

Regulations for the Honours degree of Bachelor of Science in Medical Science (Hull and York)

(Approved by the HYMS Joint Senate Committee 19 March 2004)

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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 the intercalated undergraduate degree of Bachelor of Science in Medical Science with Honours (BSc (Hons) in Medical Science) which is jointly awarded by the Universities to candidates who successfully complete the programme of study prescribed by the HYMS Board of Studies. This qualification is normally open only to students studying for MB BS offered by HYMS. The intercalated year leading to the degree is normally taken after satisfactory completion of Phase I of the MB BS programme. Permission may be granted to take it after completion of Phase II. Exceptionally, candidates studying medicine or another health professional programme at another University may be considered for entry to the programme.

2. Precedence of Regulations

These Regulations and related Codes of Practice will take precedence over the relevant corresponding Regulations of the two Universities.. 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, will be responsible for the academic supervision of the B.Sc.(Hons) Medical Science. 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 and location of study

Students will normally be required to follow an approved programme of 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 programme elements at both the University of Hull and the University of York.

5. Admissions requirements

5.1 In order to qualify for admission to the B.Sc.(Hons) Medical Science programme, applicants must:

- 5.1.1 have satisfactorily completed Phase I of the HYMS MB BS programme, or exceptionally have been admitted by the HYMS Joint Senate Committee on the recommendation of the HYMS Board of Studies

- 5.1.2 have up to that point satisfied the requirements obtaining at the time in respect of health, and fitness to practise, as set out in the *HYMS Code of Practice on Fitness to Practise Medicine, and the HYMS Code of Practice on Admissions*
 - 5.1.3 have demonstrated their proficiency in English, if this is not their mother tongue, in accordance with requirements prescribed by the HYMS Admissions Committee
 - 5.1.4 have demonstrated sufficient ability in the discipline in which the intercalated programme is proposed, normally by achieving one or more gradings of excellent in summative assessments, both in the relevant curriculum theme or themes, and in any relevant student selected component (SSC).
 - 5.1.5 Notwithstanding clause 5.1.4, a student who has not achieved relevant gradings of excellent, but who is considered to have the potential to derive substantial benefit from the educational experience offered may be admitted provided that the approval of the HYMS Board of Studies has been given, following satisfactory completion by the student of the requirements set out in clauses 5.1.6 to 5.1.7 below.
 - 5.1.6 have submitted a statement of the likely research area, after discussion with the departmental tutor and potential supervisor, together with a preliminary list of intended modules
 - 5.1.7 have paid the fees as prescribed by the University of Hull or the University of York, as applicable
- 5.2 A limited number of places will be available annually for admission to the B.Sc.(Hons) Medical Science programme. Entry will be competitive and admission will be regulated by the HYMS Board of Studies. Therefore, candidates who have satisfied the requirements of clause 5.1 above may not all be successful in gaining a place. Where necessary, ranking will be determined by a panel selected by the BSc Programme Committee, based on the requirements laid out in clauses 5.1.4 to 5.1.7., which where appropriate, may conduct interviews and consider advice from candidates' personal advisors, and make recommendations to the HYMS Board of Studies accordingly.

6. Registration

Students admitted to the B.Sc.(Hons) Medical Science 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 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*.

8. Programme structure

- 8.1 The programme comprises either
- 8.1.1 a subject-focussed combination of approved modules grouped into clusters. Each 'module cluster' will be approved by the Joint Learning and Teaching Committee. The specific combination of modules undertaken by each student will be approved by the HYMS Board of Studies as described in section 5.1.6. It will comprise:
- 8.1.1.1 a course of instruction with prescribed combinations of approved modules offered by HYMS and/or constituent departments of the Universities of Hull and York.
- 8.1.1.2 supervised study and research in an approved field related to the studied modules, and leading to a dissertation.
- Or
- 8.1.2 a BSc by research consisting of a programme of supervised research agreed by the BSc sub-committee and supported by taught sessions on research skills, methods and writing .
- 8.2 The programme will comprise a total of 120 credits at the levels specified in the Programme Specification. Available modules in any academic year are set out in the B.Sc. (Hons) Medical Science Programme Handbook.

9. Assessment

- 9.1 Assessment of students undertaking an intercalated programme for B.Sc. (Hons) Medical Science is the responsibility of the Boards of Examiners of the departments offering the modules taken by the intercalating students. Marks and other relevant assessment data will be sent by them to the BSc. (Hons) Medical Science Programme Board of Examiners .
- 9.2 The BSc. (Hons) Medical Science Programme Board of Examiners will make recommendations to the HYMS Board of Studies for the classification of awards.
- 9.3 Candidates for an award 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.
- 9.4 A student who fails to complete the assessment at a satisfactory level will not be eligible for the award of the degree of B.Sc. (Hons) Medical Science, but will be allowed to proceed to Phase II of the MB BS programme, provided that the requirements of the HYMS Fitness to Practise Committee have been met (see *Regulations for the degree of MB BS (Hull and York)*).

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 intercalated BSc (Hons) in Medical Science Programme

(Hull and York) Board of Examiners, acting with authority delegated from HYMS Board of Studies in accordance with procedures set out in section 2.7.1 of the HYMS Code of Practice on Assessment and Examination MB BS Phase I.

11. Requirements for the award of the degree or other qualifications

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

- 11.1 attendance, as prescribed by the HYMS Board of Studies;
- 11.2 successfully completed all examinations and assessments as prescribed by the HYMS Board of Studies;
- 11.3 satisfied the requirements of the HYMS Fitness to Practise Committee;
- 11.4 paid the fees as prescribed by the University of Hull or the University of York, as applicable.

12. Classification of the award

- 12.1 Modules and research projects are assessed by the host department in accordance with the approved procedures of the Universities with externally moderated marks and grades being returned to the HYMS BSc (Hons) Medical Science Programme Board of Examiners.
- 12.2 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

- 12.3 An average mark for the intercalated year is calculated for each student in the following way:
 - (a) the average is weighted by the credit value of the corresponding module and recorded to one decimal place. Marks are not weighted according to the module level. In cases where students have up to 20 credits of level 5 modules, as permitted according to the programme specifications, this will have been previously approved by the HYMS Intercalated Honours BSc (Hons) in Medical Science Programme Committee
 - (b) in the case of an average weighted mark being within 2% of the boundary of two classifications, the HYMS Intercalated Honours BSc (Hons) in

Medical Science Programme Board of Examiners will review the profile of the student's work to determine the final classification

c) in the case of the BSc by research each stage/section of the dissertation will be weighted and added to produce the final mark

12.4 Excluding the research project and any other module declared in the programme of study to be non-condonable, a module awarded a mark of less than 40 may be:

12.4.1 condoned provided that:

- (a) the weighted average of marks obtained in the other modules of the HYMS Intercalated Honours BSc (Hons) programme is 40 or greater
- (b) the total number of credits to be condoned is no greater than 20

12.4.2 alternatively, where mitigating circumstances obtain a student may be excused 20 credits at the discretion of the HYMS BSc (Hons) Medical Science Programme Board of Examiners

12.5 In the case of a student failing a module, the student will not be permitted to be re-assessed, to repeat the module or take another module.

12.6 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 12.7 below).

12.7 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.

12.8 The Boards of Examiners of host departments will forward to the HYMS BSc (Hons) Medical Science Programme BoE details of where mitigating circumstances have already been taken into account in arriving at module marks. The Boards of Examiners of host departments, personal tutors and other relevant sources will forward other details of mitigating circumstances not already taken into account to the HYMS BSc (Hons) Medical Science Programme BoE for consideration in classifying the degree.

13. 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.

14. Interruption of studies

Students are normally expected to complete the programme of study in one year 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*

15. Misconduct

15.1 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*.

15.2 Professional misconduct.

Students undertaking the B.Sc (Hons) Medical Science 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*

16. Appeals

A student may appeal on specified grounds against a decision or recommendation affecting his/her progress towards award of the degree of B.Sc. (Hons) Medical Science. Details of the appeals procedures are contained in the *HYMS Code of Practice on Academic and Fitness to Practice Appeals*.

17. 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.

18. Harassment

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

19. 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.

20. Payment of fees

The University of Hull and the University of York reserve the right not to register/enroll or re-register/re-enrol 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, 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*

22. Amendment of HYMS regulations

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