB ChB) - Regulations
University of Dundee
School of Medicine

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The regulations described here relate to the undergraduate programme in the School of Medicine, i.e. the degree of MBChB. Students accepted onto the joint MBChB/MSc programme should refer to the relevant higher degree regulations. The MBChB regulations are additional to, and should be read in conjunction with, the University of Dundee, Senate Regulations, which apply to all undergraduate programmes, unless otherwise stated.

Every undergraduate student in the School of Medicine must comply with these regulations. Regulations are reviewed every academic year and pertain to the current year of study. In exceptional circumstances a concession to allow relaxation of a specific regulation may be granted by the Dean of Medicine or his/her nominee.

Students are also directed to:

- The appropriate Course Handbook for detailed structure of their programme
- The Study Guides for information on timetable, formative assessment
- The Medical School Charter

Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) - Regulations

General

1. The Degrees of Bachelor of Medicine and Bachelor of Surgery may only be awarded conjointly.

2. The Degrees may be awarded without qualification or 'with Honours' or 'with Commendation' on the recommendation of the MBChB Examining Board:

   Outstanding performance in individual parts of the course may, at the discretion of the Board, be entered in the published examination results as 'with Distinction'.

   A student who achieves 'with Distinction' at the end of each year will be automatically awarded the Degrees 'with Honours'. Other students may be considered by the MBChB Examining Board for the award of 'with Honours' or 'with Commendation' at their discretion.

3. Every candidate for the Degrees must attend in the University during not less than three academic years (six semesters), unless exceptional permission is granted by the School of Medicine and the conditions set are fulfilled.

4. The curriculum for the Degrees may consist of two courses of study, the Premedical Course or Foundation course and the Medical Course. Most applicants will be admitted directly into the Medical Course.

5. The Premedical, Foundation and Gateway programmes shall extend over a period of one academic year (two semesters) and the Medical Course over a period of five academic years. Years 1-5 of the Medical Course all extend beyond the length of the standard University academic year varying in length from 30 weeks to 44 weeks. Details are promulgated annually.
6. In special circumstances students may be permitted to interrupt studies or repeat a year of study because of for example ill-health, service or sporting commitments or an episode of academic failure. Only in highly exceptional circumstances will students be permitted more than two such years of interrupted progress, whether taken consecutively or at intervals throughout the programme. Students will not be permitted to repeat more than one year of the programme following academic failure. Approved study for an intercalated degree does not constitute interrupted progress.

7. Except where exemptions have been granted under the terms of these Regulations, a candidate will be examined on the contents of the two courses in accordance with the School’s approved assessment procedures.

The Premedical Course and The Gateway Course

8. Before entering the course candidates must satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board, as published in the University Prospectus.

9. Every candidate unless granted exemption under the terms of these Regulations, must undertake study in subjects outlined in the relevant programme specification and satisfy the examiners in these modules.

10. Progression from the Pre-Medical Course to the Medical Course requires satisfactory academic performance at the first diet (May/June) of the qualifying examinations unless granted exemption or postponement by the Dean or Head of Division of Undergraduate Medical Education. Resit examinations (August/September) are not considered unless by prior agreement of the Dean or Head of Division of Undergraduate Medical Education.

11. Satisfactory performance requires a) an average of B3 or above unless alternative requirements have been agreed by the Dean or Head of Division of Undergraduate Medical Education and b) satisfactory performance in the MMI being demonstrated prior to or during the Premedical or Gateway Course.

Foundation to Medicine Course

12. Before entering the course candidates must satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board.

13. Every candidate unless granted exemption under the terms of these Regulations, must undertake study in subjects outlined in the relevant programme specification and satisfy the examiners in these modules.

14. Progression from the Foundation Course to the Medical Course requires satisfactory academic performance at the first diet (May/June) of the qualifying examinations unless granted exemption or postponement by the Dean or Head of Division of Undergraduate Medical Education. Resit examinations (August/September) are not considered unless by prior agreement of the Dean or Head of Division of Undergraduate Medical Education.

15. Satisfactory performance requires a) an average of B3 or above unless alternative requirements have been agreed by the Dean, b) satisfactory performance in the MMI, c) final score of 13 in the English language modules and d) score of over 2400 in the UKCAT test prior to, or during, the Foundation Course.

The Medical Course

Before entering the course candidates must either (a) successfully complete the pre-medical Course or (b) satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board, as published in the University Prospectus.

16. Subject to any exemptions granted under the terms of these Regulations, a candidate who has been accepted for entry to the Medical Course shall normally be expected to pursue the course for not less than five academic years.
17. Students will be required to comply with the detailed requirements of the curriculum and must pass all the requisite assessments meeting the standard set for summative examinations (including portfolio examinations) in order to progress to the next year of study.

**Attendance at Classes, Examinations and submission of coursework**

18. Students are expected to attend all the classes and clinical teaching sessions appropriate to their course. Students must inform the Medical School Undergraduate Office immediately if they are unable to attend any part of the Medical Course or assessment. In case of illness they must produce a self-certificate for any period of absence. If a period of absence due to illness is more than five working days they must provide a certificate from their doctor (in addition, students must inform the Year Convenor).

Any student who was absent from any assessment procedure and has failed to provide the School with sufficient evidence of mitigating circumstances will be deemed to have failed that assessment.

If absence is requested on account of a personal issue the appropriate request form must be completed and absence taken only when approval is confirmed by the Medical School Undergraduate Office. Failure to comply fully with the guidelines set out in this regulation will result in the student being marked absent.

Absences from required teaching activities are recorded. If attendance drops below 85%, students will normally be debarred from the examinations.

Where an entire system or ward block has been missed due to explained absence, specific arrangements may be required to compensate.

Absence from a student selected component could result in failure of the SSC, consequent failure of the overall year-end assessment and a bar to progression to the next stage of the course.

19. If there are circumstances which are likely to affect performance in examinations such as unexpected exacerbation of chronic illness, or severe illness, a significant personal or family crisis, or unforeseeable or unpreventable events which a student wishes the School to consider then a mitigating circumstances application form must be completed by the deadline set each year by the school. The mitigating circumstances guidelines provide further information about declaring mitigating circumstances (https://mbchb.dundee.ac.uk/policies-and-regulations/).

20. Unless approval has been obtained for health or other mitigating circumstances, any candidate who fails to submit the Year course work (Portfolio/Record of Clinical Experience and any other set tasks) by the due date or complete course work satisfactorily may be debarred from the degree examinations and will be deemed to have failed the academic year.

**Student Selected Components**

21. Students are required to participate in the SSC selection process, either by selecting SSCs from the menu of organised SSCs, or by submitting a self-proposed SSC (SPSSC). Students who ignore the SSC selection process will be allocated to SSCs.

Self-proposed SSCs (SPSSCs) must be approved in advance by the SSC Convenor. Where appropriate, e.g. for study overseas, the proposal must be discussed in detail before approval may be granted. Upon completion of the SPSSC it is the personal responsibility of the student to ensure that the assessment form is returned to the Medical School Undergraduate Office in a timely manner, normally within two weeks of the completion of the SPSSC. Failure to meet this deadline may result in the student being awarded a fail mark and consequently not progressing to the following year.
22. Students whose attendance at, or engagement with, an SSC is judged by their SSC supervisor to be insufficient to permit satisfactory completion will be deemed to have failed their SSC. If allowed, students will be required to self-propose a replacement SPSSC of the same duration to be completed at a suitable time agreed with the School, usually over the summer vacation. This must be completed to a satisfactory standard in order to permit progression to the next year. If a student is absent from a summative SSC (years 1, 2, 3 & 4) due to exceptional personal circumstances, students must follow the mitigating circumstances application process and grading of the incomplete SSC may be deferred.

23. Students are required to complete and pass the requisite SSC elements of each year of study. If a student’s coursework for an SSC is assessed as below an acceptable standard, then subsequent coursework must be submitted to an acceptable standard before the student may be permitted to progress to the next year.

Assessment and Progress

24. Students’ skills, knowledge and professionalism are assessed against the outcomes set by the GMC in the Promoting Excellence document (http://www.gmc-uk.org/education/standards.asp). Details of these outcomes can also be found in the MBChB course handbook. Professionalism is continually assessed and where lapses in professionalism (LIP) occur, ‘LIP’ points may be awarded. Accumulation of LIP points may lead to enhanced supervision, with the expectation that students will reflect on behaviour and demonstrate insight and subsequent improvement in professionalism. Failure to engage with the system or failure to show improvement may result in debarment from the exams and/or fitness to practise proceedings.

25. A candidate shall be assessed at such times and by such means as the Board of the School of Medicine may from time to time determine. Core summative assessments may include written, online, clinical, practical and portfolio elements. Students will be required to meet the standard required in each assessment to progress to the next stage of the programme. Details of the assessment programme are published in the course information.

26. During all academic years students will be required to resit only the component of the examination in which he/she is incomplete. The exception to this is when the next resit opportunity is greater than six months from the initial assessment date. In order to ensure that both clinical and academic knowledge are of a high enough level to proceed in the programme, candidates in this situation will be required to re-sit all assessment components at the next available opportunity. The facility to resit components of the assessment will be offered according to the Resit Diet timetable for each year group. All students who fail the examinations at the resit will be referred to the Academic Review Committee (Termination of Studies).

27. A student who successfully completes the initial three years of the Medical Course and passes all necessary assessments will be eligible for an exit award of BSc (Medical Studies).

28. A student who successfully completes the initial four years of the Medical Course and passes all necessary assessments including the first part of the final MBChB examination will be eligible for an exit award of BSc (Medical Studies) with Honours (unclassified).

29. A candidate shall be eligible for the award of the Degree of MBChB after satisfying the examiners in the Final Examinations for MBChB.
Termination of Studies

30. A candidate who has unsatisfactory attendance at classes, including student selected components, or who has otherwise failed to perform required work or submit the necessary assessment report with reasonable diligence in the case of SPSSCs, may be deemed to have failed to complete satisfactorily that part of the course and as a consequence be debarred from the respective examination diet.

31. A candidate who has not, by the end of a Year of the course, successfully completed all the assessments may be required to discontinue studies by the School of Medicine Academic Review Committee, subject to a right of appeal to the University Senate, or be permitted to continue under such conditions as the Board of the School of Medicine may prescribe.

Fitness to Practise

32. In the undergraduate curriculum, outcomes including attitude, ethical stance and professionalism are a part of the core curriculum and satisfactory standards must be achieved as part of the academic assessment process. Additional factors, which could affect the fitness of an individual to practise medicine, are not included in the academic assessment process. Such factors include criminal conviction, psychiatric illness, disabling physical illness, drug dependency or the development of an infectious illness that may put patients at risk.

For such eventualities the School of Medicine has a formally constituted Fitness to Practise Committee which operates under separate Regulations. The Committee may also be involved if there is a genuine doubt about any aspects of a student’s professionalism, attitude and ethical stance or to investigate substantial (not anonymous) allegations made about a particular student’s conduct. Findings of the Fitness to Practise Committee may be:

- No further action
- Student receives a formal warning about misconduct
- Student fitness to practise is judged to be impaired and they receive a sanction – conditions or undertakings, suspension from medical studies for a specific period, prevention from graduating or termination of medical studies.

33. In the case of a student whose conduct, clinical ability, knowledge or health gives rise to concerns that patient safety or the student’s personal well-being could be compromised, the Dean of Medicine, following consultation with relevant clinical staff, may temporarily debar the student from all or any work on the course. As soon as circumstances permit, the student may either be reinstated or be subject to procedures in accordance with the Fitness to Practise Regulations.

Suspension of Studies

34. A student may be permitted to withdraw temporarily from the Medical Course due to unforeseen health or personal circumstances with the permission of the Year Convenor in discussion with the Dean or Head of Division of Undergraduate Medical Education. Formal evidence such as a medical certificate may be required as appropriate.

35. Where the reason for the withdrawal is health-related a return to the course will require a medical report that confirms not only that they are fit to return to studies but that the issue has been resolved satisfactorily. Particular study may be prescribed on their return to enable them to resume the course.

36. A student who has been temporarily withdrawn from the course for a period of greater than one academic year will normally be required after consideration by the Support and Progress Committee, on return to enter an earlier year of the programme, even if this year(s) has previously been successfully completed.