



Hull York Medical School

**Regulations for the degree of
Bachelor of Medicine, Bachelor of Surgery (MB BS)**

Approval Process:	
Committee	Outcome/Date of approval
Hull York Medical School Board of Studies	11 June 2019
Hull York Medical School Joint Senate Committee	25 July 2019 with Chair's Action taken on 31 July 2019
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Responsibility to update:	Chair of the MB BS Programme Board

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To obtain these Regulations in an alternative format:
Contact the Hull York Medical School Governance Co-ordinator: governance@hyms.ac.uk.

1. Introduction

- 1.1. The Hull York Medical School, its Committees, Regulations, and Codes of Practice have been established jointly through a Memorandum of Agreement between the University of Hull and the University of York.
- 1.2. These Regulations relate to the Bachelor of Medicine, Bachelor of Surgery undergraduate degree (MB BS) which is jointly awarded by the Universities to candidates who successfully complete the programme of study prescribed by the Board of Studies.
- 1.3. References in this document to 'the MB BS programme' relate to both the five-year Medicine programme and the six-year Medicine with Gateway Year programme.

2. Precedence of Regulations

- 2.1. These Regulations and related Policies and Codes of Practice will take precedence over the corresponding Regulations of the two Universities, except where indicated. In all other cases the student is subject to the Regulations of the University at which they are registered/enrolled, and, as appropriate, to those of the establishments to which they are attached for clinical experience (see section 21).

3. The Board of Studies

- 3.1. The Board of Studies is the principal academic committee of Hull York Medical School. In discharging its academic responsibilities, it is assisted by a number of sub-committees, notably the Student Fitness to Practise Committee and Boards of Examiners. Details of the terms of reference of the Board of Studies and its sub-committees are to be found in the *Code of Practice on Academic Committees*.

4. Duration of study

- 4.1. Students registered for the programme MBBS in Medicine will normally be required to study full-time for a period of five years
- 4.2. Students registered for the programme MBBS in Medicine with Gateway Year will normally be required to study full-time for a period of six years.

5. Admissions requirements

- 5.1. In order to qualify for admission to the MB BS programmes, applicants must:
 - 5.1.1 satisfy the academic requirements prescribed by Hull York Medical School Admissions;
 - 5.1.2 satisfy the requirements obtained at the time in respect of health, fitness to practise, and criminal record, as set out in the *Code of Practice on Student Fitness to Practise*, and the *Code of Practice on Admissions to the MB BS Course*;
 - 5.1.3 demonstrate their proficiency in English, if this is not their first language, in accordance with requirements prescribed by Admissions;

5.1.4 normally, be at least 17 years of age on 1st October in the proposed year of admission.

5.2. Normally, no offer of admission, confirmed or conditional is made without interview.

6. Registration

6.1. Students admitted to the MB BS programmes are full-time registered students of either the University of Hull or the University of York and have access to appropriate facilities of both institutions, for example computing and library.

7. Student support

7.1. Every student is allocated a Personal Mentor who provides guidance and support on academic, professional and personal matters. Details are set out in the *Policy on Student Welfare and Support*.

8. Programme structure

8.1. The five-year programme will comprise three phases (Phase I - Years 1 and 2; Phase II - Years 3 and 4; and Phase III - Year 5).

8.2. Each year of the programme is deemed to comprise a total of 120 credits.

8.3. The programme is as prescribed by the Board of Studies, and set out in the MB BS Programme Handbook.

8.4. The six-year programme will comprise an additional Gateway to Medicine year (Year 0) which students will be required to complete in order to progress to Phase I.

8.5. The Gateway to Medicine year is as prescribed by the Board of Studies, and set out in the Gateway to Medicine Programme Handbook.

9. Assessment and re-assessment

9.1. Assessment is both formative and summative.

9.2. Formative assessments in Phases I to III take place within each block.

9.3. Formative assessments in the Gateway to Medicine year take place within modules as prescribed.

9.4. Summative assessments must be completed successfully for progression through the programme (see regulation 11 below).

9.5. In Phases I to III, summative assessments are held at the end of every academic year. Candidates for a summative assessment are permitted to enter only if they have fulfilled all other requirements of the programme, including satisfactory attendance, professional behaviour, and diligence in academic performance, to the satisfaction of the Board of Studies, as laid down in the *Code of Practice on Assessment and Examination for MB BS*.

9.6. In the Gateway to Medicine year, summative assessments take place within

modules as prescribed.

- 9.7. A student who fails to complete a summative assessment satisfactorily is given an opportunity to redeem that failure through a second assessment as set out in the *Code of Practice on Assessment and Examination for MB BS* for the relevant phase of the programme.
- 9.8. The criteria to be fulfilled for satisfactory completion of elements of the programme are set out in the *Code of Practice on Assessment and Examination for MB BS* for the relevant Phase of the programme.

10. Exceptional circumstances

- 10.1. A student unable to complete an assessment through illness or other good cause, immediately impacting upon the assessment period or who considers that their performance was adversely affected for such reasons, must submit an exceptional circumstances claim for consideration and action by the Exceptional Circumstances Committee in accordance with procedures set out in the relevant Hull York Medical School *Policy on Exceptional Circumstances affecting Assessment and Examination*.

11. Progression

- 11.1. In order to progress from one year of the programme to the next, a student must satisfy the requirements of the relevant Board of Examiners and those of the Student Fitness to Practise Committee, both of which make recommendations to the Board of Studies.
- 11.2. Students who do not satisfy these requirements are deemed to have failed and are not permitted to continue the programme of study, or progress towards the award of MB BS.

12. Requirements for the award of the degree or other qualifications

- 12.1. The Board of Examiners and the Student Fitness to Practise Committee make recommendations to the Board of Studies for the award of the MB BS degree or other qualifications. These recommendations are submitted to the Hull York Medical School Joint Senate Committee (HJSC) for ratification.
- 12.2. To qualify for the award of the degree of MB BS, students must have:
 - 12.2.1 fulfilled the requirements of the programme, including those relating to attendance, as prescribed by the Board of Studies;
 - 12.2.2 successfully completed all examinations and assessments as prescribed by the Board of Studies;
 - 12.2.3 satisfied the requirements of the Student Fitness to Practise Committee;
 - 12.2.4 paid the fees as prescribed by the University of Hull or the University of York, as applicable.
- 12.3. Students who successfully complete the Gateway to Medicine Year to the satisfaction of the Board of Studies, but who do not progress any further on the

programme, are awarded a Foundation Certificate in Higher Education (Pre-Medicine).

- 12.4. Students who successfully complete Year One of the programme to the satisfaction of the Board of Studies, but who do not progress any further on the programme, are awarded a Certificate of Higher Education (Medical Science), provided that they have paid the fees as prescribed by the University of Hull or the University of York, as applicable.
- 12.5. Students who successfully complete Years One and Two (Phase I) of the programme to the satisfaction of the Board of Studies, but who do not progress any further on the programme, are awarded a Diploma of Higher Education (Medical Science), provided that they have paid the fees as prescribed by the University of Hull or the University of York, as applicable. Apart from being an exit award of the MB BS, the Diploma of Higher Education is also available as an intended award for specific students, in collaboration with named medical school partners by prior agreement and on successful completion of Phase I of the MB BS programme.
- 12.6. Students who successfully complete Phase I and all requirements for at least Year 3 Phase II of the programme to the satisfaction of the Board of Studies, but who do not complete the programme, are awarded the degree of Bachelor of Medical Science, provided that they have paid the fees as prescribed by the University of Hull or the University of York, as applicable.

13. Classification of the award

- 13.1. The MB BS is a degree without classification. However, a category of 'with Honours' is awarded for students of exceptional performance, the criteria for which are set out in the *Code of Practice on Assessment and Examination for MB BS*.

14. Review

- 14.1. Arrangements for programme approval, monitoring and review are as determined by the Senates of the two Universities through the HYMS Joint Senate Committee. These arrangements include requirements for annual reporting; gathering and consideration of student feedback; consideration of External Examiners' reports; periodic review and interim review.

15. Interruption of studies

- 15.1. Students are normally expected to complete the programme of study in not more than seven years from the date of first registration. Applications to interrupt the programme of study, by taking a Leave of Absence are considered by the Board of Studies in accordance with the procedures set out in the *Policy on Leave of Absence*.

16. Termination of programme and suspension of studies

- 16.1. The Board of Studies may, upon the recommendation of the Student Fitness to Practise Committee, determine that a student's programme of study be terminated

or suspended for reasons other than academic failure, if at any time during the MB BS Programme there is sufficient reason to judge that they are unfit to practise medicine. The procedures to be adopted in such cases are set out in the *relevant Code of Practice on Assessment and Examination for MB BS* and the *Code of Practice on Student Fitness to Practise*.

- 16.2. The Board of Studies may, upon the recommendation of a Student Fitness to Study Panel, determine that a student's programme of study be terminated or suspended for reasons other than academic failure, if at any time during the MB BS Programme there is sufficient reason to judge that they are unfit to study. The procedures to be adopted in such cases are set out in the *relevant Code of Practice on Fitness to Study*.

17. Misconduct

- 17.1 Academic misconduct.

17.1.1 Procedures for investigating alleged academic misconduct and for penalties where misconduct is found to have occurred are contained in the *Code of Practice on Academic Integrity and Conduct*.

- 17.2 Professional misconduct.

17.2.1 Procedures for investigating cases of alleged professional misconduct and the measures taken where misconduct is found to have occurred are described in the *Code of Practice on Student Fitness to Practise*.

18. Appeals

- 18.1. A student may appeal on specified grounds against a decision or recommendation affecting their progress towards award of the degree of MB BS. Details of the appeals procedures are contained in the *Code of Practice on Academic and Fitness to Practise Appeals*.
- 18.2 A student may appeal against a decision or recommendation to suspend or terminate their registration on fitness to study grounds. Details of the appeals procedures for fitness to study decisions are contained in the *Code of Practice on Fitness to Study*.

19. Complaints

- 19.1. Students have recourse to a Complaints Procedure when attempts at informal resolution have failed. Details of procedures for submitting and handling complaints are contained in the *Code of Practice on Investigation and Determination of Student Complaints*. The procedure will apply both on the University Campuses, and on clinical attachments.

19.1.1 **Note:** The *Code of Practice on Investigation and Determination of Student Complaints* relates only to complaints concerning programme provision, staff or students within Hull York Medical School (including complaints made during clinical attachments). Complaints relating to other services and provision by the two Universities, including the Students' Unions, should be pursued through the Complaints Procedures of the respective University.

20. Harassment

- 20.1. Procedures for dealing with cases of alleged harassment are set out in the *Harassment Policy for Hull York Medical School Students*.

21. General

- 21.1. When present on property of the University of Hull, the University of York, or the National Health Service, or on private property of a service provider to whom they are attached for clinical experience, students are subject to the Regulations, Policies, and Codes of Practice of those institutions and establishments, promulgated for health and safety, and the maintenance of good order and discipline.

22. Payment of fees

- 22.1. The University of Hull and the University of York reserve the right not to register/enrol or re-register/re-enrol students who are in debt for tuition fees to either University.

23. Equal opportunities

- 23.1. In all its activities, Hull York Medical School will use its best endeavors to ensure equality of opportunity, with no discrimination on such grounds as disability, age, race, sexual orientation, sex (gender), gender reassignment, marriage and civil partnership, pregnancy or maternity or religion, belief or non-belief subject always to Fitness to Practise requirements. Procedures for dealing with alleged incidents are set out in the *Policy on Equal Opportunities for Hull York Medical School Students*.

24. Amendment of HYMS regulations

- 24.1. Amendments to these regulations require the approval of the Board of Studies and the Hull York Medical School Joint Senate Committee (HJSC).

Addendum to the Regulations of the Degree of MB BS specific to students registered on the Diploma of Higher Education (Medical Sciences)

Please note that this addendum is time-restricted and effective from the academic year 2018-19 until all students registered on the Diploma of Higher Education (Medical Sciences) have completed their programme.

Students that have successfully completed the Diploma of Higher Education (Medical Sciences) and meet the English language requirements for the MBBS may progress into year 3 of the MBBS.

Appendix 1: HYMS Policies and Codes of Practice applicable to the MB BS programme

The Hull York Medical School operates under the governance frameworks of the Universities of Hull and York. Due to the joint arrangements of the School, we have a number of School specific regulations, policies and codes of practice relating to our specific activities. These set out principles, requirements, standards, roles, responsibilities and procedures so that we can conduct business effectively, fairly and consistently. This portfolio of HYMS governance documents is reviewed and up-dated regularly to ensure that they remain current, fit for purpose and that they continue to meet the requirements of the Quality Assurance Agency and the General Medical Council.

All current documentation is available via the HYMS website at:

<http://www.hyms.ac.uk/about-us/regulations-policies-and-codes-of-practice>