

## Regulations for the degree of MB BS (Hull and York)

### 1. Introduction

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 2004 between the University of Hull and the University of York.

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

These Regulations and related 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

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 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 *HYMS Code of Practice on Academic Committees*

### 4. Duration of study

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

### 5. Admissions requirements

In order to qualify for admission to the MB BS programme, applicants must:

- 5.1 satisfy the academic requirements prescribed by the HYMS Admissions Committee;
- 5.2 satisfy the requirements obtaining at the time in respect of health, fitness to practise, and criminal record, as set out in the *HYMS Code of Practice on Fitness to Practise Medicine, and the HYMS Code of Practice on Admissions*
- 5.3 demonstrate their proficiency in English, if this is not their mother tongue, in accordance with requirements prescribed by the HYMS Admissions Committee.
- 5.4 normally be at least 18 years of age on 1 September in the proposed year of admission

Normally, no offer of admission, confirmed or conditional, is made without interview.

### 6. Registration

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**

Every student is allocated a Personal Advisor who provides guidance and support on academic, professional and personal matters. Details are set out in the *HYMS Code of Practice 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. It comprises core curriculum themes, and student-selected components (SSC) and is taught in system blocks. It also includes periods spent on clinical attachment.

## **9. Assessment and re-assessment**

- 9.1 Assessment is both formative and summative. Summative assessments must be completed successfully for credits to be awarded for each year of study, and for progression through the programme (see regulation 11 below).
- 9.2 Formative assessments take place within each block.
- 9.3 Summative assessments are held at the end of Years 1, 2, 4 and 5. Candidates for a summative assessment are permitted to enter only 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, as laid down in the *HYMS Code of Practice on Assessment and Examination*.
- 9.4 A student who fails to complete a summative assessment satisfactorily is given an opportunity to redeem that failure through a second assessment in the same academic year.
- 9.5 A student may be required to take a directed SSC as a result of inadequate performance in a Core Curriculum Theme identified through formative assessment.

The criteria to be fulfilled for satisfactory completion of elements of the programme are set out in the *HYMS Code of Practice on Assessment and Examination*.

## **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 in mitigation for consideration and action by the HYMS Board of Studies in accordance with procedures set out in the *HYMS Code of Practice on Assessment and Examination*

## **11. Progression**

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 Fitness to Practise Committee, both of which make recommendations to the HYMS Board of Studies.

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**

The Board of Examiners and the HYMS 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.

- 12.1 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.
- 12.2 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 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.
- 12.3 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 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.
- 12.4 Students who successfully complete Phase I and 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**

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 *HYMS Code of Practice on Assessment and Examination*.

## **14. Review**

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**

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 *HYMS Code of Practice on Progression and Termination*

## **16. Termination of programme and suspension of studies**

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 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 *HYMS Code of Practice on Progression and Termination* and the *HYMS Code of Practice on Fitness to Practise Medicine*

## **17. Misconduct**

### 17.1 Academic misconduct

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*.

### 17.2 Professional misconduct.

Procedures for investigating cases of alleged professional misconduct and the measures taken where misconduct is found to have occurred are described in the *HYMS Code of Practice on Fitness to Practise Medicine*

## **18. Appeals**

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 Practice Appeals*.

## **19. Complaints**

Students may 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 *HYMS Code of Practice on Investigation and Determination of Student Complaints*. The procedure will apply both on the University Campuses, and on clinical attachments.

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.

## **20. Harassment**

Procedures for dealing with cases of alleged harassment are set out in the *HYMS Code of Practice on Harassment*.

## **21. General**

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 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**

The University of Hull and the University of York reserve the right not to register/enroll or re-register/re-enroll students who are in debt to either University.

## **23. 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, race, gender, or sexual orientation, subject always to Fitness to Practise requirements. Procedures for dealing with alleged incidents are set out in the *HYMS Code of Practice on Equal*

*Opportunities*

**24. Amendment of HYMS regulations**

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

WJGillespie  
21.04.05

Approved by HJSC  
05.05.05

## Appendix

### HYMS Codes of Practice

*HYMS Code of Practice on Academic Committees*

*HYMS Code of Practice on Academic Misconduct*

*HYMS Code of Practice on Admissions*

*HYMS Code of Practice on Academic and Fitness to Practice Appeals*

*HYMS Code of Practice on Assessment and Examination*

*HYMS Code of Practice on Equal Opportunities*

*HYMS Code of Practice on Fitness to Practise Medicine*

*HYMS Code of Practice on Harassment.*

*HYMS Code of Practice on Investigation and Determination of Student Complaints*

*HYMS Code of Practice on Progression and Termination*

*HYMS Code of Practice on Student Welfare and Support*

*HYMS Code of Practice on Management of the MB BS Curriculum*

*HYMS Code of Practice on Acceptable use of IT*