



Hull York Medical School

## Code of Practice on Academic Committees

<b>Approval Process:</b>	
Committee	Outcome/Date of approval
HYMS Board of Studies	Approved on 2 <sup>nd</sup> December 2014 and further amendments approved on 11 <sup>th</sup> March 2015 and 18 <sup>th</sup> June 2015  Minor housekeeping amendments made on 26 <sup>th</sup> April 2016 and 28 <sup>th</sup> September 2017.
HYMS Joint Senate Committee	Approved via Chair's Action on 31 <sup>st</sup> March 2015 and 22 <sup>nd</sup> October 2015. minor amendments reported via the annual tracker
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Responsibility to update:	Secretary, Board of Studies

<b>Publication:</b>	
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K:drive	2 <sup>nd</sup> October 2017

To obtain this Code of Practice in an alternative format:  
Please contact the HYMS Governance Officer: [governance@hyms.ac.uk](mailto:governance@hyms.ac.uk)

1. The HYMS Board of Studies (Appendix 1) is the principal academic committee of HYMS. It is accountable to the Senates of the Universities of Hull and York through the HYMS Joint Senate Committee (HJSC), and is the sole HYMS committee to report to HJSC.
2. HYMS regulations, codes of practice, and policies will be submitted by the HYMS Board of Studies to the HJSC for ratification. Any such documents which relate to teaching and learning may also be considered by the University Learning and Teaching Committee of the University of Hull, and the Teaching Committee of the University of York, acting jointly.
3. In respect of its undergraduate and postgraduate programmes, all other academic committees of HYMS will be deemed to be sub-committees of the HYMS Board of Studies and will report to it, directly or through another academic committee, which in turn will report to the Board of Studies. These are:

*Programme Quality & Standards, and Student Voice & Representation:*

- 3.1. MB BS Programme Board (Appendix 2)
- 3.2. Intercalated Programme Board (Appendix 3)
- 3.3. Postgraduate Programme Board (Appendix 4)
- 3.4. Ethics Committee (Appendix 5)
- 3.5. Student Staff Committee (Appendix 6)

*Academic Progression:*

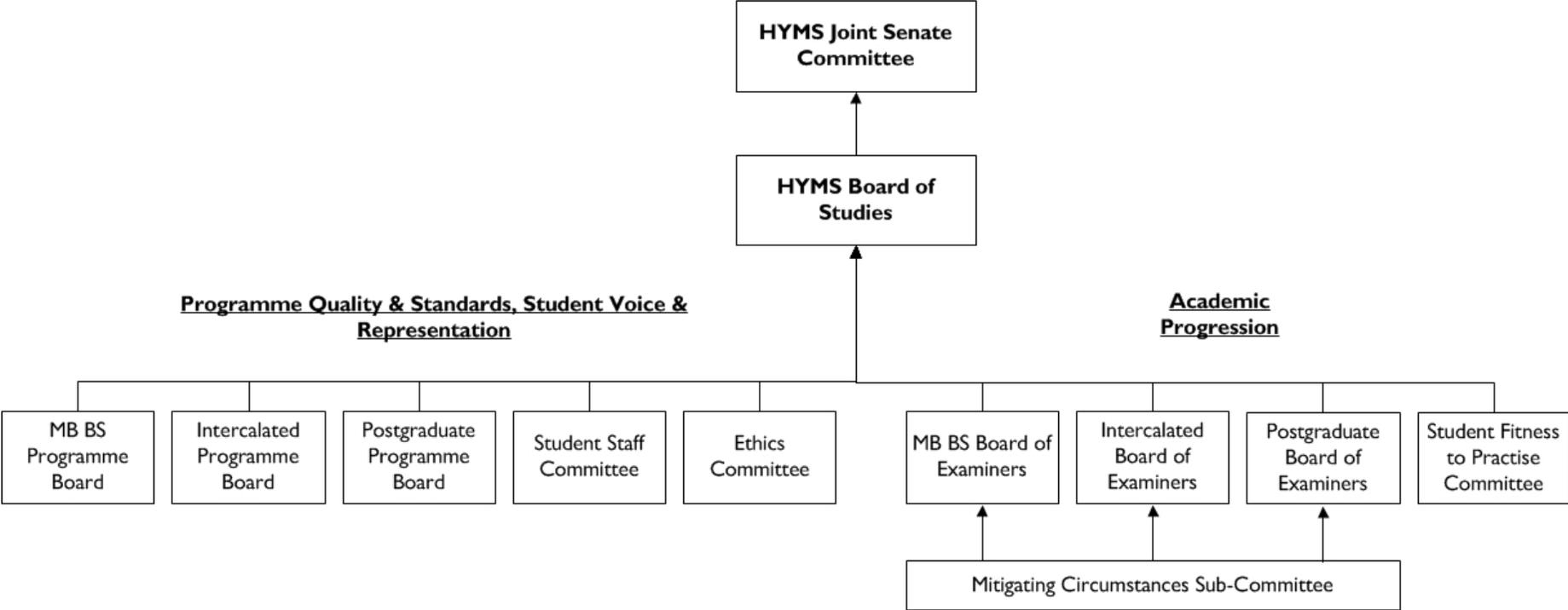
- 3.6. MB BS Board of Examiners (Appendix 7)
- 3.7. Intercalated Board of Examiners (Appendix 8)
- 3.8. Postgraduate Board of Examiners (Appendix 9)
- 3.9. Mitigating Circumstances Sub-Committee (Appendix 10)
- 3.10. Student Fitness to Practise Committee (Appendix 11)

A diagram showing the academic governance structure of the School is included on page 4 of this Code of Practice.

4. Meetings convened either in whole or in part by electronic means are permissible. Any electronic meetings should be conducted in accordance with the HYMS Protocol for Board/Committee Meetings convened either in whole or in part by electronic means.
5. Alterations to the number, title, terms of reference, membership, or constitution of HYMS Academic Committees will require approval by HJSC.
6. HYMS may publish annually a schedule of meetings of its Academic Committees.
7. Members and officers of HYMS Committees **must** adhere to the Seven “Nolan” Principles of Public Life, identified by the Nolan Committee in 1994. They are:
  - Selflessness – should act solely in terms of the public interest and not to gain financial or other benefits for themselves, their family or their friends.
  - Integrity – should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

- Objectivity – should make choices on merit in carrying out public business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits,
- Accountability –are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness – should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- Honesty –have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership – should promote and support these principles by leadership and example.

**Academic Governance in the Hull York Medical School**



## Appendix I

### HYMS Board of Studies

#### Accountability, purpose and culture

The HYMS Board of Studies is the principal academic committee of the Hull York Medical School, and is accountable to the HYMS Joint Senate Committee (HJSC). Its purpose is to promote, assure and enhance the quality and standards across all of the HYMS curriculum, teaching and learning, assessments and postgraduate research.

In doing so, it will hold to account all those professionally responsible for the management of the School and those providing education and research support. It will consider all relevant information from all sources including the Universities of Hull and York, its regulators, student feedback, the Higher Education sector, Professional, Statutory and Regulatory Bodies, and the public.

Those Boards and Committees reporting to the Board of Studies will be asked to provide high quality delineation of issues, advice, codes of practice and policy development proposals to enable effective discussion and high quality reporting to the HYMS Joint Senate Committee.

It will aim to ensure that all students have the opportunity to do well and to hear from them about how the school can progress further towards its goal of excellence. It will ensure that HYMS students have sufficient freedom to learn, to enjoy their time at HYMS and become doctors well prepared for the future.

The Board of Studies will ensure that all issues raised by student representatives at all HYMS Boards and Committees are effectively received, well considered and an agreed way forward established with follow up of agreed objectives.

In addition the Board of Studies will serve the development of positivity in the relationships between the University of Hull and the University of York, the NHS education providers, the students and the faculty in the interests of all and of the quality of healthcare the public enjoys in our region.

The HYMS Board of Studies is an inclusive committee where all students and faculty members can get involved and present new ideas with the expectation that they will be fully debated and considered. Change will be facilitated where there is consensus. The Board must ensure that unwise things do not happen within all programmes or that unwise changes are made to them.

#### Membership

The following members have a **duty** to attend the meetings:

- Chair of Board of Studies\*
- Dean of HYMS
- Chair of MB BS Programme Board
- Chair of Intercalated Programme Board (also as Chair of Intercalated Board of Examiners)
- Chair of Postgraduate Programme Board (also as Chair of Postgraduate Board of Examiners)
- Chair of Student Staff Committee
- Chair of Ethics Committee
- Chair of MB BS Board of Examiners (also as Associate Dean for Assessment)
- Chair of Student Fitness to Practise Committee

- Head of Quality and Standards
  - Academic Lead for Student Support
  - Academic Lead for Primary Care Education
  - A representative from the Clinical Deans
  - MB BS Phase Leads
  - 1 Senior Advisor
  - HYMS Librarian
- A minimum of two nominees representing public and patient voices co-opted by the Board\*
  - Student representatives: a maximum number of six nominees representing the Student-Staff Committee including each Phase of MB BS, intercalated programmes, postgraduate taught and research programmes (for unreserved business only; elected annually)

The following members have a **right**, and are welcome, to attend the meetings:

The members of staff teaching on the programmes of study covered by the Board of Studies in any one academic year, whether full or part-time, permanent or fixed-term, or representatives elected by that group in a manner to be approved by the Chair, provided that, where a representative structure is used, all other members of staff teaching on the programmes shall have a right to attend, to speak and to vote.

In attendance: Secretary of Board of Studies  
 Programme Manager  
 Quality Officers of the Universities of Hull and York

*\*The Chair shall hold office for a period of three years and shall not hold office for more than two consecutive periods of office.*

*^To serve for three years, renewable without a break to a maximum of five, and with a three year minimum intervening break, for a maximum of ten years.*

*The Board of Studies shall ensure that there is representation of Clinical, Biological, and Health and Social Sciences expertise in its membership.*

*The Board of Studies has powers to co-opt up to four additional members to redress perceived imbalances or deficiencies in expertise.*

*All members shall be entitled to send deputies for the unreserved business if they are unable to attend.*

## **Quorum**

The quorum shall be one-third of the members who have the duty to attend, which is 6 members for the reserved business and 9 members of the unreserved business.

For the unreserved business, the Board of Studies will only be quorate if there are student members in attendance.

## **Frequency of meeting**

The Board of Studies shall meet at least quarterly. The Chair has the power to convene an extraordinary meeting if necessary.

## **Terms of Reference**

1. To provide oversight and quality assurance and enhancement of the curriculum, development, delivery, and assessment of HYMS programmes.
2. To assure and enhance quality of the student learning experience and to maintain the standards of the HYMS degree awards.
3. To receive reports on evaluation of programme content and delivery, including all clinical placements and external examiners' reports, and make recommendations for enhancement and implementation.
4. To oversee, receive ideas and initiate the annual updating of programme specifications and approve minor modifications to programmes and modules. To make recommendations to the HYMS Joint Senate Committee on new programmes and major modifications to programmes and modules.
5. To receive, consider and make recommendations to the HYMS Joint Senate Committee on all matters relating to the conduct and discipline of students undertaking HYMS programmes.
6. To receive, consider and approve before submission to the HYMS Joint Senate Committee reports of all matters relating to admission, progress, withdrawal, and termination of students undertaking HYMS programmes.
7. To receive, consider and make recommendations to the HYMS Joint Senate Committee on the appointment of Internal and External Examiners, and the granting of awards.
8. To receive, comment, and where appropriate, act upon reports from Professional and Statutory Regulatory Bodies, subsidiary committees, groups, and ad hoc working parties.
9. To provide an annual report on HYMS programmes to the HYMS Joint Senate Committee.

## **Appendix 2**

### **MB BS Programme Board**

#### **Accountability and purpose**

The MB BS Programme Board is responsible for the MB BS degree programme and is accountable to the HYMS Board of Studies.

The MB BS Programme Board has responsibility for the development, delivery, quality assurance and enhancement, and student experience of the MB BS programme.

The MB BS Programme Board has the ownership of three sub-committees representing each Phase of the MB BS.

#### **Membership**

MB BS Programme Director (Chair)  
Chair of the Student Staff Committee  
Academic Leads for each Phase of the MB BS  
Academic Leads for each Theme of the MB BS  
Academic Lead for Primary Care Education  
Associate Dean for Assessment  
Academic Lead for Student Support  
Academic Lead for Learning Environment  
Admissions Tutor  
Head of Quality and Standards  
Director of Problem-Based Learning (PBL)  
One representative from Phase I Block Leads  
One representative from Phase II Block Leads  
Two academic representatives from primary care education  
Two academic representatives from secondary care education  
A minimum of two nominees representing public and patient voices  
Programme Manager

In attendance: Secretary / Assistant to the Secretary of the MB BS Programme Board

*The MB BS Programme Board shall ensure that there is a balanced representation of academic, clinical, students, and public and patient voice.*

*The MB BS Programme Board has powers to co-opt up to four additional members to redress perceived imbalances or deficiencies in expertise*

*All members shall be entitled to send appropriate deputies for unreserved business if they are unable to attend.*

*The meeting convened either in whole or in part by electronic means is permissible.*

**Quorum: 6**

## **Frequency of meeting**

The MB BS Programme Board shall meet at least once per term.

## **Terms of Reference**

1. To establish and review appropriate regulations and procedures for the operations, development, and quality assurance and enhancement of the MB BS programme covering all aspects of learning and teaching, and make recommendations to the Board of Studies.
2. To receive feedback from and review the MB BS programme, and to develop strategies and implementation plans to enhance the quality of the MB BS programme and the student experience.
3. To make recommendations to the Board of Studies on strategy, practice, or policy regarding learning and teaching of the MB BS programme, and to keep the Board of Studies informed about the implications of decisions or recommendations.
4. To review regularly the MB BS student experience of the entire student journey from the point of registration to successful completion through collegial and collaborative working relationships with colleagues within and outwith HYMS.
5. To ensure effective mechanisms are in place for academic and pastoral support of students.
6. To establish and take active ownership of the Phase sub-committees to ensure effective and efficient conduct of business.
7. To provide an annual report to the Board of Studies on the MB BS programme.
8. To undertake other duties as may be deemed appropriate by the Board of Studies.

## **Appendix 3**

### **HYMS Intercalated Programme Board**

#### **Accountability and purpose**

The Intercalated Programme Board is responsible for intercalated degree programmes and is accountable to the HYMS Board of Studies.

The Intercalated Programme Board has responsibility for the development, delivery, quality assurance and enhancement, and student experience of intercalated programmes.

The Intercalated Programme Board has ownership of a sub-committee with defined operational responsibilities.

#### **Membership**

Academic Lead for Intercalated Studies (Chair)

Programme Directors of HYMS programmes offering intercalated options

One academic representative from each University department participating in intercalated programmes

Head of Quality and Standards

One intercalating student representative

In attendance: Secretary of the Intercalated Programme Board

*The Intercalated Programme Board has powers to co-opt up to four additional members to redress perceived imbalances or deficiencies in expertise*

*All members shall be entitled to send appropriate deputies for unreserved business if they are unable to attend.*

*The meeting convened either in whole or in part by electronic means is permissible.*

#### **Quorum: 4**

#### **Frequency of meeting**

The Intercalated Programme Board shall meet at least once annually.

#### **Terms of Reference**

1. To establish and review appropriate regulations and procedures for the operations, development, and quality assurance and enhancement of the HYMS intercalated programmes covering all aspects of learning and teaching, and make recommendations to the Board of Studies.
2. To develop strategies and implementation plans to increase and diversify the portfolio of intercalated programmes.

3. To make recommendations to the Board of Studies on strategy, practice, or policy regarding learning and teaching of intercalated programmes, and to keep the Board of Studies informed about the implications of decisions or recommendations.
4. To receive feedback from and review intercalated programmes, and to develop strategies and implementation plans to enhance the quality of programmes and the student experience.
5. To review regularly the intercalating student experience of the entire student journey from the initial enquiry to successful completion through collegial and collaborative working relationships with colleagues within and outwith HYMS.
6. To ensure effective mechanisms are in place for academic and pastoral support of students.
7. To establish and take active ownership of the sub-committee to ensure effective and efficient conduct of business, including decisions on admissions and recommendations of leave of absence for intercalating students.
8. To provide an annual report to the Board of Studies on intercalated programmes.
9. To undertake other duties as may be deemed appropriate by the Board of Studies.

## **Appendix 4**

### **Postgraduate Programme Board**

#### **Accountability and purpose**

The Postgraduate Programme Board is responsible for postgraduate taught and research degree programmes and is accountable to the HYMS Board of Studies.

The Postgraduate Programme Board has responsibility for the quality and standards of postgraduate taught and research degree programmes and individual student progress within the HYMS regulatory framework.

#### **Membership**

Chair of Postgraduate Programme Board

Deputy Chair of the Postgraduate Programme Board

Associate Deans for Research (York) and the Faculty Dean for Research (Hull)

Programme Leads for all HYMS postgraduate taught programmes

Six research active members of academic staff with current HYMS students (three employed by the University of Hull and employed by the University of York)\*

Head of Quality and Standards

Senior Postgraduate Tutor

Four postgraduate student representatives (two from research programmes and two from taught programmes for unreserved business only)

In attendance: Secretary of Postgraduate Programme Board

*The Postgraduate Programme Board shall ensure that there is a balanced representation of academic, clinical, students, and HYMS academic centres in its membership.*

*The Postgraduate Programme Board has powers to co-opt up to four additional members to redress perceived imbalances or deficiencies in expertise*

*\*To serve for three years, renewable without a break to a maximum of five, and with a three year minimum intervening break, for a maximum of ten years.*

*All members shall be entitled to send appropriate deputies for unreserved business if they are unable to attend.*

*The meeting convened either in whole or in part by electronic means is permissible.*

#### **Quorum: 7**

#### **Frequency of meeting**

The Postgraduate Programme Board shall meet at least once annually.

## **Terms of Reference**

1. To establish and review appropriate regulations and procedures for the operations, development, and quality assurance and enhancement of HYMS postgraduate taught and research programmes covering all aspects of learning and teaching, and make recommendations to the Board of Studies.
2. To receive feedback from and review postgraduate taught and research programmes, and to develop strategies and implementation plans to enhance the quality of postgraduate programmes and the student experience.
3. To make recommendations to the Board of Studies on strategy, practice, or policy regarding learning, teaching and research of postgraduate programmes, and to keep the Board of Studies informed about the implications of decisions or recommendations.
4. To review regularly the postgraduate student experience of the entire student journey from initial enquiry to successful completion through collegial and collaborative working relationships with colleagues within and outwith HYMS.
5. To ensure effective mechanisms are in place for academic and pastoral support of postgraduate students.
6. To review individual student progress and make recommendations to the HYMS Board of Studies on special student cases such as transfer of programme and leave of absence.
7. To ensure that in cases of allegations of research misconduct, the procedures set out in the HYMS Code of Practice on Student Research Misconduct are duly followed.
8. To consider proposals for new and revised postgraduate programmes and make recommendations to the Board of Studies.
9. To provide an annual report to the HYMS Board of Studies on postgraduate programmes.
10. To undertake other duties as may be deemed appropriate by the Board of Studies.

## **Appendix 5**

### **HYMS Ethics Committee**

#### **Accountability and purpose**

The HYMS Ethics Committee is accountable to the HYMS Board of Studies and reports annually to the central University of Hull and University of York Ethics Committees.

#### **Membership**

Chair of HYMS Ethics Committee

An independent external representative\*

A medically-qualified health professional\*

A member of the HYMS Centre for Education Development\*

A member of HYMS academic staff with expertise in medical ethics\*

One member of academic staff from each University who is not a member of HYMS\*

Two members with expertise in the biological sciences\*

A maximum of two 'lay' members with no recent direct affiliation to HYMS or the host universities within the last three years\*

A maximum of four student representatives, one from each Phase of the MB BS programme and one from postgraduate programmes

In attendance: Secretary of HYMS Ethics Committee

*\*To serve for three years, renewable without a break to a maximum of three years.*

*HYMS Ethics Committee has powers to co-opt up to four additional members to redress perceived imbalances or deficiencies in expertise.*

*All members shall be entitled to send appropriate deputies for unreserved business if they are unable to attend.*

*The meeting convened either in whole or in part by electronic means is permissible.*

#### **Quorum: 4**

#### **Frequency of meeting**

HYMS Ethics Committee shall meet quarterly. Electronic meetings shall be called as required.

#### **Terms of Reference**

- I. To approve on behalf of the HYMS Joint Senate Committee proposed research that has been processed by the HYMS Research Office.

2. To provide ethics advice on the conduct of HYMS teaching audit (when requested and appropriate).
3. To provide advice on ethics issues that might arise in the delivery of HYMS teaching and research (when requested and appropriate).
4. To provide a forum for students at HYMS to raise any ethical concerns that they might have about the delivery of HYMS programmes.
5. To provide ethics advice on proposed Scholarship and Special Interests Programmes (SSIPs) when there is no host departmental ethics committee.
6. To provide a collating, advisory and reporting function for studies which have been given approval elsewhere.
7. To report to the HYMS Board of Studies and the Ethics Committees of the Universities of York and Hull.
8. To monitor approval timing and to ensure the availability of online information on ethics and maintenance of a register of ethics approval elsewhere.

## **Appendix 6**

### **HYMS Student-Staff Committee**

#### **Accountability and purpose**

HYMS Student-Staff Committee is accountable to HYMS Board of Studies.

The HYMS Student-Staff Committee is an integral part of the HYMS committee structure and discusses business relating to the overall student experience. The committee plays an important role in the quality assurance and quality enhancement processes within the medical school. It is the ultimate responsibility of this body to represent all student issues regarding the programmes, including academic and clinical governance. The Committee has the responsibility for ensuring the effectiveness of the student body and individual students in responding effectively to matters relating to patient safety and the quality of care.

#### **Membership**

##### *Student members:*

Student Chair (elected annually by student representatives) at least one year experience on the committee as a Phase II representative. To act as the department representative for the medical students at parent universities.

Two Student Deputy Chairs (one undergraduate and one postgraduate student rep, elected annually by student representatives)

Eight Phase I MB BS students: at least one from each campus, for each year

Ten Phase II MB BS students: ideally one from each clinical placement locality

Eight Phase III MB BS students

Two Intercalation students: one currently intercalating; one who has previously intercalated

One representative from each postgraduate research programme

One representative from each postgraduate taught programme

One representative from the Physician Associate Programme from each year of the programme

##### *Non-voting student members:*

Two MedSoc representatives: one from each university campus

Two BMA student representatives: one from each university campus

##### *Staff members:*

Dean of HYMS

Chair of the HYMS Board of Studies

Chair of the MBBS Programme Board

Chair of the Postgraduate Programme Board

Head of Quality and Standards

Programme Manager

Academic Lead for Student Support

Academic Programme Manager

Research Manager

*The Committee will have the power to co-opt members to ensure that students remain the majority in the committee.*

*All members shall be entitled to send appropriate deputies for unreserved business if they are unable to attend.*

*The meeting convened either in whole or in part by electronic means is permissible.*

**Quorum: 10** (student members must have a majority at each meeting)

### **Frequency of meeting**

The HYMS Student-Staff Committee shall meet quarterly.

### **Terms of Reference**

1. To consider all learning and teaching matters of academic programmes raised by the student body
2. To monitor and report to the Board of Studies regarding the student opinion on learning and teaching, to play an active part in enhancing the quality of programmes, the implementation of the curriculum and on any other relevant matters in the HYMS programmes, and to report back to students.
3. To support the development of the Student Council, and to accept referrals from it.
4. To promote and further develop a cohesive structure for student representation at the medical school.
5. To support and train elected student representatives.
6. To receive verbal reports from Reps from the open business of the meetings of the Board of Studies, the MBBS Programme Board, the Intercolated Programme Board, the Postgraduate Programme Board, and to provide feedback to the Board of Studies.
7. In the event that a matter is not dealt with in a timely or satisfactory manner in the view of the Student Staff Committee, it shall be escalated as appropriate to the relevant Programme Board, and to the Board of Studies, and ultimately, to the Dean of HYMS.
8. To input into the Annual Programme Review/Annual Monitoring process, the Medical Schools Annual Report to the General Medical Council, and other quality assurance/quality enhancement processes, including the Periodic Review of HYMS provision.
9. To elect a student Chair and Deputy Chair and to nominate representatives for the HYMS committees.
10. The staff student committee student representatives represent the student body and are an autonomous part of the parent organisations.

## **Appendix 7**

### **MB BS Board of Examiners**

#### **Accountability and purpose**

The MB BS Board of Examiners is responsible for the MB BS degree assessment and award, and is accountable to the HYMS Board of Studies.

The MB BS Board of Examiners has responsibility for the integrity of the assessment process and recommendation of degree awards in accordance with the HYMS regulatory framework.

The MB BS Board of Examiners has joint-ownership with the Intercolated Board of Examiners and Postgraduate Board of Examiners for the Mitigating Circumstances Sub-Committee.

#### **Membership**

Associate Dean for Assessment (Chair)  
MB BS Programme Director  
Academic Leads for each Phase of the MB BS  
Academic Leads for each Theme of the MB BS  
All Block Leads of the MB BS  
Head of Quality and Standards  
The approved External Examiners

In attendance: Secretary of MB BS Board of Examiners  
Senior Advisor for Assessment (Quality Data Analyst)

*The meeting convened either in whole or in part by electronic means is permissible.*

**Quorum: 8** (at least two must be external examiners)

#### **Frequency of meeting**

A meeting of the MB BS Board of Examiners will be held as soon as practicable after the last component of each diet of summative assessment, usually by the MB BS Programme Phase and for first sit and re-sit assessments. This will be according to a pre-determined schedule and results will be released after the Board of Examiners meeting. These results will be subject to ratification by the HYMS Board of Studies and the HYMS Joint Senate Committee.

#### **Terms of Reference**

1. To establish and review appropriate regulations and procedures for the assessment and progression of MB BS students, and make recommendations to the Board of Studies to enhance quality of assessment, feedback and student experience.
2. To oversee, in line with HYMS policies the preparation of assessment materials, the operations of the assessment process, and the provision of timely information to examiners.

3. To recommend to the Board of Studies the nominations of examiners and to oversee the examiners' training and development.
4. To approve the content and format of all formative and summative assessments and examinations for the MB BS programme.
5. To determine after each summative assessment whether students have met or failed to meet the academic requirements for progression, in accordance with HYMS Code of Practice on Assessment and Examination for MB BS.
6. To make recommendations to the Board of Studies on student progression matters including award of degree, withdrawal, and termination of programme.
7. To make referrals to and receive recommendations from the Student Fitness to Practise Committee regarding students alleged to be in breach of the *HYMS Code of Practice Academic Integrity and Conduct* and to make recommendations to the HYMS Board of Studies on any resultant progression outcome.
8. To determine whether any students who are not in good standing with the Student Fitness to Practise Committee shall be excluded from examinations.
9. To receive recommendations from the Mitigating Circumstances Sub-Committee and to make assessment and examination arrangements for the student in the light of the Mitigating Circumstances Sub-Committee's decision.
10. To establish and take active ownership of the sub-committee to ensure effective and efficient conduct of business.
11. To receive and review annual reports from external examiners and ensure any recommendations are addressed by HYMS.
12. To monitor and review student progression trend data and approve an annual report for submission to the Board of Studies.
13. To consider other businesses as may be deemed appropriate by the HYMS Board of Studies.

## **Appendix 8**

### **Intercalated Board of Examiners**

#### **Accountability and purpose**

The Intercalated Board of Examiners is responsible for the intercalated degree assessment and award, and is accountable to the HYMS Board of Studies.

The Intercalated Board of Examiners has responsibility for the integrity of the assessment process and recommendation of degree awards in accordance with the HYMS regulatory framework.

The Intercalated Board of Examiners has joint-ownership with the MB BS Board of Examiners and Postgraduate Board of Examiners for the Mitigating Circumstances Sub-Committee.

#### **Membership**

Academic Lead for Intercalated Studies (Chair)

The approved Internal Examiners from the departments contributing to intercalated programmes

Head of Quality and Standards

The approved External Examiners

In attendance: Secretary of Intercalated Programme Board of Examiners

*The meeting convened either in whole or in part by electronic means is permissible.*

**Quorum: 4** (at least one must be an external examiner)

#### **Frequency of meeting**

The Intercalated Board of Examiners shall meet after each cycle of summative assessment.

#### **Terms of Reference**

1. To establish and review appropriate regulations and procedures for the assessment and progression of intercalating students, and make recommendations to the Board of Studies to enhance quality of assessment, feedback and student experience.
2. To recommend to the Board of Studies the nominations of examiners and to oversee the examiners' training and development.
3. To review results provided by the relevant Boards of Examiners in the contributing departments and recommend to the Board of Studies the classification of degree award.
4. To determine at each summative assessment whether students have met or failed to meet the academic requirements for progression, in accordance with HYMS regulatory framework.

5. To make recommendations to the Board of Studies on student progression matters including award of degree, withdrawal, and termination of programme.
6. To make referrals to and receive recommendations from the Student Fitness to Practise Committee regarding students alleged to be in breach of the *HYMS Code of Practice Academic Integrity and Conduct* and to make recommendations to the HYMS Board of Studies on any resultant progression outcome.
7. To determine whether any students who are not in good standing with the Student Fitness to Practise Committee shall be excluded from examinations.
8. To receive recommendations from the Mitigating Circumstances Sub-Committee and to make assessment and examination arrangements for the student in the light of the Mitigating Circumstances Sub-Committee's decision.
9. To establish and take active ownership of the sub-committee to ensure effective and efficient conduct of business.
10. To receive and review annual reports from external examiners and ensure any recommendations are addressed by HYMS.
11. To monitor and review student progression trend data and approve an annual report for submission to the Board of Studies.
12. To consider other businesses as may be deemed appropriate by the HYMS Board of Studies.

## **Appendix 9**

### **Postgraduate Board of Examiners**

#### **Accountability and purpose**

The Postgraduate Board of Examiners is responsible for postgraduate taught and research degree assessment and award, and is accountable to the HYMS Board of Studies.

The Postgraduate Board of Examiners has responsibility for the integrity of the assessment process and recommendation of degree awards in accordance with the HYMS regulatory framework.

The Postgraduate Board of Examiners has joint-ownership with the MB BS Board of Examiners and Intercolated Board of Examiners for the Mitigating Circumstances Sub-Committee.

#### **Membership**

Chair of Postgraduate Board of Examiners

Programme Directors of Postgraduate Taught Programmes

A minimum of one Module Lead from each postgraduate taught programme

Head of Quality and Standards

The approved External Examiners

In attendance: Secretary of Postgraduate Board of Examiners

*The meeting convened either in whole or in part by electronic means is permissible.*

**Quorum: 4** (at least one must be an external examiner and one must be an internal examiner for the programme being considered at the meeting)

#### **Frequency of meeting**

The Postgraduate Board of Examiners shall meet at least once annually.

#### **Terms of Reference**

1. To establish and review appropriate regulations and procedures for the assessment and progression of postgraduate students, and make recommendations to the Board of Studies to enhance quality of assessment, feedback and student experience.
2. To make recommendations to the HYMS Board of Studies on nomination of examiners for taught and research degrees.
3. To review overall postgraduate taught student performance at module and programme levels in the presence of the internal and external examiners(s).
4. To determine postgraduate taught students' marks on all summative assessments within a programme based on provisional marks provided by the markers.

5. To make referrals to and receive recommendations from an Investigating Officer regarding students alleged to be in breach of the HYMS Code of Practice Academic Integrity and Conduct and to make recommendations to the HYMS Board of Studies on any resultant progression outcome.
6. To receive recommendations from the Mitigating Circumstances Sub-Committee and to make assessment and examination arrangements for the student in the light of the Mitigating Circumstances Sub-Committee's decision.
7. To review reports from examiners of research degrees following thesis examinations.
8. To determine for each summative assessment whether students have met or failed to meet the academic requirements as laid out in the regulatory framework of the relevant award.
9. To make recommendations to the HYMS Board of Studies on student progression matters including re-sits, award of degree, withdrawal, and termination of programme.
10. To establish and take active ownership of the sub-committee to ensure effective and efficient conduct of business.
11. To receive and review annual reports from external examiners of taught programmes and ensure any recommendations are addressed by HYMS.
12. To monitor and review student progression trend data and approve an annual report for submission to the Board of Studies.
13. To consider other businesses as may be deemed appropriate by the HYMS Board of Studies.

## **Appendix 10**

### **HYMS Mitigating Circumstances Sub-Committee (A sub-committee of MB BS Board of Examiners, Intercalated Board of Examiners, and Postgraduate Board of Examiners)**

#### **Accountability and purpose**

The Mitigating Circumstances Sub-Committee is responsible for the consideration of student claims for mitigating circumstances. It is a sub-committee of and accountable to the MB BS Board of Examiners, Intercalated Board of Examiners, and Postgraduate Board of Examiners. All Boards of Examiners are accountable to the Board of Studies.

The Mitigating Circumstances Sub-Committee has responsibility for making recommendations in accordance with the HYMS Mitigating Circumstances Policy to the MB BS Board of Examiners, Intercalated Board of Examiners, or Postgraduate Board of Examiners. The relevant Board of Examiners has responsibility for making assessment and examination arrangements for the student in the light of the Mitigating Circumstances Sub-Committee's decision.

#### **Membership**

Chair, an experienced academic member of staff who is not the Chair of any Boards of Examiners or the Board of Studies

Two academic members of staff from the MB BS Board of Examiners

One academic member of staff from the Intercalated Board of Examiners

One academic member of staff from the Postgraduate Board of Examiners

One member with expertise in disability support

In attendance: Secretary of Mitigating Circumstances Sub-Committee

*The meeting convened either in whole or in part by electronic means is permissible.*

*The term of service of the Chair and all members should normally be three years and may be extended to four years in exceptional circumstances approved by the Board of Studies.*

#### **Quorum: 3**

#### **Frequency of meeting**

The Mitigating Circumstances Sub-Committee shall meet in advance of Boards of Examiners' meetings. It shall also meet to review and evaluate mitigating circumstances claims as they present themselves throughout the academic year to ensure that students receive the outcomes of their claims in a timely fashion.

#### **Terms of Reference**

- I. To establish and review appropriate policies and procedures for mitigating circumstances of students undertaking a HYMS degree.

2. To review mitigating circumstances claims submitted by the student in order to reach a decision in accordance with HYMS Mitigating Circumstances Policy on whether those circumstances have affected the student's academic performance adversely during the assessment period for which they are claiming.
3. To operate under delegated powers from the Boards of Examiners and to ensure that decisions are made on a fair, impartial and consistent basis. Any conflict of interest shall be declared at each meeting.
4. To ensure that decisions regarding the acceptance or rejection of mitigating circumstances are entirely evidence-based. The Mitigating Circumstances Sub-Committee shall not endorse mitigating circumstances where no evidence is submitted. Decisions on an outcome can be pending where exceptional events cause delay in obtaining evidence.
5. In reaching its decision, the Mitigating Circumstances Sub-Committee shall take account of the severity of the problem, its duration, and its coincidence with a critical point in the assessment period. The Mitigating Circumstances Sub-Committee shall treat each claim on its merits.
6. To make formal recommendations to the relevant Board of Examiners in regard to the decisions of mitigating circumstances:
  - a. Request accepted (circumstances considered valid, based on sufficient evidence).
  - b. Request rejected (circumstances not considered valid, based on the evidence provided).
  - c. Decision pending – more details required (circumstances may be valid but sufficient evidence has not yet been provided or queries have been raised).
7. To determine if the student should be referred to the HYMS Student Support Office for pastoral support in the light of the decision made by the Mitigating Circumstances Sub-Committee.
8. To monitor and review mitigating circumstances trend data and provide an annual report to the Boards of Examiners.

## **Appendix I I**

### **Student Fitness to Practise Committee**

#### **Accountability and purpose**

The Student Fitness to Practise Committee is accountable to the HYMS Board of Studies.

The Committee exists to hear cases of students of the Hull York Medical School where their Fitness to Practise Medicine is a cause for concern. The Committee members are required to scrutinise and consider the evidence provided on a case by case basis, and to determine whether the concerns about the student's fitness to practise should be referred to a Panel Hearing.

The Panel Hearing has the power to issue a formal warning and to impose a range of sanctions, including the recommendation to terminate a student's studies in accordance with the HYMS Code of Practice on Student Fitness to Practise Medicine.

#### **Membership**

**Chair**                      Appointed by the Dean of HYMS

**Deputy Chair**            Appointed by the Dean of HYMS

**Secretary**                HYMS Governance Co-ordinator

The Chair or Deputy Chair will also normally act as Chair of any Fitness to Practise Panel.

#### **Members:**

Membership of all categories will be through nomination by the Dean of HYMS, approved by the HYMS Board of Studies, and will be for a period of three years, renewable by mutual agreement for a further three-year period. The consideration of matters relating to fitness to practise is reserved and therefore student representatives are not eligible for membership.

- 3 Members appointed to represent explicitly Patient and Public Involvement
- 4 Members of academic staff of the Hull York Medical School, out of which 2 members are employed by the University of Hull and 2 by the University of York.
- 3 Honorary academic members of staff of the Hull York Medical School employed by an NHS organisation.
- 2 Members with leadership responsibility for Postgraduate medical training within Health Education Yorkshire and the Humber.
- 2 Members with leadership responsibility for HYMS students' clinical education.

- 4 Co-opted members to address the balance of the Committee, including colleagues from other Schools/Depts in the Universities, Student Advocates and other professions.

**In attendance:**

Academic Lead for Student Support  
Admissions Tutor  
Head of Quality and Standards

**Quorum: 6**

**Frequency of meetings**

The Student Fitness to Practise Committee shall meet quarterly and at such other times as may be required.

**Terms of Reference**

The Student Fitness to Practise Committee provides scrutiny of all Fitness to Practise investigations. The conduct of the Committee is governed by the HYMS Code of Practice on Student Fitness to Practise Medicine.

1. To consider all expressions of concern about an applicant for admission to the MB BS degree programme who may bring a risk to members of the public, or limit the applicant's ability to perform a medical role satisfactorily; and to report the findings of such consideration to the HYMS Admissions Tutor.
2. To receive referrals from the HYMS Case Management Group. This will require careful deliberation of the accompanying Investigating Officer's report. The Committee will then be required to make recommendations as outlined in the Code of Practice, including if appropriate the option to refer the student to Fitness to Practise Hearing.
3. To recommend action based on such a Panel Hearing to the HYMS Board of Studies.