



Hull York Medical School

Regulations for the Intercolated Degree Programmes

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To obtain these regulations in an alternative format:
Contact the HYMS Quality Officer.

To be read in conjunction with the Code of Practice on HYMS Students taking Intercalated Degrees.

1. Introduction

The Hull York Medical School (HYMS), 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. These regulations relate to:

- 1.1 HYMS students applying to take a leave of absence from the MB BS Programme to undertake an Intercalated Degree at either undergraduate or postgraduate level at either HYMS, the University of Hull, the University of York or at an external institution.
- 1.2 Non-HYMS students applying to join the HYMS Intercalated Degree Programme.
- 1.3 The HYMS intercalated award of BSc (Hons) in Medical Science which is jointly awarded by the University of Hull and the University of York.
- 1.4 Postgraduate awards will be covered by the postgraduate regulations of HYMS Postgraduate Office, the University of Hull or the University of York as applicable.

2. Precedence of Regulations

These Regulations and related Codes of Practice will take precedence over the relevant corresponding regulations of the University of Hull and the University of York. In all other cases, the student is subject to the regulations of the University of registration/enrolment and, as appropriate, of any establishment to which he/she may be attached for clinical experience. (See also section 19).

3. The Board of Studies

The HYMS Board of Studies, the principal academic committee of HYMS, and its sub-committees, will be responsible for confirming admission onto and academic supervision of the HYMS Intercalated Degree programme. 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 <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>.

4. Duration of Intercalated Study

- 4.1 Students will normally be required to follow an approved programme of intercalated study full time for a period of one academic year, subject to having satisfactorily completed the prerequisites listed in section 5 below. Students may be required to take elements at both the University of Hull and the University of York.

- 4.2 It is a student's responsibility to make sure the intercalated degree programme they are applying for will complete in sufficient time for their return and re-registration for the next year of their original programme.

5. Admissions Requirements onto the Intercalated Degree Programme

Admission will be competitive and regulated by the HYMS Board of Studies. Candidates who have satisfied the requirements of clauses 5.1.1 to 5.1.2.5 are not guaranteed a place. Where necessary a ranking will be determined by a panel of the Intercalated Programme Committee based on the requirements of clauses 5.1.1 to 5.1.2.5, previous examination performance, applicant interview and references before making recommendations on candidate admission to the Board of Studies.

- 5.1 In order to qualify for admission to the HYMS Intercalated Degree Programme applicants must satisfy the requirements as outlined below:
- 5.1.1 HYMS students must;
- 5.1.1.1 Have applied to HYMS using the appropriate application form, before the advertised deadline, to be considered for a leave of absence in the following academic year to undertake an Intercalated Degree;
 - 5.1.1.2 Have provided a personal statement demonstrating the potential benefits derived from the educational experience of completing an intercalated degree and, if known, the likely research area to be undertaken;
 - 5.1.1.3 Have completed the year of the MB BS programme preceding the proposed intercalation with no reassessments or conditions / preventions placed upon their progression. In exceptional circumstances students can be admitted onto the intercalated programme by the HYMS Joint Senate Committee (HJSC) on the recommendation of the HYMS Board of Studies;
 - 5.1.1.4 Have up to that point satisfied the HYMS requirements in respect of health and fitness to practise as set out in the HYMS Code of Practice on Fitness to Practise Medicine <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>;
 - 5.1.1.5 Have met with representatives of the Intercalated Programmes Committee to discuss their application(s) as required by the academic lead for intercalated programmes;
 - 5.1.1.6 Have been offered a place on an Intercalated Degree Programme.

- 5.1.2 Non-HYMS students must;

- 5.1.2.1 Have applied to HYMS using the appropriate application form, before the advertised deadline, to be considered for entry onto the HYMS Intercalated Degree Programme;
- 5.1.2.2 Have provided a personal statement demonstrating the potential benefits derived from the educational experience of completing an intercalated degree at HYMS and the likely research area to be undertaken;
- 5.1.2.3 Non-HYMS students applying to intercalate at HYMS must also provide:
- Two references
 - A complete transcript of academic performance to date confirming successful completion of the year preceding intercalation without reassessment or conditions/preventions on progression
 - Confirmation from their institution of an agreed leave of absence to undertake an intercalated degree and satisfactory standing with the academic progress committee (or equivalent);
- 5.1.2.4 To have been interviewed by representatives of the HYMS Intercalated Programme Committee, as required by the academic lead for intercalated programmes;
- 5.1.2.5 Have been offered a place on a HYMS Intercalated Degree Programme.

6. Intercalated Degree Programme Registration

- 6.1 HYMS students admitted to the HYMS BSc (Hons) Medical Science programme will have their MB BS registration suspended for one academic year but will remain full time registered HYMS students. They will register for the BSc with their MB BS home university and will retain access to the appropriate facilities of both Hull and York Universities for library, support services and computing.
- 6.2 HYMS students admitted to a HYMS postgraduate degree programme will have their registration of the MB BS suspended for one academic year and will be required to register for a HYMS postgraduate degree programme separately.
- 6.3 Where a student is granted leave of absence from a medical programme at another School to undertake a HYMS intercalated degree, their University of registration will be determined firstly by reference to any prevailing student number control levels at the host universities and secondly according to the predominant campus location of their tuition.

- 6.4 In exceptional circumstances HYMS reserves the right to request a transfer of registration of an intercalated student from the University of Hull to York, or vice-versa, in order to reflect any future change to HEFCE student number control policy or student fee and funding regulations.
- 6.5 Non HYMS students admitted to the Intercalated Degree Programme either as undergraduate or postgraduate will be a full time registered HYMS student for the academic year and will have access to the appropriate facilities of both Hull and York Universities for library, support services and computing.
- 6.6 HYMS students granted a leave of absence to undertake an Intercalated Degree outside of HYMS will have their MB BS registration suspended for one academic year and will be expected to complete registration as required by their host institution. Once registered at that institution the student is subject to the full range of regulations of that institution. Access to facilities of both Hull and York Universities will not be available during their Intercalated Degree.

7. Student Support

- 7.1 Every student admitted to the HYMS Intercalated Degree Programme will be allocated a supervisor in the relevant department who provides guidance and support on academic matters: professional and personal matters will be dealt with in accordance with the HYMS Code of Practice on Student Welfare and Support <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>.
- 7.2 HYMS students granted a leave of absence to undertake an Intercalated Degree outside of HYMS will be supported by their host institution.

8. Intercalated Degree Programme Structures

- 8.1 The HYMS BSc (Hons) Medical Science programme comprises a subject focused combination of approved modules grouped into clusters. Each 'module cluster' will be approved by the HYMS Joint Senate Committee. Each cluster will comprise of:
- 8.1.1 Supervised research in an approved field leading to a dissertation;
 - 8.1.2 Approved modules offered by HYMS and/or contributing departments of the Universities of Hull and York in support of the supervised research.
 - 8.1.3 A total of 120 credits of which at least 100 credits must be at level 6. Available modules in any academic year are set out in the Intercalated Degree Handbook.
- 8.2 The HYMS Intercalated Postgraduate degree programme will comprise 180 credits, either solely as research or a combination of research and taught modules. Full details of the structure will be available from the HYMS

Postgraduate Regulations.

- 8.3 The structure of Intercalated Programmes undertaken outside of HYMS will be determined by the host institution.

9. Intercalated Degree Assessment

- 9.1 Assessment of students completing the HYMS BSc (Hons) Medical Science Intercalated Degree will be undertaken by the Centre/Department offering the modules taken by the students. Module marks and other relevant assessment data will be returned to the HYMS BSc (Hons) Medical Science Board of Examiners for approval and classification of awards.
- 9.1.1 The HYMS BSc (Hons) Medical Science Board of Examiners will make recommendations to the HYMS Board of Studies for the classification of awards and determination of prizes before being approved by the HYMS Joint Senate Committee.
- 9.1.2 Candidates for an award are permitted to graduate if they have fulfilled all other requirements of their programme, including satisfactory attendance, professional behaviour, and diligence in academic performance, to the satisfaction of the HYMS Board of Studies.
- 9.1.3 Upon satisfactory completion of the intercalated degree a HYMS student will return in the next academic year to the next year of their MB BS;
- 9.1.3.1 A non-HYMS student will return to their original programme and institution.
- 9.1.4 A HYMS student completing the HYMS BSc (Hons) Medical Science programme who fails to complete the assessment at a satisfactory level will not be eligible for the award but will be allowed to proceed in the following academic year to the next year of the MB BS programme provided that the requirements of the HYMS Fitness to Practise Committee have been met as detailed in the *Regulations for the Degree of MB BS*
<http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>;
- 9.1.4.1 A non-HYMS student will return to their original course and institution.
- 9.2 Assessment of HYMS Postgraduate programmes is the responsibility of the HYMS Postgraduate Office as detailed in the Postgraduate Regulations
<http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>
- 9.2.1 Upon satisfactory completion of HYMS Postgraduate intercalated degree a HYMS student will return in the next academic year to the

next year of their MB BS;

9.2.1.1 A non-HYMS student will return to their original programme and institution.

9.2.2 A HYMS student completing a HYMS postgraduate degree programme who fails to complete the assessment at a satisfactory level will not be eligible for the award but will be allowed to proceed in the following academic year to the next year of the MB BS programme provided that the requirements of the HYMS Fitness to Practise Committee have been met as detailed in the Regulations for the Degree of MB BS <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>;

9.2.2.1 A non-HYMS student will return to their original programme and institution.

9.3 HYMS students undertaking Intercalated Degrees external to HYMS will be bound by the assessment regulations of their host institution.

9.3.1 Upon satisfactory completion of an external intercalated degree a student will return in the following academic year to the next year of their MB BS.

9.3.2 A student who fails to satisfactorily complete the assessment will be allowed to proceed in the following academic year to the next year of the MB BS programme provided that the requirements of the HYMS Fitness to Practise Committee have been met as detailed in the Regulations for the Degree of MB BS <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>;

10. Mitigating Circumstances

A student unable to complete an assessment through illness or other good cause, or who considers that his/her performance was adversely affected for such reasons, must submit a case for mitigation for consideration and action by the relevant Exam Board, as per the rules and regulations on mitigation within the Centre/Department/Host Institution they are intercalating in.

11. Requirements for the Award of an Intercalated Degree

11.1 The HYMS BSc (Hons) Medical Science Board of Examiners makes recommendations to the HYMS Board of Studies for the award of the HYMS BSc (Hons) Medical Science degree. These recommendations are submitted to the HYMS Joint Senate Committee for ratification. To qualify for the award of the degree of HYMS BSc (Hons) Medical Science, students must have fulfilled the requirements of the programme, including those relating to:

11.1.1 Attendance, as prescribed by the HYMS Board of Studies;

- 11.1.2 Successful completion of all examinations and assessments as prescribed by the HYMS Board of Studies;
 - 11.1.3 Satisfying the requirements of the HYMS Fitness to Practise Committee;
 - 11.1.4 Payment of fees as prescribed by the University of Hull or the University of York, as applicable.
- 11.2 Students intercalating on a HYMS Postgraduate programme are bound by the requirements as detailed in the Postgraduate Regulations <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>
- 11.3 Students intercalating outside of HYMS are bound by the requirements of their host institutions requirements for the award of their intercalated degree.

12. Classification of the Intercalated Degree Award

- 12.1 The HYMS BSc (Hons) Medical Science modules and research projects are assessed by the host department in accordance with the approved procedures of the University of Hull and the University of York, with externally moderated marks and grades (all recorded to two decimal places) being returned to the HYMS BSc (Hons) Medical Science Board of Examiners.
- 12.1.1 The Boards of Examiners of host departments will forward to the HYMS BSc (Hons) Medical Science Programme Board of Examiners details of any mitigating circumstances that have already been taken into account in arriving at module marks.
- 12.1.2 The HYMS BSc (Hons) Medical Science Programme Board of Examiners may award degree classifications with Honours in the first class, second class (division 1 and division 2), or third class according to the following scale of average weighted marks:
- | | |
|----------|---------------------------|
| 100 - 70 | First class |
| 69 - 60 | Second class (division 1) |
| 59 - 50 | Second class (division 2) |
| 49 - 40 | Third class |
- 12.1.3 An average weighted mark for the intercalated year is calculated for each student in the following way:
- 12.1.3.1 Each module is rounded up to an integer mark based on .45 or above being rounded upwards and .44 or below being rounded down. The overall average of all modules is then calculated to two decimal places based on the credit weighting of the respective module which is then rounded to an integer mark. This final overall, averaged, weighted and rounded mark will determine the classification of the award as per 12.1.2.

- 12.1.3.2 In the case of an overall average weighted mark being within 2% of a higher classification boundary the HYMS BSc (Hons) Medical Science Board of Examiners will review the student's integer module marks to determine the final classification. A student's classification will only be increased if at least 50% of the credits awarded are in or above the higher classification boundary.
- 12.1.4 Excluding the research project and any other module declared in the programme of study to be non-condonable, a module may be condoned where mitigating circumstances have been approved by host centre/departments, a student may be excused 20 credits at the discretion of the HYMS BSc (Hons) Medical Science Board of Examiners.
- 12.1.5 Aegrotat degrees are not awarded. However, students who are unable to complete, or who do not successfully complete the BSc (Hons) Medical Science programme may be considered for an Ordinary degree (see regulation 12.1.7 below).
- 12.1.6 A student ineligible to be awarded an Honours degree may be awarded an Ordinary degree if they achieve a pass in at least 80 credits (40 credits of which must be from the project). In the case of an Ordinary degree being awarded, Regulation 12.4 cannot be applied.
- 12.2 For the HYMS Postgraduate Intercalated programme the regulations on determination of the award can be within the Postgraduate Regulations <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>
- 12.3 HYMS students undertaking an intercalated degree outside of HYMS will have their classifications/awards determined according to the regulations of their host institution.
- 12.4 In the case of a student failing a module it cannot be assumed that a resit opportunity will be automatically made available as students may have returned to their original programme and institution which takes priority. With the agreement of the Chair of the Intercalated Programmes Board a resit can be permitted if the student, HYMS and any external institution can be flexible to satisfy all parties' requirements which will be clearly presented to the student in writing.

13. HYMS Intercalated Degree Programme Review

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

14. Interruption of MB BS Studies to Intercalate

Students are normally expected to complete the programme of intercalated study in one year from the date of first registration. Applications to interrupt the programme of study for more than one year or in exceptional circumstances are considered by the HYMS Intercalated Programme Committee and the HYMS Board of Studies and approved by the HYMS Joint Senate Committee.

15. Academic Misconduct & Professionalism

- 15.1 Students will be subject to the academic misconduct regulations of the host centre/department/institution to which the module(s) they are studying belong. HYMS Procedures for investigating alleged academic misconduct and for penalties where misconduct is found to have occurred are contained in the HYMS Code of Practice on Academic Integrity and Conduct <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>
- 15.2 Students undertaking intercalated degrees remain subject, where appropriate, to the procedures in respect of alleged professional misconduct described in the HYMS Code of Practice on Fitness to Practise Medicine <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>

16. Appeals

- 16.1 A student undertaking a HYMS Intercalated Degree Programme may appeal against a decision or recommendation affecting his/her intercalated degree award. Details of the appeals procedures are contained in the HYMS Code of Practice on Academic and Fitness to Practice Appeals <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>
- 16.2 A student intercalating outside of HYMS must follow their host institution's Code of Practice/Regulations on appeals.

17. Complaints

- 17.1 A student undertaking a HYMS Intercalated Degree Programme may have recourse to submit a complaint when attempts at an informal resolution have failed. Details of procedures for submitting and the handling of student complaints are contained in the HYMS Code of Practice on Investigation and Determination of Student Complaints <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>

NOTE: The HYMS 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.

- 17.2 A student intercalating outside of HYMS must follow their host institutions Code of Practice/Regulations on student complaints.

18. Harassment

- 18.1 A student taking a HYMS intercalated degree should follow the HYMS Policy on Harassment for any cases of alleged harassment <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>

- 18.2 A student intercalating outside of HYMS must follow their host institutions Code of Practice/Regulations on harassment.

19. General

When present on property of a Higher Education Institution, 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 and Codes of Practice of those institutions and establishments, promulgated for health and safety, and the maintenance of good order and discipline.

20. Payment of Fees

For all HYMS students on intercalated degree programmes the University of Hull and the University of York reserve the right not to register/enrol, re-register/re-enroll or graduate students who are in debt to either University.

21. Equal Opportunities

In all its activities, HYMS will use its best endeavours 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 Practice requirements. Procedures for dealing with alleged incidents are set out in the HYMS Code of Practice on Equal Opportunities <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>

22. Amendment of HYMS Regulations

Amendments to these regulations require the approval of the HYMS Board of Studies, and the HYMS Joint Senate Committee.