

The Hull York Medical School

Code of Practice on Academic Obligations

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Responsibility to Update: The Secretary of HYMS (Head of Administration)

Hull York Medical School

Code of Practice on Academic Obligations

HYMS students are required to fulfil their academic obligations throughout the programme in order to progress from one year to the next.

1. Academic obligations

Academic obligations fall into the following two categories:

- (a) Attendance and engagement
Minimum levels of attendance for certain teaching sessions are set out in the HYMS Codes of Practice on Assessment (www.hyms.ac.uk/about/codesofpractice.asp).

In addition, students are required to demonstrate professional standards of punctuality and attendance at all other sessions and are expected to engage with the academic and clinical academic process. This may include but is not necessarily limited to:

- ensuring submission of assignments is not late
- attending meetings as required
- attending formative assessments and taking these seriously

The Academic Progress Committee (APC) will analyse and consider the Records of Achievement of all students to gain information concerning student attendance, engagement and professional behaviour. Information from other sources may also be considered by the committee.

Failure to attend or engage adequately will normally trigger APC to seek a resolution as set out in section 2 below.

Levels of professional behaviour expected of HYMS students are set out the Code of Conduct for Undergraduate Medical Students at HYMS (appendix 2 of the Code of Practice on Fitness to Practise Medicine)

Concerns about the professional behaviour of students, may be received via the Records of Achievement, the “Expression of Concern” form or other routes. Concerns about professional behaviour will be disclosed to the Fitness to Practise Committee.

- (b) Academic Misconduct
The requirements of HYMS students are set out in the HYMS Code of Practice on Academic Misconduct (www.hyms.ac.uk/about/codesofpractice.asp).

Suspected cases of academic misconduct may be reported to the APC by an invigilator, a marker, or other source.

The APC will receive allegations of academic misconduct and, following enquiries, determine whether academic misconduct has occurred. Where academic misconduct has occurred, a report will be made to the appropriate Board of Examiners or Board of Studies. APC will decide whether it is also appropriate to make a Fitness to Practise disclosure.

2. Investigations by the Academic Progress Committee

Academic Progress Committee may request a review of evidence to assess whether there is a *prima facie* case to answer. If there is, one or more of the following procedures will be followed.

(a) Investigations with consensual or agreed resolutions

In cases which are not deemed to be serious it may be appropriate to seek a consensual resolution with the student concerned. A member of APC or other designated person may contact the student(s) and discuss the issue of concern. Additionally or alternatively, APC may consider written or other evidence. A written account of the discussion and the agreed resolution or actions to be taken will be sent to the student and reported to APC. A copy may also be kept on the students' file. The report may also be passed to other relevant HYMS committees for consideration and possible action in the appropriate area of responsibility (see section 3b)

(b) More formal investigations with the option of imposed resolutions

Where an attempt to reach a consensual resolution has failed or is inappropriate, the secretary of APC will, in consultation with the Chair of APC, nominate an investigating officer from amongst the Academic Staff of HYMS within 5 days. The investigating officer should not be a current tutor, mentor, or supervisor of the student under investigation.

The Secretary of APC will notify the student of:

- (1) The details of the allegations against her/him
- (2) The identity of the investigating officer
- (3) Any suspension or limitation placed upon the continuation of studies and/or clinical attachment during the period of the investigation. Any such suspension must have been approved by the Dean or Acting Dean of HYMS in accordance with clause 7b of *HYMS Code of Practice on Progression and Termination*.

The investigating officer may interview the student, and other relevant individuals as appropriate, and may require that these individuals submit written comments. At such interviews, students and other relevant individuals may bring a supporter. If the investigating officer so wishes, a secretary may be present to prepare a written note of the meeting.

Within five working days of receipt of the written report from the investigating officer, the Chair of the APC will, in discussion with the Secretary of APC decide whether to recommend conditions at this stage or if there is a *prima facie* case to refer the matter to APC or a subcommittee of APC established for the purpose. The report may also be passed to other relevant HYMS committees for consideration and possible action in the appropriate area of responsibility (see section 3b). In any event the report will be considered at the next meeting of the APC.

(c) Appearance of students before the APC

Following a formal investigation, students may be requested to appear before the committee by the Chair in discussion with the Secretary. Students may also request to appear to make their case. Failure to respond to an invitation to attend without good reason or excuse will normally be interpreted as acquiescence with the committee's decisions.

Pre-meeting process

- (1) If there is a case to proceed, set dates for the meeting; this must be at least 21 days later, to allow the student at least 15 days to prepare a case, and submit any supporting information for that case for circulation to members of the committee.
- (2) Inform the student of the outcome of the investigation and, of the date, time, place, and conditions surrounding the student's attendance
- (3) Inform the student of any change to conditions in relation to suspension or limitation placed at the beginning of the formal investigation

- (4) Ensure that all documents circulated to members of APC relating to the case are also circulated to the student.
- (5) Ensure that any HYMS staff who may have relevant information to the case, and any other person(s) who may be able to provide expert advice on specific aspects of the case, are invited to attend.

Conduct of the meeting

The Chair of APC or its subcommittee will:

- (1) Confirm that all documents circulated to members of the Committee have also been circulated to the student
- (2) Invite the student, the investigating officer, and any members of staff who have information relevant to the case, to join the meeting. The student may be accompanied by a student, member of staff or Student Union representative from the University of Hull or the University of York, to act as a supporter of her or his own choosing, who may speak at the discretion of the Chair.
- (3) Point out that if at any time during the committee, the prospect of informal resolution emerges, the consent of the student will be sought for that process to be re-opened.
- (4) Conduct introductions and explain the functions of the Committee and any other staff present.
- (5) Explain the powers of the Committee
- (6) Invite the investigating officer, and any other staff required to attend, to make statements, allowing members of the sub-committee to ask questions after each statement. The chair will allow reciprocal questioning by the various parties.
- (7) Invite the student, and if applicable, the student's supporter, to make a statement in her/his own words, and allow members of the committee to ask questions of the student.
- (8) Invite any other person(s) who may be able to provide expert advice on specific aspects of the case to make a brief statement, allowing members of the subcommittee to ask questions after each statement.
- (9) Once satisfied that all parties have had a full opportunity to make statements and ask questions, invite all but the members of the committee to withdraw but remain in waiting.
- (10) Chair discussion of the case, if necessary seeking clarification by recall of all parties.
- (11) Advise all parties when they can disperse.
- (12) Confirm the recommendation of the committee, along with any findings of fact, to the student in writing by recorded delivery within three working days of the decision being reached.
- (13) Formally notify the Chair of APC and the Chair of HYMS Board of Studies of the outcome.
- (14) The report may also be passed to other relevant HYMS committees for consideration and possible action in the appropriate area of responsibility (see section 3b)

3. Powers of the Academic Progress Committee

- (a) Direct action
Academic Progress Committee has the authority to agree or enforce the sanctions detailed in (i) and (ii) below
 - (i) Consensual or agreed resolutions:
 - Accept undertakings from students
 - (ii) Imposed resolutions arising from formal investigations
 - Impose conditions
 - Require remedial or additional work
 - Place under observation / on report
- (b) Reports/recommendations

Academic Progress Committee may make reports and/or recommendations to the relevant Board of Examiners and/or the Board of Studies where relevant (usually in cases of academic misconduct) and/or to the Fitness to Practise Committee.

(c) Suspension or termination

Academic Progress Committee may recommend to the Board of Studies suspension or termination of a student's programme of study. In the case of suspension, APC may recommend that the student be suspended from the programme for a specified period up to one year. Stipulation of conditions for readmission must accompany such a recommendation. In the case of termination, such a recommendation must include the opinion of the Committee on whether any restriction should be placed upon future registration in a health professional programme within either the University of Hull or the University of York.