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THE UNIVERSITY OF BUCKINGHAM
FACULTY OF MEDICINE AND HEALTH SCIENCES

Student Agreement

MB ChB

School of Undergraduate Medicine

January 2026

Context

This Student Agreement sets out the expectations, responsibilities, and commitments that apply while you are enrolled on the MB ChB programme at the University of Buckingham Medical School (UBMS). It complements key guidance from the General Medical Council (GMC) and the University's regulations.

- The GMC's Guidance in 'Achieving Good Medical Practice (2024)'
- The GMC's guidance in 'Promoting excellence: standards for medical education and training'
- Professional behaviour and fitness to practise: guidance for medical schools and their students (MSC/ GMC 2016)
- The Medical Schools Council's guidance on health clearance for medical students
- University of Buckingham Medical School Code of Practice for Professionalism Support Committee
- University of Buckingham document 'Social Media Policy'
- University of Buckingham Medical School document 'Medical Student Dress Code'
- University of Buckingham Medical School document 'Absence and leave Policy and the Engagement Policy'
- University of Buckingham Medical School document 'DBS guidance'
- Reporting criminal and regulatory proceedings within and outside the UK(2013):
- University Standards for Conduct
- The GMC 'Outcome for Graduates' (2018)

The purpose of this Agreement is to support a fair, transparent, and supportive learning environment. It outlines what students can expect from the Medical School and what the Medical School expects from students.

Definition

Persistent non-attendance	Several individual factors but could be considered a combination of authorised and unauthorised absences over a short or long period of time.
Engagement	The university monitors engagement. Student's active participation in learning and is assessed against interaction with material, participation in discussion, communication, teamwork, professionalism and leadership skills.
Major variations	modifications of the programme and include: • amendments to learning outcomes of Units/Blocks and the MB ChB programme; • changes affecting multiple Units/Blocks across the programme; • a change to the final award title; • changes that impact on the recognition of the programme by accrediting bodies; • changes to the credit value of a programme; • changes that have regulatory or progression implications.

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Scope

This Agreement applies to all students enrolled on the MB ChB programme. It must be read and signed annually at registration and the commencement of each academic year of their course. Students will be notified of any material policy changes before re-registration.

Introduction

As a student registered for the MB ChB programme, you are studying for both a university degree and a professional qualification. You are therefore expected to meet both academic standards and General Medical Council (GMC) professional expectations.

You must read this Agreement carefully and sign the declaration within the required timeframe. If you need clarification, the Quality Team (FMHS@buckingham.ac.uk) can provide support before you sign. Failure to sign the Agreement may prevent continuation on the course

1. Responsibilities of the Medical Student:

1.1 General Values and Behaviours

As a medical student, I agree to:

- enrol and register within 10 working days of the start of the programme, I understand that the University reserves the right to refuse to register and to withdraw me from the course without liability, unless prior permission for late registration has been given by the Dean of the Faculty of Medicine and Health Sciences. Students who are not enrolled and registered are not entitled to attend classes or to participate in assessments for the programme.
- read and comply with all relevant University regulations and Medical School policies.
- Treat all patients, staff, students, and members of the public with dignity, respect, and professionalism. My professional commitments, including engagement, will always override cultural expectations and beliefs.
- demonstrate respect for staff, students, and members of the public, and treat them with consideration whether in a taught class, administrative offices, clinical or social settings. This includes not being abusive to anyone in any medium.
- take responsibility for my own learning and attend and engage fully in all required learning activities, including placements.
- submit assessments by the specified deadlines and attend all examinations unless covered by approved exceptional circumstances.
- inform the Medical School in the case of a Leave of Absence or Exceptional Circumstances within the required timeframe (Attendance and Leave policy).
- Seek support promptly if personal, health, or wellbeing issues affect my ability to learn or engage safely
- I understand that persistent non-engagement will result in a concern about my professionalism being raised and may lead to the termination of my studies.
- pay the Tuition Fees, Additional Fees, Other Fees and any fines by the deadlines stipulated; I understand that any alteration to the sums or dates must be agreed to by the Fees Office. I understand that the university may impose sanctions such as compulsory suspension of studies, withhold examination results or stop a student from sitting an examination due to outstanding fees. I understand that I will be unable to progress to the next year of the course or graduate with the MB ChB degree if I have outstanding fees.
- purchase such equipment and books as needed for study and undertake travel or other requirements where I have been informed they will be necessary. I will be responsible for paying for and sourcing these items.
- Maintain a valid Enhanced DBS certificate and an active Update Service subscription.
- ensure I have sole use of a suitable computer device, and associated hardware, that

complies with the specification provided by the Medical School for me to undertake digital assessments. I will be responsible for paying for and sourcing these items.
- understand that each student will be randomly allocated their clinical placement by the Medical School, unless there are accepted mitigating circumstances for a specific allocation.
- accept the placements and partnerships allocated to me for placement-based learning in both Phase 1 and Phase 2 of the course unless I can provide evidence of mitigating circumstances which require pre-allocation to certain location. However, I recognise that even if pre-allocated to a specific base hospital I will still be required to undertake travel to and from other clinical placements and settings as required.

1.2 Communication

As a medical student, I agree to:
- Use my university email account as the primary method of communication and check it regularly during the working week.
- Respond to communications from the Medical School, placement providers, and student support services within a reasonable period, normally within 48 working hours, unless I am on approved leave, working clinical shifts, or experiencing circumstances that prevent timely response.
- Communicate in a professional, respectful, and courteous manner in all written and digital communications.
- Attend meetings when requested or, if I am unable to attend, arrange an alternative time promptly.
- Ensure that my postal address, term-time address, phone number, and other contact details are kept up to date.
- Provide an emergency contact and understand that the Medical School may contact them when necessary for my safety or welfare, in line with data protection requirements.

1.3 Visa Requirements

If I require a visa to study in the UK, I agree to:

- Ensure that I hold valid immigration permission at all times and understand that the University may suspend my studies if I do not have valid leave to remain.
- Comply with all Home Office and student visa conditions, including attendance, engagement, and reporting requirements where the University acts as my sponsor.
- Understand that failure to comply with visa conditions or related University regulations may result in the University withdrawing sponsorship, which must be reported to the Home Office.
- Give permission for the University to share relevant personal data with the Home Office where required for visa and sponsorship purposes, and to receive information where necessary to confirm my immigration status.
- Apply for further leave to remain if my studies extend beyond the normal duration, and understand that the University may decline to issue a Certificate of Acceptance for Studies (CAS) if it reasonably believes the visa application is likely to be refused under Home Office rules.
- Keep my passport, visa documentation, and contact details up to date and provide them to the University promptly when requested for compliance purposes.

1.4 Professional Values and behaviour

As part of the Student Agreement, I agree to:

- read and assimilate all information provided to me so that I know where to turn for

information, guidance, and support.
- pursue my studies with positive commitment throughout my medical course and beyond.
- make appropriate effort to establish a support network of peers to help me personally and academically.
- recognise when my well-being is compromised by personal or other difficulties and seek appropriate professional support at the earliest possible stage.
- cooperate with those trying to help me through difficulties and be receptive of their support.
- recognise that the Medical School will monitor my progress and conduct, through a formal 'Concerns' procedure, and that I may be graded on a 'traffic light' concerns scale (refer to Code of Practice for Professionalism Support).
- work outside normal working hours, including evenings and weekends, during some clinical placements.
- self-certify any absence of up to 5 days caused through minor illness and I understand that the Medical School will investigate repeated self-certification.
- understand that significant absence (beyond 5 days) or absence at the time of assessment requires formal medical certification.
- I will complete and sign a TOI (Transfer of Information) form or Supporting Trainees Entering Practice (STEP) for the UK Foundation Programme (UKFPO), which will be shared with appropriate Local Education Providers (LEPs) to inform them of any medical condition or professionalism support requirement to allow me to be fully supported within the placement provider.

As a medical student, I agree to:
- Uphold the professional standards set out by the GMC, including Outcomes for Graduates and Good Medical Practice.
- Seek support promptly if health, personal circumstances, or wellbeing concerns are affecting my ability to study or practise safely.
- Engage openly and constructively with the Medical School's professionalism, support, and concerns processes.
- adhere to the Medical School Dress Code.
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1.4.1 Fitness to practice (FTP)

I understand that:
- I must be aware of any Fitness to Practise and Professional Standards of the MB ChB programme as detailed in Professional behaviour and Fitness to Practise: guidance for medical schools and their students (2016).
- I must demonstrate fitness to practise safely and professionally throughout the programme.
- Serious or ongoing concerns about conduct, health, or behaviour may be referred to the Fitness to Practise Committee.
- The Medical School will follow fair, transparent procedures, and will provide the opportunity to respond, access support, and appeal decisions in line with policy.

1.4.2 Health

It is important that medical students are aware that their own poor health may put patients and colleagues at risk.
I agree to:
- Submit all required Occupational Health information by Week 5 of the programme.
- Engage fully with Occupational Health throughout the programme, including attending scheduled appointments, responding to requests for information, and following recommended advice or assessments that support my fitness to study and practise safely.
- Register with a local GP and provide their details within two weeks of registration and

maintain registration with a GP in Buckingham, or local to my Phase 2 Base Hospital to ensure access to independent and objective medical care.
- Disclose health or learning conditions (including dyslexia) that may affect safe participation in clinical education so that appropriate support can be arranged.
- Maintain immunisations in line with clinical placement requirements.
- accept any fiscal charges from cancellations or missed appointments for support services (including but not limited to: Health Pro Counselling, Occupational Health, St Andrews Healthcare and Study Skills sessions).

Reasonable adjustments will be considered in line with the Equality Act and GMC guidance.

1.4.3 Criminal Records

All students must comply with the legal and professional requirements of the Programme, including the disclosure of any spent and unspent criminal convictions and cautions, which may affect registration status.

I agree to:
- Maintain my DBS Update Service subscription throughout the programme.
- Report relevant criminal investigations, cautions, charges, convictions, or penalties as required by University policy and GMC expectations.
- Clear guidance will be provided on what must be reported and how.

I understand that:

- although I have a Criminal Record Check (DBS) before entering the course, I will ensure this record is maintained by joining the 'update service' and renewing this subscription annually. If I let this subscription lapse, I am responsible for applying for, and obtaining, a new enhanced DBS and re-joining the update service, using the Medical School account and guidelines. I understand that I may be removed from any educational provider facility and put on restricted access until evidence of my enhanced DBS is seen by the Medical School Quality Team.

- I must immediately inform the Quality Team via fmhs-quality@buckingham.ac.uk if subsequently within or outside the UK:
  - I am investigated for an alleged criminal offence;
  - I am charged with a criminal offence;
  - I have accepted a Police Caution;
  - I am convicted;
  - I accept the option of paying a penalty notice for disorder at the upper tier penalty level (in England and Wales), a penalty notice under the Justice Act (Northern Ireland) 2011 or a fixed penalty notice under the Antisocial Behaviour Act (Scotland) 2004; I receive an anti-social behaviour order whether as the result of civil or criminal proceedings. The document "Reporting criminal and regulatory proceedings within and outside the UK" (https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/reporting-criminal-and-regulatory-proceedings-within-and-outside-the-uk) outlines what must be reported to the GMC by doctors and therefore what must be reported to the University Buckingham Medical School by medical students.
  - Any act that breaks a UK law will be considered a significant breech of professional values and behaviours and will result in referral to the FTP Committee.
  - If I have lived outside of the UK for six months or more, a letter of good conduct or Criminal Records Check should be provided from each country I have been resident in for the past five years as well as one from my home country. This must be presented to the university upon registration. You must then ensure you have an enhanced DBS and are registered for the 'update service' no later than 10 weeks after residing in the UK.

1.4.4 Behaviours

All unprofessional and antisocial behaviours that bring the University into disrepute are

considered a Fitness to Practise issue.

I agree to:

- Act honestly, ethically, and professionally in all settings, including academic, clinical, and online environments.
- Treat all patients, staff, students, and members of the public with dignity and respect, and avoid any behaviour that could be considered bullying, harassment, discrimination, or otherwise inappropriate.
- Protect patient confidentiality at all times, including in written work, verbal discussions, assessments, and digital or online activity.
- Use social media responsibly and in line with GMC and University policy, ensuring my conduct remains professional and does not compromise patient safety, confidentiality, or the reputation of the profession.
- Engage with the Medical School's professionalism and support processes, including accepting reasonable conditions of study where concerns have been raised to support my development and safe practice.
- Recognise that serious or repeated breaches of professionalism, particularly those impacting patient safety or the clinical environment, may lead to restrictions on placement attendance, suspension from the programme, or referral to the Fitness to Practice process.
- Understand that progression and award of the MB ChB degree are dependent upon the satisfactory resolution of any professional concerns prior to graduation.

1.5 Academic Values and behaviour

I agree and understand that I am expected to:

- Complete the programme in entirety and in the sequential order determined by the Medical School.
- Seek the permission of the Executive Dean or Pro-Dean of the Faculty of Medicine and Health Sciences and the completion of the relevant transfer form from the School Administrator should I wish to change programme.
- exhibit professional behaviours during learning events, including being punctual and adequately prepared, submit coursework, portfolio, and other documentation as required. I understand that failure to do so and frequent lateness to my educational activities will result in an educational concern being raised which could impact my continuation at the medical school.
- monitor my own academic progress by seeking continuously to test my understanding and knowledge by any means available including self-tests, workbook material, formative assessments, my peers and appropriate academic and support staff.
- not personally record learning events (including seminars or lectures) or meetings, unless I have permission from the lecturer or individuals involved. I understand that the Medical School will record some of these events for my perusal at a later date.
- be proactive in maintaining regular contact with my Personal Tutor and other members of staff, informing them of my progress and raising promptly any issues, which might affect my academic progress.
- accept that academic support outside normal timetabled sessions, whilst often available, is necessarily limited by staff resource and is only available upon specific request, each request being judged on its merit.
- follow academic good conduct throughout the course (refer to the university Policy on Academic Misconduct, including cheating and plagiarism); I understand that plagiarism is an offence which the University may punish by termination of my course.
- only obtain signoffs for activities, which I have completed, and sessions, which I have attended. I will not sign for another person in a register or attendance list.
- contribute to evaluation of the curriculum by providing timely, constructive, thoughtful feedback on teaching when requested.

- follow rules and instructions about examinations as defined in the Medical School Examination Regulations.
- accept that examination regulations and structures may adapt should the Medical School implement changes to the Medical Licencing Assessment (MLA)
- sit all my assessments in my allocated Medical School approved UBMS site, physically or virtually, including, if necessary, re-sit exams, which fall in vacation time.
- accept that decisions of the Board of Examiners are not negotiable and may only be appealed in line with Medical School policies and regulations.
- engage in remedial work after poor academic or clinical performance.
- accept that qualitative feedback may, where appropriate, be provided on my performance in assessments to enhance my subsequent learning and exam technique, but that the Medical School has a principle of not releasing detailed mark breakdowns or reviewing individual scripts with students.
- understand that withdrawing from the Programme means that I will no longer be registered as a student and shall be required to stop studying on the Programme and leave the University immediately (but I may still be liable for fees).
- accept the terms of a 'Conditions of Return' letter when repeating a year or returning to the course after academic failure or extended absence.

1.6 NES Undergraduate Medical School ePortfolio

I agree and understand that:

- I am solely responsible for the accuracy and legality of any material posted by me on my ePortfolio as an authorised user.
- I will not post illegal, obscene, threatening, defamatory or discriminatory material nor will I promote illegal or unlawful activity.
- the Medical School may use evidential data in my ePortfolio for educational and research purposes.
- the Medical School may ask for evidence from my Portfolio to demonstrate understanding and remediation for Professionalism Support requirements.
- If I fail to complete my e-portfolio in sufficient detail and to sufficient standard, I understand that this will hinder my progression and could prevent my eventual passing of the MB ChB degree.

1.7 *Attitudes and behaviour towards Peers*

I agree and understand that I am expected to:

- support other medical students in academic and clinical work and will do nothing to disrupt the learning of others. I will engage thoroughly with my peers, making a full and active contribution in all small group sessions.
- participate in practicing clinical examination on other students of the same sex and will be willing to allow other students of the same sex to examine me for the purpose of learning clinical examination skills. I will be prepared to remove clothing as needed for this purpose, subject to privacy and gender segregation if appropriate.
- foster a sense of supportive community in the Medical School by looking after one another and collectively helping the Medical School to look after me.
- be prepared to inform an appropriate member of staff if I observe behaviour in colleagues which is at variance with the standards outlined in this document.

1.8 Attitudes and behaviour towards Patients, their Relatives and Carers

I agree and understand that I am expected to:

- make it clear to patients that I am a medical student and not a qualified doctor. Until I am a doctor, I will not recommend treatment or suggest patients take any action that might be interpreted as medical advice. I understand that the use of the term 'student doctor' can be

misleading. I understand that under Section 49 of the Medical Act 1983 it is a criminal offence for a person to pretend to hold registration as a medical practitioner when they do not. It is also an offence under Section 49A of the Act for a person to pretend to hold a licence to practice when they do not.

- not sign statutory certificates (e.g. Death, Sickness Benefit), witness documents (e.g. Permission for operation), prescribe, initiate pathology or other investigations, or request blood cross-matching.
- ensure that consent has been sought from a patient for my presence and involvement and will respect a patient's right to refuse to take part in teaching. I will not continue if the patient indicates a wish to stop.
- record notes of any clinical encounter with a patient in a professional manner, ensuring they are accurate and legible. They should be dated and signed, with the words 'medical student' appearing clearly beside the signature.
- treat information about patients as confidential and not divulge it to anyone not involved in the patient's care and that it is only discussed within the educational setting anonymously. This includes ensuring that no patient can be recognised or identified from my undergraduate clinical write-ups.
- not hold clinically identifiable information on non-encrypted mobile media or media out of the healthcare setting.
- only look up clinical results, which have direct relevance to my current clinical attachment in my capacity as a medical student. I understand that if such behaviour comes to the attention of the Medical School, it will result in immediate referral to the Fitness to Practice Committee.
- understand the medical profession's overriding duty of care to the public may, on rare occasions, require a breach of patient confidentiality but I will seek advice from experienced medical professionals before making such a breach.
- be prepared to perform physical examinations on patients (which can include touching and intimate examinations) to establish a clinical diagnosis, irrespective of the gender, culture, beliefs, disability, or disease of the patient. I understand that to qualify as a doctor in the UK, I must be willing to examine any patient as fully and as intimately, as is clinically necessary.
- obtain appropriate consent, in line with GMC guidelines, for the performing an examination or procedure. I must establish specific consent from a patient before performing an intimate examination.
- follow the guidelines, regulations, and requirements to ensure I am appropriately supervised, and/or chaperoned for the task I am performing and the stage of the course I am at.
- understand, as a future doctor, I have a duty to follow the guidance in Good Medical Practice from my first day of study and must understand the consequences if I fail to do so. In particular, I must appreciate the importance of protecting patients, even if this conflicts with my own interests or those of friends and colleagues.
- act quickly to protect patients from risk if:
  - I have good reason to believe that I, a student colleague or health professional, may not be fit to practise, by reporting such concerns to a senior member of staff or Student Support Lead in the Medical School.
  - I am concerned that fundamentals of care are not being met. I will report my concerns to a member of staff responsible for care in that clinical area and inform my placement leader.
- adhere to all directives issued by those supervising me in NHS premises and in relation to contact with patients.
- recognise the limits of my professional competence.

1.9 Outcome of the course

I understand that:

- on successful completion of the undergraduate course, I will receive my MB ChB degree,

(pending any Fitness to Practise proceedings and resolution of debt), which is a primary medical qualification (PMQ), that holding a PMQ entitles me to provisional registration with the GMC, and that provisionally registered doctors can only practise in approved Foundation Year 1 posts, since the law does not allow provisionally registered doctors to undertake any other type of work.

- to obtain a Foundation Year 1 post, I will need to apply during the final year of my undergraduate course through the UK Foundation Programme Office selection scheme, which allocates these posts to graduates on a competitive basis, although I must realise that while, so far, all suitably qualified UK graduates have found a place on the Foundation Year 1 programme, this cannot be guaranteed, as, for instance, if there were to be an excessive number of competitive applications from either UK or non-UK graduates.

2 Responsibilities of the Medical School

The responsibilities of the Medical School are to provide you with education, training, support, and facilities through which you can achieve an undergraduate medical qualification.

Education

The Medical School shall:

- deliver the programme as detailed in the applicable course information. In rare circumstances, however, events may occur that mean this delivery will no longer be possible. These include:
    - Loss of Professional, Statutory and Regulatory accreditation for the programme.
    - Loss of University status or Degree-awarding powers, which means that the faculty is not able to continue to award recognised degrees for our programmes.
    - Suspension of University Student Visa licence by the United Kingdom (UK) Home Office, which means that university is not able to recruit and register students from outside of the UK.
    - A decision by university to close a programme because there are insufficient student enrolments.
    - Closure of a programme due to loss of staff, meaning that university does not have the academic expertise to deliver the programme.
    - A significant change in the campus or education provider, which makes it impractical for students to attend the programme.
    - Matters which are beyond our control.

  The University Student Protection Plan provides students with further details of how we manage and respond to these risks to protect their interests. The University's first choice is always to continue to deliver a course until all of the students registered for the award have had an opportunity to successfully complete it. If it is not possible to teach out a course at the allocated campus or education provider because the trigger for the closure has been totally unforeseen, or due to circumstances beyond our control, the University would try to facilitate an alternative campus or placement location.
- undertake regular review of teaching and research provision to ensure Programmes are of a high quality. The faculty always seek to balance flexibility within our programmes with the effective management of our resources across a diverse range of programmes. As a result of this ongoing review, where necessary and reasonable, the faculty may need to make changes to the course information and so to your programme from time to time. Where a change involves a major modification to the programme, as defined by the University regulations, this shall be done in consultation with student representatives. Registered students and applicants holding an Offer to study will be informed of the outcome of deliberations of major variations as soon as is practicable. Normally this is no later than 1 month before the upcoming term or Rotation.
- advise students as soon as possible of the details for the student selected components (SSCs). However, where there is insufficient student interest, some SSCs may not be run every year.
- provide a wide range of high-quality learning experiences that are relevant, challenging and stimulating, that recognise a diversity of learning styles and use multiple educational modalities wherever possible, in both clinical and non-clinical settings.
- ensure that the learning objectives for each part of the course are clearly outlined.
- make clear the responsibilities and expectations of the GMC and how they relate to the

curriculum.

- ensure that the course is led by individuals competent to teach and appraised of the learning objectives and standards that need to be attained.
- encourage independent learning and where appropriate, provide identified routes for you to obtain subject specific background materials and guidance for self-study.
- inform, regularly update, and provide access to information about the programme, and a range of study materials designed to enable you to learn effectively and monitor for yourself the state of your understanding and knowledge.
- take every opportunity to ensure that where teaching of the same subject takes place on many sites there are equivalent opportunities for all medical students.
- provide a level of training whereby, upon an individual's satisfactory completion of the course, the minimum standards attained comply with the professional expectations of the GMC.
- Seek regular feedback from medical students throughout their education in order to capture and respond to any concerns raised to facilitate a culture of continuous improvement and to ensure areas of best practice are fed back and learnt from.

Assessments

The Medical School shall:

- assess you fairly and regularly.
- recognise excellence and acknowledge it.
- give clear and timely information about assessment dates and format of examinations.
- ensure assessment and examinations are based upon “Outcomes for graduates” as specified by the GMC.
- Incorporate the new MLA (Medical Licensing Assessment) into the, appropriate, assessment structures to ensure that students can undertake the assessment, in line with GMC requirements to be granted registration with a licence to practise.
- ensure that students have access to formative assessments and relevant examination resources.
- provide appropriate feedback on student progress and performance, including individual feedback to medical students experiencing difficulty with their examinations, but not a detailed mark breakdown or a review of individual scripts.
- give due consideration to extenuating circumstances which may affect performance in any aspect of the medical course.

Administration and Support

The Medical School shall:

- continuously monitor and improve the quality of the course using a variety of quality assurance mechanisms, including education monitoring visits and feedback from students and educators;
- ensure that medical students have access to adequate educational resources and equipment.
- endeavour to facilitate a high standard of teaching facilities whilst on placement;
- provide timetabled information about the academic year at least one month before commencement of the year. Details about external placements should be provided at least one month before commencement of the placement;
- ensure that the student has access to both identifiable educational supervisors responsible for overseeing education, and identifiable student support team, to oversee general welfare

and assist with personal problems;

- provide good support services including a personal tutor, pastoral and welfare support, and will ensure that all such matters are dealt with appropriate confidentiality;
- ensure that issues disclosed to the support staff remain confidential. Although the staff must advise the student that in some circumstances they will be required to disclose information which affects the student's fitness to practice;
- make students aware of internal and external support services should these be necessary.
- ensure that the university provides advice about internal and external sources of funding including access to hardship funds;
- ensure that all students have easy access to the Medical School regulations and policy including internal appeals mechanism;
- ensure that appropriate careers advice is available to students throughout their course, including guidance for those who wish to leave the course;
- ensure that the transition between Medical School and Foundation Year One (FY1) year is as smooth as possible.
- seek to support you If you have a disability (including dyslexia), wherever possible. Even if you have already disclosed a disability, please make sure you contact Student Support (fmhs-studentsupport@buckingham.ac.uk) in order to establish what support is available and the information need to ensure this can be arranged. You should be aware that if you choose not to disclose your disability or to limit that disclosure, while the medical school will do our best to help you, you may not be able to access the full range of support available.
- notify you of any changes to University Regulations and Policies, at least on an annual basis, before you re-register for the next academic year. Occasionally, we may need to make more significant changes to our University Regulations which affect how your degree is awarded, such as changes to the academic thresholds that determine whether students have successfully completed each year of the Programme or the way that degree classification is calculated. If the school need to make these types of changes, these will either:

  (i) only apply to new entrants onto degree programmes and those students required to repeat a level of study, (either owing to failure at that level of study or following an approved period of leave); or

  (ii) apply to existing students as well as new students, if considered of benefit to existing students. In these cases, we will consult with existing students before making any significant change.
- ensure that all staff with responsibilities to medical students are made aware of the Medical Student Agreement.

Transfer of Information

The Medical School shall:

- hold and process your personal data, including some sensitive personal data (e.g. data relating to disability, ethnicity, health, criminal convictions, wellbeing and sexuality). The University will hold and process this data in accordance with its obligations as a Data Controller under the General Data Protection Regulation and the Data Protection Act 2018 and also in accordance with the University Data Protection Policy. You have a right of access to any information held about you on the database and to correct any errors. If you wish to exercise this right, please contact fmhs-quality@buckingham.ac.uk
- Share appropriate information with the LEPS to allow operational delivery of the MB ChB Programme, this may include photo IDs.
- In the interests of patient and public safety, share some of the information provided in your application form with the Medical Schools Council in order to verify your fitness to practise, if necessary.

- share information about your academic and student record with the General Medical Council and the United Kingdom Foundation Programme Office (UKFPO) if requested or if the Medical School believes that the information may have a bearing on my Fitness to Practise, as well as to facilitate the application process for GMC registration and UKFPO.
- share appropriate information if a fitness to practise finding leads to you being withdrawn from a programme of medical education; this information and a copy of the decision against you will also be stored on the Excluded Students Database maintained by the Medical Schools Council. The database is accessible only to other medical schools in the UK and the General Medical Council. It is used only for proper fitness to practise purposes to protect patients and the public. This is in line with the Data Protection Act 2018, which allows disclosure where there is a real issue about a student's fitness to practise and where this represents a risk to patients or members of the public.
- choose to use student evidential data for educational and research purposes.
- ensure that the contents of any personal reflections within a student's e-portfolio will be confidential and will never be used as part of any assessment decision. Rarely, the Medical School, in order to determine student commitment to the course, may ask a student to demonstrate they have engaged in reflection.
- hold data and feedback for medical educational and research purposes, subject to study-specific University ethical approval procedures.
- use anonymous data collected from participants during a service evaluation/feedback for later research as long as, it is part of an approved research project, and the data will not cause substantial damage and distress.
- not communicate with family or friends of a student without specific written consent; in certain exceptional circumstances, and with the student's written consent, the medical school may communicate with a third party, if it is deemed in the interests of the student concerned.
- provide government bodies or organisations acting as agreed sponsors to students with the information specified below, whether at the sponsor's request or at the University's, or Medical School's, instigation:
    - records of academic attendance and engagement, whether at lectures, clinical placements or project supervision;
    - examination results and academic progress;
    - any request by you to change to another programme of study;
    - changes to the end date of your programme, whether due to exam failures or interruptions of study;
    - statements of your financial account with the University; and
    - any other communications relevant to your financial account.

Privacy and Equal Opportunity

The Medical School is obliged to:

- respect the fundamental Human Rights of students as set out by the Human Rights Act 1998 as far as they do not affect the rights and freedoms of others for whom the Medical School has an equal duty of care, including patients and the general public.
- ensure that learning, both at the Medical School and on clinical placements, is undertaken in a safe and secure physical environment.
- take positive action to protect students from bullying, discrimination, victimisation, intimidation, or harassment and promote equality and value diversity.
- provide opportunities for students to raise concerns with the School and, in serious cases, students are able to submit a formal complaint. All students are expected to raise any concerns about their experience as a student and/or as a campus resident at the point they are experiencing difficulties.
- provide students with information and advice on whistle-blowing procedures and ensure that they will be protected from victimisation if they raise a legitimate concern.
- evoke the School's disciplinary procedures against individuals making complaints or

disclosures that are proven to be malicious and/or untruthful.

- provide students with opportunities to appeal the decision of School bodies, including decisions by the examination board.
- respect the rights of individuals who are unhappy with the outcome of their complaint to refer it to the Office of the Independent Adjudicator (OIA).

Student Voice

The Medical School shall:

- give students the opportunity to provide the School with feedback on the usefulness, significance and effectiveness of all aspects of the course, including teaching, and demonstrate where changes have been made as a result of feedback.
- ensure that fair student representation exists within the faculty, including on committee structures and the Student Staff Liaison Committee.
- respect a student's right to sit on external bodies in a national or local representative role.

3 Student Agreement Declaration

By signing this Agreement, I confirm that:

1. I have read, understood, and agree to the conditions outlined in this Agreement.
2. I understand that I am responsible for my own learning and that I will work toward meeting the GMC Outcomes for Graduates.
3. I understand that concerns regarding my academic progress, conduct, or professionalism may be reviewed in line with fair, transparent procedures.
4. I accept the University's Terms and Conditions for First Degrees and the MB ChB General Regulations.
5. I understand that not reading this Agreement does not exempt me from its requirements.
6. I understand that information relevant to my education or fitness to practise may be shared with training providers or regulatory bodies where appropriate.
7. I understand I have the right to seek clarification, support, reasonable adjustments, and access to appeals and complaints procedures.

Note: By signing below, you confirm your agreement to all the above statements, as your signature signifies your acknowledgment and commitment.

I, , (student number), agree to comply fully with the principles outlined within this agreement and understand that failure to do so may lead to sanctions against me, which could include referring me to the Board of Examiners and/or the Fitness to Practise Committee, both of which have the power to terminate a student's course.

I, Professor Aida Hajdarpasic, being Executive Dean of Medicine agree to deliver the obligations of the Faculty of Medicine and Allied Health on behalf of University of Buckingham Medical School

4 Your pledge to The University of Buckingham

Anti-social behaviour brings the University into disrepute and is therefore contrary to University General Regulation.

The University of Buckingham Code of Conduct explains what anti-social behaviour is and sets out standards for good behaviour.

https://www.buckingham.ac.uk/wp-content/uploads/2019/01/5.9-University-Good-Neighbour-Guide.pdf

As a student of the University of Buckingham, you must sign a pledge to show that you understand what 'anti-social' behaviour is, and to promise that you will not behave badly towards your neighbours or others in the community.

You will also be confirming that, if your behaviour is anti-social, you will be breaking the terms of any Tenancy Agreement you may have signed with us. This will result in disciplinary action being taken against you and can lead to you being evicted from your accommodation. If you are living in privately leased accommodation, you may have signed a Good Neighbour Agreement with your letting agent/landlord, but even if you have not, the University may impose a fine upon you or take further disciplinary action in the event that your behaviour is anti-social.

Now that you understand what is required to be a "good neighbour", you must sign this pledge. If you have any more questions, ask them before you sign.

I pledge that whilst I am a student of The University of Buckingham, I will do everything I can to be a "good neighbour" and I will not behave in any way, which may be considered "anti-social".

I understand that if I, or any visitors to my accommodation, are behaving in a way that can be considered as being anti-social, the University of Buckingham can take disciplinary action for breach of this agreement.

I understand that disciplinary action could include eviction from my University Accommodation and/or referral to Fitness to Practice hearing.

Signed:

Student ID Number:

Date:

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