



Hull York Medical School

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

Approval Process:	
Committee	Outcome/Date of approval
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HYMS Joint Senate Committee	25 th January 2017, minor corrections approved via Chair's Action on 16 th February 2017
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To obtain these Regulations in an alternative format:
Contact the HYMS Governance Co-ordinator: governance@hyms.ac.uk.

1. Introduction

- 1.1. The Hull York Medical School (HYMS), its Committees, Regulations, and Codes of Practice have been established jointly through a Memorandum of Agreement, dated 23 July 2004¹ 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 HYMS Board of Studies.

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 also section 21).

3. The Board of Studies

- 3.1. The HYMS Board of Studies is the principal academic committee of HYMS. 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 *HYMS Code of Practice on Academic Committees*.

4. Duration of study

- 4.1. Students will normally be required to follow the approved programme of study full-time for a period of five academic years.

5. Admissions requirements

- 5.1. In order to qualify for admission to the MB BS programme, applicants must:
 - 5.1.1 satisfy the academic requirements prescribed by HYMS 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 *HYMS Code of Practice on Student Fitness to Practise*, and the *HYMS 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 HYMS Admissions;

¹ Up-dated and revised 2014

5.1.4 normally, be at least 18 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 HYMS MB BS programme 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 Advisor 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 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 HYMS Board of Studies, and set out in the MB BS Programme Handbook. The course comprises core curriculum themes and the Scholarship and Special Interest Programme (SSIP); it is delivered around system blocks and includes periods spent in clinical attachment.

9. Assessment and re-assessment

9.1. Assessment is both formative and summative.

9.2. Formative assessments take place within each block.

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

9.4. 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 HYMS Board of Studies, as laid down in the *Code of Practice on Assessment and Examination for MB BS*.

- 9.5. 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 the relevant phase of the programme.
- 9.6. 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 the relevant Phase of the programme.

10. Mitigating 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 his/her performance was adversely affected for such reasons, must submit a case in mitigation for consideration and action by the HYMS Board of Studies in accordance with procedures set out in the relevant HYMS Policy on Mitigating Circumstances

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 HYMS Student Fitness to Practise Committee, both of which make recommendations to the HYMS 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 HYMS Student Fitness to Practise Committee make recommendations to the HYMS Board of Studies for the award of the MB BS degree or other qualifications. These recommendations are submitted to the HYMS 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 HYMS Board of Studies;
 - 12.2.2 successfully completed all examinations and assessments as prescribed by the HYMS Board of Studies;
 - 12.2.3 satisfied the requirements of the HYMS 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 Year One of the programme to the satisfaction of the Board of Studies, but who do not proceed to complete the MB BS 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.
- 12.4. Students who successfully complete Years One and Two (Phase One) of the programme to the satisfaction of the Board of Studies, but who do not proceed to complete the degree 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 One of the MB BS programme.
- 12.5. 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 proceed to complete the degree programme, are awarded the degree of Bachelor of Medical Science (HYMS), 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. 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 in exceptional circumstances are considered by the HYMS Board of Studies in accordance with the procedures set out in the *Code of Practice on Assessment and Examination for MB BS and the Policy on Student Welfare and Support*.

16. Termination of programme and suspension of studies

- 16.1. The HYMS Board of Studies may, upon the recommendation of the HYMS 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 he/she is 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*.

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 his/her progress towards award of the degree of MB BS. Details of the appeals procedures are contained in the *HYMS Code of Practice on Academic and Fitness to Practise Appeals*.

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 HYMS (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 HYMS 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 to either University.

23. Equal opportunities

- 23.1. In all its activities, HYMS will use its best endeavors to ensure equality of opportunity, with no discrimination on such grounds as disability, age, race, colour, nationality, ethnic origins, creed, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class, or any other criterion not relevant to participation in HYMS programmes, subject always to Fitness to Practise requirements. Procedures for dealing with alleged incidents are set out in the *Policy on Equal Opportunities for HYMS Students*.

24. Amendment of HYMS regulations

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

Appendix I: 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>