

The Hull York Medical School

Code of Practice on Progression and Termination

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Code of Practice on Progression and Termination

1. Definitions

- a. "Failure to progress" occurs when a student has failed examinations/ assessments, including reassessments, and has therefore gained insufficient credits to progress to the next stage or the award of the qualification.
- b. "Suspension" may occur when a student is alleged to have been guilty of academic misconduct or other serious inappropriate professional behaviour, or to be suffering at the time from a disability, illness, or other health impairment which poses a risk to patients or colleagues.
- c. "Termination" occurs when following due process, including appeal if requested, a student has been found guilty of serious academic misconduct, or of other serious inappropriate professional behaviour, or has been found to be suffering from a disability, illness, or other health impairment which poses a long-term risk to patients or colleagues.

2. The HYMS MB BS Programme

- a. The programme comprises three phases (Phase I - Years 1 and 2; Phase II - Years 3 and 4; and Phase III - Year 5.)
- b. Each year of the programme is deemed to comprise a total of 120 credits.
- c. The programme is as prescribed by the HYMS Board of Studies, and set out in the MB BS Programme Handbook. It comprises core curriculum themes and student-selected components (SSC) and is taught in system blocks. It also includes periods spent on clinical attachment.

3. Requirements for the award of the degree of MB BS

To qualify for the award of the degree of MB BS, students must have

- a. fulfilled the requirements of the programme, including those relating to attendance, as prescribed by the HYMS Board of Studies;
- b. successfully completed all examinations and assessments as prescribed by the HYMS Board of Studies;
- c. satisfied the requirements of the HYMS Fitness to Practise Committee;
- d. paid the fees as prescribed by the University of Hull or the University of York, as applicable.

4. Progression

- a. To progress within Phase I (from year 1 to year 2), from Phase I to Phase II, within phase II (from year 3 to year 4), and from Phase II to Phase III, a student must at each stage have satisfied the requirements of the relevant Board of Examiners and those of the HYMS Fitness to Practise Committee, both of which will make recommendations to the HYMS Board of Studies. The requirements are:
 - i. A satisfactory level of attendance and performance within the course (*for details see Sections 2 and 3 of HYMS Code of Practice on Assessment and Examination*)
 - ii. Determination by the Board of Examiners that performance is satisfactory in the assessments of the core curriculum (*for details see Sections 2 and 3 of HYMS Code of Practice on Assessment and Examination*)

- iii. Award by the Board of Examiners of at least a grade of Satisfactory in the assessments in each Student Selected Component (*for details see Section 4 of HYMS Code of Practice on Assessment and Examination*)
- iv. Be in good standing with the HYMS Fitness to Practice Committee (for details see *HYMS Code of Practice on Fitness to Practise Medicine*)
- v. Have paid the fees as prescribed by the University of Hull or the University of York, as applicable.
- vi. Students returning from periods of intercalated study will be required to satisfy the Director of Medical Education regarding their clinical competence. Normally, this will be by undertaking a clinical refresher course which will not form part of the students' summative assessment for the MBBS or BSc.

5. Failure to progress

- a. Students who do not satisfy the requirements in clause 4 are not permitted to progress towards the award of MB BS, and will not normally be allowed to continue the programme of study.
- b. However, when a student has failed to meet the requirements of the Board of Examiners as laid out in clause 4.a. ii, despite their due consideration of a plea in mitigation in respect of illness or adverse personal circumstances, the Board of Studies, through powers devolved to its Executive, may review the plea in mitigation and in exceptional circumstances may recommend to the HYMS joint senate committee that the student be allowed one further (third) attempt in the subsequent academic year.
- c. Notwithstanding Clause 4a, students who do not progress from Phase I but who have satisfactorily completed Year 1 of the MB BS programme will be awarded a Certificate in 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.
- d. Notwithstanding Clause 4a, students who do not progress from Year 2 to Year 3, or from phase II to Phase III, but have successfully completed Phase I of the MB BS programme to the satisfaction of the Board of Studies, will be awarded a Diploma in 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.
- e. Notwithstanding Cause 4a, students who do not complete the requirements for award of the degree of MB BS but who have successfully completed Phase I and Phase II of the MB BS programme to the satisfaction of the Board of Studies, will be 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.

6. Leave of absence

- a. A student may apply to be granted leave of absence from the HYMS MB BS programme for a period of up to one year.
- b. The decision on whether leave will be granted will be made by the HYMS Joint Senate Committee on the recommendation of the HYMS Board of Studies.
- c. In exceptional circumstances, the HYMS Joint Senate Committee will have discretion to allow leave of absence for a further year, to a total of two years.
- d. Students who obtain approved leave of absence under clauses 6a to 6c will have the right of re-entry to the HYMS MB BS programme into the same year of the programme as they were in when granted leave of absence. Normally re-entry will be at the beginning of the academic year, but this requirement may exceptionally be waived at the discretion of the HYMS Joint Senate Committee

on the recommendation of the HYMS Board of Studies, to allow entry at the beginning of the second or third term of that year.

7. Suspension of studies

- a. The HYMS Board of Studies may, upon the recommendation of the HYMS Fitness to Practise Committee, determine that a student's programme of study be suspended in the following circumstances:
 - i. Temporarily, until completion of investigation of an allegation of serious professional misconduct.
 - ii. Temporarily, until completion of investigation of an allegation of a health impairment posing a serious risk to patients and colleagues.
 - iii. For a period of up to one year, following due consideration by a Fitness to Practise Panel of the results of investigation under clauses 6.a.i and 6.a.ii. Stipulation of conditions of readmission must accompany such a recommendation.
- b. Power to order temporary suspension under clauses 6.a.i and 6.a.ii, and in a critical incident (see section 7 of *HYMS Code of Practice on Fitness to Practise Medicine*.) is vested in the Dean of HYMS as Chair of the HYMS Board of Studies, or in the Dean's absence, the Acting Dean.

8. Termination of programme

- a. The HYMS Board of Studies may, upon the recommendation of the HYMS Fitness to Practise Committee, determine that a student's programme of study be terminated on the following grounds:
 - i. Academic or serious professional misconduct
 - ii. a health impairment posing a serious risk to patients and colleagues
- b. The procedures to be adopted in such cases are set out in the *HYMS Code of Practice on Fitness to Practise Medicine*.
- c. 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 Misconduct* and the *HYMS Code of Practice on Fitness to Practise Medicine*.

9. Appeals

A student may appeal on specified grounds against a decision or recommendation affecting her/his 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 Practice Appeals*.