



## Hull York Medical School

### Code of Practice on Academic Committees

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To obtain this Code of Practice in an alternative format, please contact [governance@hyms.ac.uk](mailto:governance@hyms.ac.uk)

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## **Introduction**

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

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

MB BS Programme Board (Appendix 2)  
Intercalated Programme Board (Appendix 3)  
Postgraduate Programme Board (Appendix 4)  
Ethics Committee (Appendix 5)  
Student Staff Committee (Appendix 6)

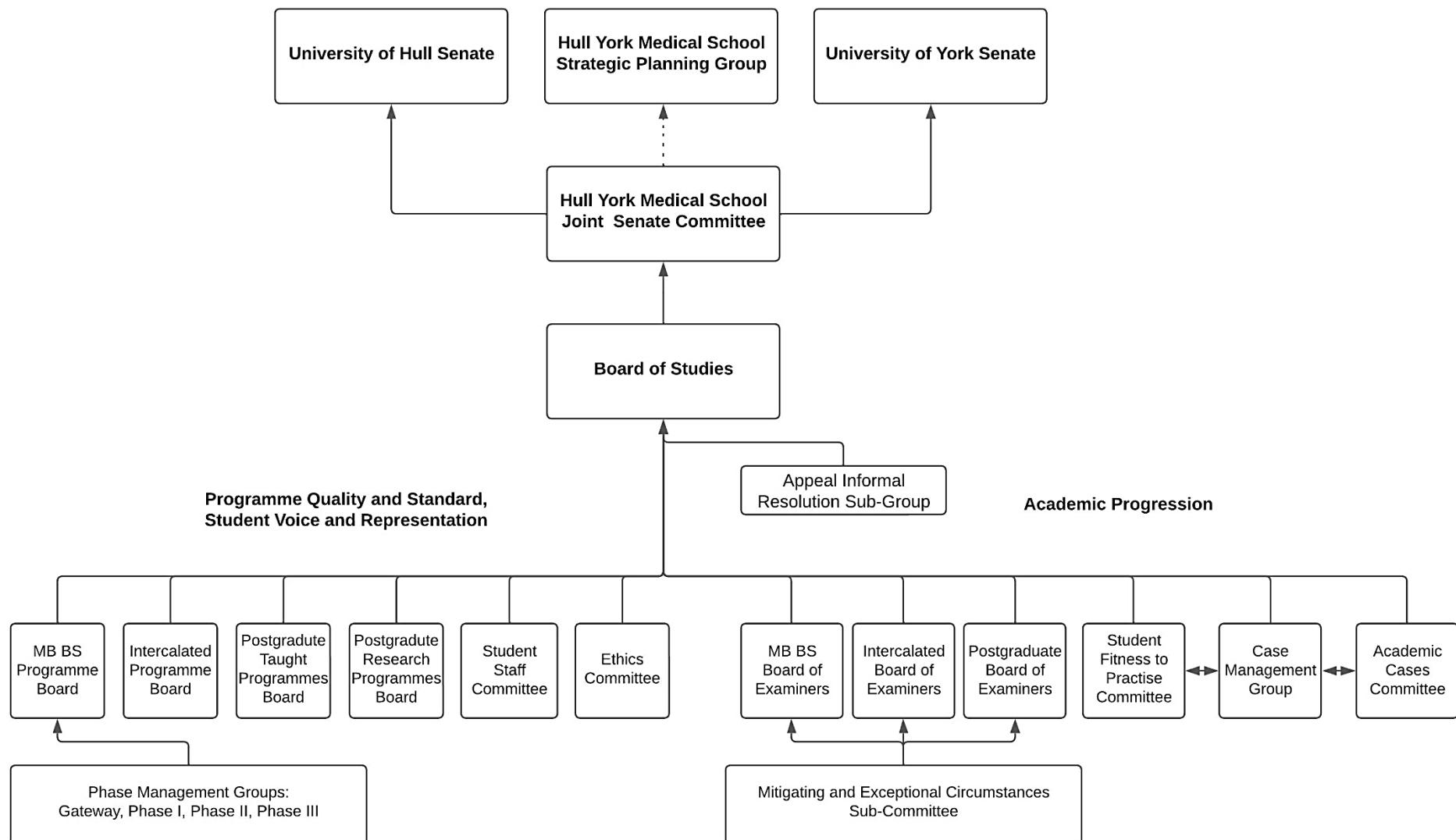
*Academic Progression:*

MB BS Board of Examiners (Appendix 7)

Intercalated Board of Examiners (Appendix 8)  
Postgraduate Board of Examiners (Appendix 9)  
Mitigating and Exceptional Circumstances Sub-Committee (Appendix 10)  
Student Fitness to Practise Committee (Appendix 11)  
Academic Cases Committee (Appendix 12)  
Case Management Group (Appendix 13)

4. A diagram showing the academic governance structure of the School is included on page 4 of this Code of Practice.
5. Meetings convened either in whole or in part by electronic means are permissible. Any electronic meetings should be conducted in accordance with the Hull York Medical School Protocol for Board/Committee Meetings convened either in whole or in part by electronic means.
6. Alterations to the number, title, terms of reference, membership, or constitution of Hull York Medical School Academic Committees will require approval by HJSC.
7. Hull York Medical School may publish annually a schedule of meetings of its Academic Committees.
8. Members and officers of Hull York Medical School 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 structure of the Hull York Medical School



## **Appendix 1**

### **Board of Studies**

#### **Accountability, purpose and culture**

The Hull York Medical School Board of Studies is the principal academic committee of the Hull York Medical School, and is accountable to the Hull York Medical School Joint Senate Committee (HJSC). Its purpose is to promote, assure and enhance the quality and standards across all of the Hull York Medical School 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 Hull York Medical School 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 Hull York Medical School students have sufficient freedom to learn, to enjoy their time at Hull York Medical School and become doctors and professionals well prepared for the future.

The Board of Studies will ensure that all issues raised by student representatives at all Hull York Medical School 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 Hull York Medical School 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\*

Deputy Chair of Board of Studies\*\*

Academic Lead for Programme Quality Assurance (Deputy Chair)

Dean of Hull York Medical School

Deputy Dean of Hull York Medical School

Chair of MB BS Programme Board

- Chair of Intercalated Programme Board (also as Chair of Intercalated Board of Examiners)
- Chair of Postgraduate Programme Board
- Chair of Student Staff Committee
- Chair of Ethics Committee
- Chair of MB BS Board of Examiners
- Chair of Postgraduate Board of Examiners
- Chair of Student Fitness to Practise Committee
- Chair of Academic Cases Committee
- Chair of Case Management Group
- Director of Student Support
- Director of Assessment
- Academic Lead for Primary Care Education
- A representative from the Clinical Deans
- MB BS Phase Leads, including Gateway year
- Hull York Medical School Librarian

Student representatives: a maximum number of seven 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  
Governance 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.*

*\*\*The Deputy Chair shall be appointed from a member of the Board of Studies and shall hold office for a period of three years and shall not hold office for more than two consecutive periods of office. 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.

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

## **Quorum**

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

For the unreserved business, the Board of Studies will only be quorate if there is at least one student member 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 Hull York Medical School programmes.
2. To assure and enhance quality of the student learning experience and to maintain the standards of the Hull York Medical School 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 Hull York Medical School Joint Senate Committee on new programmes and major modifications to programmes and modules.
5. To receive, consider and make recommendations to the Hull York Medical School Joint Senate Committee on all matters relating to the fitness, conduct and discipline of students undertaking Hull York Medical School programmes.
6. To receive, consider and approve before submission to the Hull York Medical School Joint Senate Committee reports of all matters relating to admission, progress, withdrawal, and termination of students undertaking Hull York Medical School programmes.
7. To receive, consider and make recommendations to the Hull York Medical School 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 establish and take active ownership of the Appeal Resolution Sub-Group for the consideration of student appeals and, where appropriate, informal resolution of them in accordance with the relevant Code of Practice.
10. To provide an annual report on Hull York Medical School programmes to the Hull York Medical School 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 Hull York Medical School 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)

MB BS Deputy Programme Director (Deputy Chair)

MD DOB Deputy Programming Director  
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**

### **Academic Lead for Assessment**

Academic Lead for Programme Quality Assurance

## **Director of Student Support**

Director of Student Support  
Academic Lead for Learning Environment

## **Admissions Tutor**

Director of Problem

One representative from Phase I Block Leader

**One representative from Phase I 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**

A minimum of two for  
Programme Manager

## Programme Manager Programme Officer

In attendance: Secretary / Assistant to the Secretary of 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 quarterly.

## **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 Hull York Medical School.
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**

### **Intercalated Programme Board**

#### **Accountability and purpose**

The Intercalated Programme Board is responsible for intercalated degree programmes and is accountable to the Hull York Medical School 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 Hull York Medical School programmes offering intercalated options

One academic representative from each University department participating in intercalated programmes

Academic Lead for Programme Quality Assurance

One student representative

Programme Manager

Programme Administrator

In attendance:                   Secretary of 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**

To establish and review appropriate regulations and procedures for the operations, development, and quality assurance and enhancement of the Hull York Medical School intercalated programmes covering all aspects of learning and teaching, and make recommendations to the Board of Studies. The Board may contribute in the following ways

to both specially designed intercalated degrees offered and also postgraduate programmes offered as intercalation options by the School.

1. To develop strategies and implementation plans to increase and diversify the portfolio of intercalated programmes.
2. 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.
3. 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.
4. 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 Hull York Medical School.
5. To ensure effective mechanisms are in place for academic and pastoral support of students.
6. 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.
7. To provide an annual report to the Board of Studies on intercalated programmes.
8. To undertake other duties as may be deemed appropriate by the Board of Studies.

## Appendix 4

## **Postgraduate Taught Programmes Board**

## **Accountability and purpose**

The Postgraduate Taught Programmes Board is responsible for postgraduate taught degree programmes and is accountable to the Hull York Medical School Board of Studies.

The Postgraduate Taught Programmes Board has responsibility for the quality and standards of postgraduate taught degree programmes and individual student progress within the Hull York Medical School regulatory framework.

## **Membership**

## Chair of Postgraduate Programmes Board\*

**Deputy Chair of Postgraduate Programmes Board**

## **Chair of Postgraduate Board of Examiners**

Programme Leads for all Hull York Medical School postgraduate taught programmes

## Academic Lead for Programme Quality Assurance

Up to four representatives of academic staff contributing to teaching postgraduate taught programmes.

Two postgraduate taught student representatives (for unreserved business only)

## Programme Manager

## Programme Coordinator

### **Student support representative**

A Representative from Equality, Diversity and Inclusion (EDI) Committee

A Representative from Governance Team

In attendance: Secretary of Postgraduate Taught Programme Board; Postgraduate Programmes officer.

*The Postgraduate Taught Programmes Board shall ensure that there is a balanced representation of academic, clinical, students, and Hull York Medical School academic centres in its membership.*

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

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

*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 Taught Programmes Board shall meet quarterly.

## **Terms of Reference**

1. To establish and review appropriate regulations and procedures for the operations, development, and quality assurance and enhancement of Hull York Medical School postgraduate taught 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 programmes, including surveys, and to develop strategies and implementation plans to enhance the quality of postgraduate programmes and the student experience, including equality, diversity and inclusion (EDI).
3. To make recommendations to the Board of Studies on strategy, practice, or policy regarding learning and teaching 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 inside and outside Hull York Medical School.
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 Hull York Medical School 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 *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 Hull York Medical School Board of Studies on postgraduate programmes.
10. To undertake other duties as may be deemed appropriate by the Board of Studies.

## **Appendix 5**

### **Postgraduate Research Programmes Board**

#### **Accountability and purpose**

The Postgraduate Research Programmes Board is responsible for postgraduate research degree programmes and is accountable to the Hull York Medical School Board of Studies.

The Postgraduate Research Programmes Board has responsibility for the quality and standards of postgraduate research degree programmes and individual student progress within the Hull York Medical School regulatory framework.

#### **Membership**

Chair of Postgraduate Research Programmes Board\*

Deputy Chair of Postgraduate Research Programmes Board

Academic Lead for Postgraduate Research Admissions

Senior Postgraduate tutor/Student support representative

Academic Lead for Postgraduate Research Development (PRD) Scheme

Chair of Postgraduate Programmes Board of Examiners

Chair of the Departmental Research Committee (DRC) York

Chair of the Departmental Research Committee (DRC) Hull

A representative from the Equality, Diversity and Inclusion (EDI) Committee

Six academic research representatives, one each for the following research areas: Centre for Health and Population Sciences (CHaPS); Experimental Medicine and Biomedicine (EMB); Health Professions Education Unit (HPEU), Centre for Biomedicine; Clinical Sciences Centre; Applied Health Research.

Two student representatives, one of which must be a PhD student

Graduate Teaching Assistant (GTA) Co-ordinator

A representative from the Governance Team

In attendance: Secretary of Postgraduate Research Programmes Board; Postgraduate Programmes Officer; Postgraduate Research Programme Administrator

*The Postgraduate Research Programmes Board shall ensure that there is a balanced representation of academic, clinical, students, and Hull York Medical School academic centres in its membership.*

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

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

*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 Research Programmes Board shall meet three times in each academic year.

## **Terms of Reference**

1. To establish and review appropriate regulations and procedures for the operations, development, and quality assurance and enhancement of Hull York Medical School postgraduate 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 research programmes including surveys, and to develop strategies and implementation plans to enhance the quality of postgraduate programmes and the student experience, including Equality, Diversity and Inclusion.
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 research student experience of the entire student journey from initial enquiry to successful completion through collegial and collaborative working relationships with colleagues within and outwith Hull York Medical School.
5. To ensure effective mechanisms are in place for academic and pastoral support of postgraduate research students.
6. To monitor and review individual student progress and make recommendations to the Hull York Medical School Board of Studies on special student cases such as transfer of programme and leave of absence.
7. To approve the appointment of Thesis Advisory Panel members.
8. To oversee the quality of postgraduate research training.
9. To ensure that in cases of allegations of research misconduct, the procedures set out in the *Code of Practice on Student Research Misconduct* are duly followed.
10. To consider proposals for new and revised postgraduate programmes and make recommendations to the Board of Studies.
11. To support school-wide and university-wide research activities, including bids for external and university funding for postgraduate research studentships.
12. To provide an annual report to the Hull York Medical School Board of Studies on postgraduate research programmes.
13. To undertake other duties as may be deemed appropriate by the Board of Studies.

## **Appendix 6**

### **Ethics Committee**

#### **Accountability and purpose**

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

#### **Membership**

Chair of Ethics Committee\*

An independent external representative\*

A medically-qualified health professional\*

A member of the Hull York Medical School Centre for Education Development\*

A member of Hull York Medical School academic staff with expertise in medical ethics\*

One member of academic staff from each University who is not a member of Hull York Medical School\*

Two members with expertise in the biological sciences\*

A maximum of two 'lay' members with no recent direct affiliation to Hull York Medical School 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 Ethics Committee

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

*Hull York Medical School 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**

The Ethics Committee shall meet quarterly.

## **Terms of Reference**

1. To approve on behalf of the Hull York Medical School Joint Senate Committee proposed research that has been processed by the Hull York Medical School Research Office.
2. To provide ethics advice on the conduct of Hull York Medical School teaching audit (when requested and appropriate).
3. To provide advice on ethics issues that might arise in the delivery of Hull York Medical School teaching and research (when requested and appropriate).
4. To provide a forum for students at Hull York Medical School to raise any ethical concerns that they might have about the delivery of Hull York Medical School 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 Hull York Medical School 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 7**

### **Student-Staff Committee**

#### **Accountability and purpose**

The Student-Staff Committee is accountable to Hull York Medical School Board of Studies.

The Student-Staff Committee is an integral part of the Hull York Medical School 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) with 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 Hull York Medical School

Deputy Dean of Hull York Medical School

Chair of the Board of Studies

Deputy Chair of the Board of Studies

Chair of the MB BS Programme Board

Chair of the Postgraduate Programme Board

Academic Lead for Programme Quality Assurance

Programme Manager

Director of 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 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 Hull York Medical School 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 Intercalated 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 Hull York Medical School.
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 Hull York Medical School provision.
9. To elect a student Chair and Deputy Chair and to nominate representatives for the Hull York Medical School committees.
10. The staff student committee student representatives represent the student body and are an autonomous part of the parent organisations.

## **Appendix 8**

### **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 Hull York Medical School 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 Hull York Medical School regulatory framework.

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

#### **Membership**

Chair of the MB BS Board of Examiners\*

Academic Lead for Assessment

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

The approved External Examiners

In attendance:                   Secretary of MB BS Board of Examiners

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

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

#### **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 cycle 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 Hull York Medical School Board of Studies and the Hull York Medical School 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 Hull York Medical School 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 the *Code of Practice on Assessment and Evaluation 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 Academic Cases Committee regarding students alleged to be in breach of the *Code of Practice Academic Misconduct* and to make recommendations to the Hull York Medical School 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 and Exceptional Circumstances Sub-Committee and to make assessment and examination arrangements for the student in the light of the Mitigating and Exceptional 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 Hull York Medical School.
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 Hull York Medical School Board of Studies.

## Appendix 9

## **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 Hull York Medical School 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 Hull York Medical School 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)

Academic Lead for Intercalated Studies (Chair)  
One academic representative from each University department participating in intercalated programmes

#### The approved External Examiner

The approved External Examiner  
Academic Lead for Assessment

In attendance: Secretary of Intercalated Programme Board of Examiners

*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:** 3 (at least one must be the approved 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 Hull York Medical School 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 Academic Cases Committee regarding students alleged to be in breach of the *Code of Practice Academic Misconduct* and to make recommendations to the Hull York Medical School 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 and Exceptional Circumstances Sub-Committee and to make assessment and examination arrangements for the student in the light of the Mitigating and Exceptional 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 Hull York Medical School.
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 Hull York Medical School Board of Studies.

## **Appendix 10**

### **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 Hull York Medical School 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 Hull York Medical School regulatory framework.

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

#### **Membership**

Chair of Postgraduate Board of Examiners\*

Deputy Chair of the Postgraduate Board of Examiners

Programme Directors of Postgraduate Taught Programmes

A minimum of one Module Lead from each postgraduate taught programme

The approved External Examiners

Academic Lead for Assessment

In attendance: Secretary of Postgraduate Board of Examiners

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

*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** (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**

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.

1. To make recommendations to the Hull York Medical School Board of Studies on the nomination of examiners for taught and research degrees.
2. To review overall postgraduate taught student performance at module and programme levels in the presence of the internal and external examiners(s).
3. To determine postgraduate taught students' marks on all summative assessments within a programme based on provisional marks provided by the markers.
4. To make referrals to and receive recommendations from the Academic Cases Committee regarding students alleged to be in breach of the *Code of Practice Academic Misconduct* and to make recommendations to the Hull York Medical School Board of Studies on any resultant progression outcome.
5. To receive recommendations from the Mitigating and Exceptional Circumstances Sub-Committee and to make assessment and examination arrangements for the student in the light of the Mitigating and Exceptional Circumstances Sub-Committee's decision.
6. To review reports from examiners of research degrees following thesis examinations.
7. 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.
8. To make recommendations to the Hull York Medical School Board of Studies on student progression matters including re-sits, award of degree, withdrawal, and termination of programme.
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 of taught programmes and ensure any recommendations are addressed by Hull York Medical School.
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 Hull York Medical School Board of Studies.

## Appendix 11

## **Mitigating and Exceptional 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 and Exceptional Circumstances Sub-Committee is responsible for the consideration of student claims for mitigating and exceptional 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 Hull York Medical School Board of Studies.

The Mitigating and Exceptional Circumstances Sub-Committee has responsibility for making recommendations in accordance with the *Mitigating and Exceptional 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 and Exceptional 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\*

Deputy Chair of the Mitigating and Exceptional Circumstances Committee

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 and Exceptional Circumstances Sub-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.*

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

## Quorum: 3

## **Frequency of meeting**

The Mitigating and Exceptional Circumstances Sub-Committee shall meet in advance of Boards of Examiners' meetings. It shall also meet to review and evaluate mitigating and exceptional 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**

1. To establish and review appropriate policies and procedures for mitigating and exceptional circumstances of students undertaking a Hull York Medical School degree.
2. To review mitigating and exceptional circumstances claims submitted by the student in order to reach a decision in accordance with *Mitigating and Exceptional 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 and exceptional circumstances are entirely evidence-based. The Mitigating and Exceptional Circumstances Sub-Committee shall not endorse mitigating and exceptional 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 and Exceptional 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 and Exceptional 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 and exceptional circumstances:
  - Request supported (circumstances considered valid, based on sufficient evidence).
  - Request not supported (circumstances not considered valid, based on the evidence provided).
  - 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 Hull York Medical School Student Support Office for pastoral support in the light of the decision made by the Mitigating and Exceptional Circumstances Sub-Committee.
8. To monitor and review mitigating and exceptional circumstances trend data and provide an annual report to the Boards of Examiners.

## **Appendix 12**

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

#### **Accountability and purpose**

The Student Fitness to Practise Committee is accountable to the Hull York Medical School Board of Studies.

The Committee exists to hear cases of students of the Hull York Medical School where their Fitness to Practise may be cause for concern. The Committee members are required to critically review 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 a number of powers as outlined in the *Code of Practice on Student Fitness to Practise*, this includes, but is not limited to, the power to issue a formal Warning and to impose a range of sanctions, including the recommendation to terminate a student's studies.

#### **Membership**

**Chair\*** Appointed by the Dean of Hull York Medical School

**Deputy Chair** Appointed by the Dean of Hull York Medical School

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 Hull York Medical School, approved by the 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.

The Committee should consist of eight members and include representatives from the following categories:

- Members appointed to represent explicitly Patient and Public Involvement
- Members of academic staff of the Hull York Medical School, employed by the University of Hull and the University of York.
- Members holding an honorary title from Hull York Medical School (as defined by the Policy on Honorary Titles).
- Members with leadership responsibility for Postgraduate medical training within Health Education England: Yorkshire and the Humber.
- Members with leadership responsibility for students' clinical education.
- 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:**

Secretary of the Fitness to Practise Committee  
Director of Student Support  
Director of Admissions  
Academic Lead for Professionalism

*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.*

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

#### **Quorum: 4**

#### **Frequency of meetings**

The Student Fitness to Practise Committee shall meet twice per academic year 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 *Code of Practice on Student Fitness to Practise*.

1. To consider all expressions of concern about an applicant for admission to the MB BS degree programme (including Gateway) or the postgraduate taught MSc in Physician Associate Studies who may bring a risk to members of the public, or limit the applicant's ability to perform a medical/health professions role satisfactorily; and to report the findings of such consideration to the School's Admissions Tutor.
2. To receive referrals from the School's Case Management Group. This will require careful deliberation of the referral and/or accompanying Investigating Officer's report. The Committee will then be required to make recommendations as outlined in the *Code of Practice on Student Fitness to Practise*, including if appropriate the option to refer the student to Fitness to Practise Hearing.
3. In cases of direct referral (as illustrated in the *Code of Practice on Student Fitness to Practise*), the Committee will be required to initiate an Investigation where this is considered necessary and after careful deliberation of the findings, make recommendations as outlined in the *Code of Practice on Student Fitness to Practise*, including if appropriate, the option to refer the student to a Fitness to Practise Hearing.
4. To recommend action based on such a Panel Hearing to the Hull York Medical School Board of Studies.

## **Appendix 13**

### **Academic Cases Committee**

#### **Accountability and purpose**

The Academic Cases Committee is accountable to the Board of Studies.

The Committee exists to hear cases of students of the Hull York Medical School related to:  
Fitness to Study concerns  
Allegations of Academic Misconduct

#### **Fitness to Study**

The Committee members are required to scrutinise and consider the evidence provided on a case by case basis, and to determine whether sufficient concern exists to invite the student to a Fitness to Study Panel Hearing. In accordance with the *Code of Practice on Fitness to Study*, Panel Hearings provide an opportunity to support students with their fitness to study, through a mutually agreed action plan. In exceptional cases, Panels can recommend the instigation of a leave of absence, or termination of studies.

#### **Academic Misconduct**

The Committee members are required to scrutinise and consider the evidence provided on a case by case basis, and to determine whether there is sufficient evidence of academic misconduct to undertake an Academic Misconduct Panel Hearing. In accordance with the *Code of Practice on Academic Misconduct*, the Panel has the power to issue a warning and to impose a range of sanctions, including the recommendation to terminate a student's studies.

#### **Membership**

**Chair\***                      Appointed by the Dean of Hull York Medical School

**Deputy Chair**                Appointed by the Dean of Hull York Medical School

The Chair or Deputy Chair will also normally act as Chair of any Fitness to Study Panel or Academic Misconduct Hearing.

#### **Members:**

Membership of all categories will be through nomination by the Dean, approved by the Hull York Medical School Board of Studies, and will be for a period of three years, renewable by mutual agreement for up to a further three years. The consideration of matters relating to fitness to study and academic misconduct is reserved and therefore student representatives are not eligible for membership.

In addition to the Chair and Deputy Chair, 3 Members of academic staff of the Hull York Medical School, out of which at least 1 member is employed by the University of Hull and 1 by the University of York with a balance of responsibility for both Undergraduate and Postgraduate programmes.

In attendance: Secretary of the Academic Cases 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.*

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

**Quorum: 3**

**Frequency of meetings**

The Academic Cases Committee shall meet quarterly and at such other times as may be required.

**Terms of Reference**

The Academic Committee provides scrutiny of all Fitness to Study and Academic Misconduct investigations. The conduct of the Committee is governed by *the Code of Practice on Student Fitness to Study* and *Code of Practice on Academic Misconduct*.

1. To receive referrals from the Case Management Group related to students' fitness to study.
2. To appoint, if appropriate, a Fitness to Study Hearing Panel to make recommendations as outlined in the *Code of Practice on Fitness to Study*.
3. To receive referrals from the Case Management Group related to allegations of academic misconduct by students.
4. To appoint, if appropriate, an Academic Misconduct Hearing Panel to make recommendations as outlined in the *Code of Practice on Academic Misconduct*.
5. To recommend action based on such Panel Hearings to the Board of Examiners (for academic misconduct) and Board of Studies (for fitness to study).

## **Appendix 14**

### **Case Management Group**

#### **Accountability and purpose**

The Case Management Group (CMG) is accountable to the Hull York Medical School Board of Studies.

The CMG exists to receive expressions of concern regarding student health, conduct, progress and behaviour. It takes a case-based approach to assess, monitor and refer student cases to the Academic Cases Committee and the Student Fitness to Practise Committee as and when appropriate. It has the power to issue a Caution if a student's behaviour departs significantly from the expected standards but does not reach the threshold for referral to fitness to practise procedures.

#### **Membership**

Chair

Deputy Chair

Programme Director, MB BS

Programme Director, MSc in Physician Associate Studies

Chair of MB BS Board of Examiners

Chair of Postgraduate Board of Examiners

Phase Leads, MB BS and Gateway

#### **In attendance:**

Secretary of the Case Management Group

Director of Student Support

Student Life and Wellbeing Officer

Academic Support Officer

*The Chair and Deputy Chair of the CMG will be appointed by the Dean of Hull York Medical School and will hold office for a period of three years and shall not hold office for more than two consecutive periods.*

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

*The CMG may co-opt new members at any point to ensure sufficient experience and expertise.*

*The CMG may invite colleagues to provide specific expertise in a meeting.*

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

#### **Quorum: 4**

#### **Frequency of meetings**

The Case Management Group shall meet monthly.

## **Terms of Reference**

The Case Management Group provides scrutiny of student cases related to health, conduct, progress and behaviour. It operates under a set of standard operating procedures and its conduct is governed by the *Code of Practice on Student Fitness to Practise*, *Code of Practice on Student Fitness to Study*, and *Code of Practice on Academic Misconduct*.

1. To consider expressions of concern relating to a student's health, conduct, progress, and behaviour in all stages of the student journey.
2. To receive and gather relevant information on a student case, including information provided by the Student Support Team, and to determine the appropriate actions in line with the CMG's standard operating procedures.
3. To de-escalate or escalate a student case based on a set of criteria set out in the standard operating procedures.
4. To address a student case by referring it to different supportive mechanisms in the Medical School and the Universities, including the Phase Leads/Programme Directors, Student Support, and Occupational Health.
5. To address a student case by holding a formal meeting with a student.
6. To escalate a student case by undertaking an investigation and appointing an Investigating Officer.
7. To escalate a student case by referring it to the Student Fitness to Practise Committee, Academic Cases Committee, and the Postgraduate Board of Examiners.
8. To issue a Caution to a student if it is deemed appropriate.
9. To receive and consider programme level student data (e.g. withdrawals and non-progression) to identify any pattern for concern.
10. To conduct an annual review of the standard operating procedures and analyse case data to ensure the procedures are fair, consistent, and transparent.
11. To provide an annual report to the Board of Studies.

<b>Version history</b>
December 2022: Membership of Student Fitness to Practise reduced from 12 to 8.
April 2023: Establishment of Postgraduate Research Programmes Board and reconfiguration of Postgraduate Taught Programmes Board