

General Regulations for MB ChB

School of Medicine

Faculty of Medicine and Health Sciences

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Purpose

The General Regulations means the rules laid down by Senate and Council for the conduct of members of the University under the authority accorded to those bodies by the Statutes of the University. These Regulations shall be interpreted and applied in accordance with the principles of fairness, transparency, proportionality, consistency, and procedural justice

Medical School and University documents including Codes of Practice, standards and policies provide guidance on specific areas of the Medical School and related processes. If there is any conflict or disagreement between what is stipulated in General Regulations for the MB ChB and the advice given in the Codes of Practice, the stipulations within General Regulations take precedence.

1. Scope

This document details the primary regulation for all students on a programme leading to the award of MB ChB. Where discretion is exercised under these Regulations or associated Codes of Practice, reasons shall be provided, and decisions shall be subject to the defined appeal procedures.

Any decision taken under these Regulations that has a significant adverse impact on a student shall be communicated in writing and shall include a clear explanation of the reasons for the decision.

In addition to this University regulation, it is the student's responsibility to adhere to current General Medical Council guidance. <https://www.gmc-uk.org/>

Nothing in these Regulations removes or limits the University's duties under the Equality Act 2010. Reasonable adjustments will be considered at all stages of decision-making under these Regulations, provided that patient safety, academic standards, and General Medical Council requirements are not compromised.

2. Definitions

Deferral -	A delay to the commencement of a course until a later teaching period.
Leave of Absence -	A leave of absence, suspension of studies, or significant interruption in studies, is time taken off studies, where a student's current place in the course is held for the student.
Compulsory suspension -	A partial or total ban on attendance at the University, including; • learning, teaching or assessment activities, • placements; • participation in university activities, • attendance at or access to specified facilities or parts of the University (including residential accommodation); • exercising the functions or duties of any office or committee membership in the University or the Students' Union.
Learning Agreement(s) -	An agreement normally between a student and the faculty of Medicine and Health Sciences. The agreement is designed to support a student's participation and progress on their course during a particular timeframe. The document sets out the responsibilities and expectations from all parties, within the agreement.

Satisfactory standard an achievement of the minimum academic, professional, and attendance requirements set out in these Regulations and the MB ChB Code of Practice for Assessment, aligned with GMC Outcomes for Graduates.

3. Conferral and revocation of MB ChB degree and other awards

- 3.1. The degrees of Bachelor of Medicine and Bachelor of Surgery (MB ChB) is not classified but may be conferred with or without honours.
- 3.2. The degrees of MB ChB of the University may be conferred by the authority of the Senate upon such candidates who are reported to the Senate as having:
 - 3.2.1. Satisfied the provisions of the regulations of the University as they apply to the MB ChB; and
 - 3.2.2. Completed successfully the programme of studies for the MB ChB as defined in the course documentation for the degrees; and
 - 3.2.3. Satisfied the examiners in that they have attained the requisite standard in the assessments prescribed for the programme in these regulations; and
 - 3.2.4. Been deemed by appropriate processes to be fit to practise as a doctor. No candidate deemed unfit to practise may graduate, irrespective of their performance in the course.
- 3.3. A student who has successfully completed Phase One of the MB ChB course but who is unable to complete their MB ChB degree programme, or has been deemed unfit to practice, shall normally, be awarded Bachelor of Medical Sciences (BMedSci), Diploma of Higher Education (Medical Science).or Certificate of Higher Education (Medical Science) (CertHE Med Sci).
- 3.4. There is no provision for the award of Aegrotat degrees in the MB ChB. All assessment requirements must be achieved to a satisfactory standard.
- 3.5. The Senate may revoke any degree, diploma or other award granted by the University and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the Senate that:
 - the holder has been convicted of a crime, and the Senate considers that such crime is one which renders them unfit to be a Graduate of the University;
 - any award that has been conferred where a candidate is found subsequently to be ineligible for that award, including academic and or professional misconduct.

Any proposal to revoke an award shall follow due process, including written notice, an opportunity for representations, and a right of appeal

4. Entrance Requirements

- 4.1. Admission and eligibility to become a registered student on the MB ChB programme is governed by the Faculty of Medicine and Health Sciences Admissions policy: "Standards for Student Selection".
- 4.2. In order to qualify for admission to the MB ChB programme, a student must:
 - 4.2.1. produce evidence of having fulfilled the entry requirements as prescribed for the programme.
 - 4.2.2. provide evidence of proficiency in the English language.
 - 4.2.3. satisfy any additional requirements prescribed by the faculty for admission to the programme of study.

- 4.3. A student will not be registered on, or offered a place for, the MB ChB programme if they have been excluded from other Schools of Medicine, Dentistry or Pharmacy on grounds of being unfit to practise.
- 4.4. The programme for the MB ChB must always be completed in its entirety. No exemption or credit transfer will be permitted for individuals moving from courses within or outside of the University of Buckingham, unless agreed under the terms of a defined agreement with other educational organisation.
- 4.5. By accepting a place at the University, a student confirms that they will abide by the University's rules, regulations and policies set out in the University and Faculty Academic Regulations and Policies
- 4.6. A student may defer their place at the University for normally no more than 12 months in line with the conditions set out in the Standards for Student Selection.

5. MB ChB Course

- 5.1. The course for the degree of MB ChB is designed to meet the requirements of the UK General Medical Council (GMC), as stipulated in the document 'Outcomes for Graduates 2018', and the will be modified to suit any further requirements of the GMC in the future, including but not limited to the Medical Licensing Assessment (MLA) for students graduating from 2025.
- 5.2. Students will have no choice of units to be studied in the Core Course. All students will be registered for and must study the same core components.
- 5.3. All students studying for the MB ChB must also complete Student Selected Components as defined in the course documentation.
- 5.4. In each Student Selected Component students may choose between a list of components defined by the Medical School which may cover a wide range of topics.

6. Course Duration and Patterns of Study

- 6.1. The MB ChB programme is only taught full-time and cannot be studied part time
- 6.2. The course for the MB ChB comprises of study, usually, over four and a half academic years, starting in January of the first year and normally completing in June of the fifth year.
- 6.3. Students must complete the components of the course sequentially with no gaps in the programme of study, except for those stipulated within these regulations. Suspension of studies will only be permitted in line with regulations below.
- 6.4. In cases where a student voluntarily suspends their studies, excluding case of short-term maternity and paternity leave as detailed in the Attendance and Leave Policy, they must return to their studies at the beginning of the year, or rotation, in which they were studying at the point of withdrawal.
- 6.5. In cases where a student is required to repeat years, their studies must resume as close to the beginning of the year, or rotation, as possible following notification of results and no later than 7 weeks after the commencement of the academic year, or rotation to be repeated. In exceptional circumstances, a student may be granted a further four weeks extension at the discretion of the ProDean/Executive Dean of the Faculty of Medicine and Health Sciences.
- 6.6. Students repeating their studies may be required to undertake additional learning activities to remediate for any activities missed due to the transition between year groups.
- 6.7. Students who are required to repeat years, or whose studies are suspended for any reason, will be required to agree to the conditions set out in an individual Learning Agreement prior to re-enrolment onto the programme. Students will normally be required to complete the entire programme within seven years of first registration, and they may be subject to Fitness to Practise proceedings if they do not complete within this timescale.
- 6.8. In very exceptional circumstances, as a result of an academic appeal under regulations, a

student may be granted, upon successful appeal, a further discretionary one-year extension to the maximum period of registration, which must be approved by the University Registrar.

7. Intercalation

- 7.1. A suitable candidate, who meets the criteria outlined in the Standards for Intercalation, may, with permission of the Medical School, suspend their studies on the MB ChB programme for a maximum period of 12 months to intercalate to study either a Bachelor's degree, or a Master's degree.
- 7.2. The Medical school reserves the right to refuse permission for a student to undertake an intercalated degree.
- 7.3. A student may appeal the school's decision regarding an intercalation application.

8. Attendance and Absences

- 8.1. Attendance and engagement with the programme are professional and progression requirements. Students are expected to attend and participate in all scheduled learning activities and clinical placements throughout the course.
- 8.2. Students are required to maintain a minimum attendance level of 80% in scheduled learning activities and clinical placements, as defined in the MB ChB Attendance and Leave Policy. This threshold represents the minimum acceptable level of attendance and does not diminish the expectation of full attendance.
- 8.3. Where a student's attendance falls below the required minimum threshold, or where patterns of non-attendance give cause for concern, the Medical School will notify the student in writing and will provide a reasonable opportunity to improve attendance, taking into account any declared disability or health condition and offering appropriate support.
- 8.4. Attendance at all learning events and clinical placements will be monitored. Where a student fails to attend significant parts of the programme, with or without authorisation, the student will be referred to a concerns process designed to identify and, where possible, remediate factors affecting engagement with the programme.
- 8.5. Where attendance concerns persist despite these measures, the Medical School may determine that the student has failed to meet the professional and progression requirements of the programme.
- 8.6. In such circumstances, the student may be temporarily withdrawn from the programme, to return at the beginning of the year or rotation during which they withdrew, or their studies may be terminated in accordance with Section 18 of these Regulations, by the Fitness to Practise Committee, the Executive Dean or Pro-Dean of the Faculty of Medicine and Health Sciences, or their designated nominee.
- 8.7. The Medical School will publish details of arrangements for notifying absence through illness and for requesting authorised absence for personal reasons, which will be considered in accordance with the MB ChB Attendance and Leave Policy.
- 8.8. The Medical School reserves the right to refuse requests for authorised absence.
- 8.9. It is the responsibility of each student to notify the Medical School Student Support Team, in writing and through the appropriate systems, of any factors that may affect, or have affected,

their attendance. Non-attendance without prior authorisation should occur only in exceptional circumstances and must be reported as soon as practicably possible.

9. Suspension of studies

- 9.1. Studies on the MB ChB course may be interrupted either voluntarily or on a compulsory basis. Any compulsory suspension shall be proportionate, time-limited, and subject to regular review, and shall be no more restrictive than is necessary to safeguard the student, patients, or others
- 9.2. Where concerns arise regarding a student's attendance, engagement, academic progress, health, or professional behaviour, the Medical School may permit continued registration subject to proportionate conditions, which may include enhanced monitoring, restricted activities, or mandatory support measures.
- 9.3. Only in exceptional circumstances will applications for a suspension of studies in excess of one academic year be considered. Any such applications should be made in writing to the Executive, or Pro, Dean of the Faculty of Medicine and Health Sciences, who shall, informed by specialist advice, if necessary, determine what conditions, if any, shall apply to the permission.
- 9.4. Periods of absence due to a suspension of studies count towards the allowed maximum period of registration, and a student may not normally be allowed to return to the University to complete their studies once they have reached their maximum period of registration.
- 9.5. A student should be aware that the MB ChB programme, on which they are registered may change during the period their studies are suspended and that the student, upon return to the University may be required to undertake an amended programme of study.
- 9.6. Students are requested to respond to any communications received from the University regarding re-registration. These written communications will normally be received no later than one month before the leave of absence is due to complete.
- 9.7. Failure to respond to communications within the specified timeframe may result in the termination of studies.
- 9.8. International students on a Tier 4 visa are responsible for ensuring that they meet all visa requirements during the time their studies are suspended.
- 9.9. Voluntary suspension of studies
 - 9.9.1. A student may be permitted to suspend their studies and take a leave of absence from the University only with the prior agreement of the Executive or Pro Dean of the Faculty of Medicine and Health Sciences, for a specified period, normally one academic year.
 - 9.9.2. A student can request to suspend their studies for the following reasons:
 - a. medical reasons, certificated by an appropriate doctor,
 - b. maternity/paternity/adoption leave;
 - c. bereavement;
 - d. other valid personal reasons;
 - e. personal financial hardship;
 - 9.9.3. The University will request documentary evidence to support any request for a suspension of studies.
- 9.10. Applications under this regulation should be made to the medical school as early as possible, and no later than six weeks before the date of a student's assessment point. Applications received after this date will only be considered by the Executive Dean or ProDean of the Faculty and normally only in the case of bereavement, sudden illness or accidental injury.
- 9.11. Compulsory suspension of studies
 - 9.11.1. Where a student's health, wellbeing, behaviour, attendance and/or engagement

gives rise to concern about their ability to progress academically, participate safely in learning or placement activities, meet programme or professional requirements, or function effectively as a student, the Medical School will, wherever practicable, seek to identify appropriate support and remedial measures in accordance with the Standards for Student Support, the Attendance and Engagement Policy, and any relevant programme procedures.

- 9.11.2. A compulsory suspension of studies may be imposed where the Medical School reasonably considers that one or more of the following applies:
 - a) the student may present a risk of harm to themselves, other students, staff, patients, placement providers, members of the public, or University property;
 - b) the student's health, wellbeing or behaviour requires further assessment before they can safely continue with study or placement activity;
 - c) the student has missed, or is expected to miss, such a volume of teaching, placement, assessment or other required programme activity that it is no longer realistic for them to meet the relevant learning outcomes, professional requirements, progression requirements or attendance requirements within the current period of study;
 - d) the student has not engaged with attendance, support, remediation, return-to-study or investigation processes;
 - e) the student is awaiting the next available opportunity to repeat, restart or re-join a period of study or a later cohort; or
 - f) immediate action is required to allow a full and proper investigation, assessment or safeguarding response to take place.
- 9.11.3. Compulsory suspension is a precautionary and protective measure. It is not a disciplinary sanction and does not, of itself, determine any allegation, fitness to practise concern, fitness to study concern, academic outcome or professional suitability issue.
- 9.11.4. Before imposing a compulsory suspension, the Medical School will normally:
 - a) notify the student of the concerns and the possible outcome;
 - b) provide the student with a reasonable opportunity to respond and to submit relevant evidence;
 - c) consider any known disability, health condition, support plan or reasonable adjustments;
 - d) consider whether a less restrictive measure would adequately address the concern; and
 - e) consider the academic, professional, placement, visa, fee and welfare implications of the decision.
- 9.11.5. The Medical School may impose an immediate compulsory suspension without prior notice where there is an urgent risk to the student or others, where patient safety or placement safety may be affected, where the student cannot be contacted, or where the student has failed to engage with reasonable attempts to discuss the concern. In such cases, the student will be informed in writing as soon as reasonably practicable and will be given an opportunity to respond after the suspension has been imposed.
- 9.11.6. A decision to impose compulsory suspension will be made by the Dean of the Faculty of Medicine and Health Sciences or an authorised nominee. The decision will be based on relevant evidence, which may include attendance and engagement records, assessment or progression information, placement information, reports from staff or placement providers, safeguarding information, Occupational Health

advice, Fitness to Study or Fitness to Practise information, and any evidence provided by the student.

- 9.11.7. Crossing an attendance or engagement threshold under the Attendance and Engagement Policy will not automatically result in compulsory suspension. The threshold will trigger consideration of the student's individual circumstances, the extent of missed learning or placement activity, the feasibility of catch-up, the timing of assessments or progression points, any relevant health or disability-related circumstances, and whether continuation with the current cohort remains academically and professionally appropriate.
- 9.11.8. Any compulsory suspension imposed under this Regulation shall be proportionate, time-limited, and subject to regular review. It shall be no more restrictive than is necessary to safeguard the student, patients, staff, placement providers, members of the public, or the integrity of the programme.
- 9.11.9. During a compulsory suspension, the student may be restricted from attending learning, teaching, assessment, placement or other programme activities, and/or from accessing specified University or placement facilities, systems or services. The restrictions will be specified in writing and will be limited to those considered necessary in the circumstances.
- 9.11.10. The written notification of compulsory suspension will include:
 - a. the reasons for the decision;
 - b. the evidence or information relied upon;
 - c. the date from which the suspension takes effect;
 - d. the activities, placements, assessments, facilities or systems from which the student is restricted;
 - e. the expected duration of the suspension, or the date by which it will next be reviewed;
 - f. any conditions that must be met before return to study can be considered;
 - g. any support available to the student during the period of suspension;
 - h. any known implications for assessment, progression, fees, funding, accommodation, visa sponsorship or professional requirements; and
 - i. the student's right to request a review of the decision and/or use the relevant appeal or complaint route.
- 9.11.11. A compulsory suspension will normally be reviewed at least every four weeks, unless a shorter or longer review period is justified by the circumstances and communicated to the student in writing. The review will consider whether the suspension remains necessary, whether restrictions should be varied, whether further support or evidence is required, and whether a return-to-study plan can be developed.
- 9.11.12. Where the suspension relates to health, wellbeing or patient safety, the Medical School may require Occupational Health advice, medical evidence, a risk assessment and/or Fitness to Study or Fitness to Practise consideration before the student is permitted to return. Where the suspension affects clinical placement, return will also be subject to the availability of appropriate placement capacity, supervision, induction and patient safety arrangements.
- 9.11.13. Return to study may be subject to conditions, including but not limited to attendance requirements, engagement with support, completion of missed learning or remediation activities, Occupational Health clearance, placement provider agreement, a professional engagement contract, or joining a later cohort or repeat period of study.

9.11.14. Where a student does not meet the conditions for return, does not engage with the return-to-study process, or cannot realistically meet the programme requirements within the permitted registration period, the Medical School may consider further action under the relevant regulations, including repeat study, restart of a period of study, transfer to a later cohort, Fitness to Study, Fitness to Practise, or termination of studies.

9.12. Returning to Study

9.12.1. Where a student returns to study after compulsory suspension of studies, the student will be required to provide satisfactory evidence, including medical evidence where appropriate, that they have overcome the original difficulties and are well enough to return to study. The precise nature of the evidence required from the student will be dependent on the individual circumstances in each case, but in all cases, it is expected that this will involve a report from a recognised independent health professional with sufficient knowledge about the health and wellbeing of the student during the period of leave, and the potential impact that returning to study might have.

9.12.2. In line with regulations above, students must return to their studies at the beginning of the year, or rotation, in which they were studying at the point of withdrawal. In cases where studies have been suspended pending the outcome of investigation under regulation 9.9.2, 9.9.3 or 9.9.4, a student may resume their studies at the same point on the course if the investigation demonstrates that the original concern about the student's health, wellbeing or behaviour was unfounded or vexatious; as long as the period away from studies does not exceed 7 weeks.

9.12.3. Where a student returns to study after a, voluntary or compulsory, interruption of studies the Student Support Team will define the arrangements and reasonable adjustments to be put in place to support the student's return. Under this procedure, all students are required to enter into a Learning Agreement between the individual and the Medical School, which may include the compulsory attendance at additional teaching sessions.

9.12.4. If the ProDean/Executive Dean of the Faculty of Medicine and Health Sciences or the FTP committee believe, taking into account the individual circumstances of the case and any supporting medical evidence, that there is no reasonable prospect of the student reengaging with their programme, a recommendation will be made to terminate the studies of the student and permanently withdraw them from the MB ChB course.

9.13. The student will incur all costs due to the return to studies or repeating a year, in whole or in part.

9.14. A student has the right of appeal against the final decision of this process and any penalties that are imposed.

A student may appeal a decision to impose a compulsory suspension on the grounds of:

- a. a material procedural irregularity in the decision-making process;
- b. demonstrable factual error which materially affected the decision; or
- c. the emergence of new and relevant evidence which could not reasonably have been provided at the time the decision was made.

9.15. Disagreement with the academic or professional judgement exercised, or the level of attendance required by the programme, shall not constitute valid grounds of appeal. The submission of an appeal shall not, of itself, suspend the operation of a compulsory suspension, unless expressly determined otherwise.

10. Academic progress

- 10.1. There are five progression points defined in the course:
 - 10.1.1. Progression from year one to year two;
 - 10.1.2. Progression from year 2 to the Junior Rotation of full-time clinical study. The Junior Rotation runs from March of year three to February of year four inclusive;
 - 10.1.3. Progression from the Junior Rotation of full-time clinical study to the Senior Rotation of full-time clinical study. The Senior Rotation runs from March of year four to March of year five inclusive; and
 - 10.1.4. Progression from the Senior Rotation to Preparation for Professional Practice. Preparation for Professional Practice runs from April in year five to June of year five inclusive.
- 10.2. In order to progress to the next stage of the course the student must meet the requirements set out in the MB ChB Code of Practice for Assessment.
- 10.3. A student, who satisfies the examiners in the assessments specified by the MB ChB Code of Practice for Assessment, will be permitted to proceed to the next stage of study.
- 10.4. A student, who fails to satisfy the examiners in the assessments specified by the MB ChB Code of Practice for Assessment, must take and achieve at least a satisfactory standard in a reassessment at the next available opportunity, normally the Qualifying Examination, as defined in the Code of Practice.
- 10.5. Students who repeat a year must comply with exactly the same progression rules within the repeat year alone, with no allowance for performance during their first attempt at the year. Normally no student will be permitted more than one repeat year during the course.
- 10.6. Full attendance is required on the MB ChB programme, and this is a progression and professionalism requirement.
- 10.7. Decisions involving academic or professional judgement, including determinations of attendance sufficiency, clinical competence, and professionalism standards, are not subject to appeal on their merits and may only be challenged on procedural grounds as defined in the relevant appeal regulations.

11. Minimum requirements

- 11.1. In order to be eligible for the award of MB ChB, a student must have:
 - 11.1.1. Achieved at least a satisfactory standard in the Core programme, including elective components, according to the regulations in the Code of Practice for Assessment; and
 - 11.1.2. Achieved at least a satisfactory standard in the assessment of their individual eportfolio according to the regulations in the Code of Practice for Assessment.
- 11.2. No compensation is permitted between these two requirements.
- 11.3. Students must demonstrate at each stage satisfactory progress towards the entire course outcomes and by the end of the course satisfactory achievement of all of the outcomes of the entire course.

12. Examinations and Assessed Work

- 12.1. The Assessment schedule will be defined within the MB ChB Code of Practice for Assessment.

Examinations

- 12.2. Examinations will be conducted according to procedures defined in the Codes of Practice for Assessment of the MB ChB.

- 12.3. Candidates are responsible for ascertaining what examinations they must sit, and for presenting themselves at the time and place specified.
- 12.4. Examinations must be taken at the time and place specified. No candidate may defer an examination. If a candidate fails to attend any part of an examination for any reason, without accepted mitigation notified to the Board of Examiners, then they will be deemed not to have achieved a satisfactory grade in the whole examination. Where a candidate fails to attend an examination, the consequences set out in Regulation 13 shall apply, irrespective of whether mitigating circumstances are accepted.
- 12.5. Where a material procedural irregularity attributable to the University is identified and is determined to have compromised the integrity or fairness of an assessment, the Board of Examiners may, as a remedy, permit the affected student or students to undertake a further assessment attempt.
- Any such attempt shall be solely for the purpose of remedying the procedural irregularity and shall not constitute an additional attempt beyond that required to restore fairness. The Board of Examiners may determine whether the attempt is treated as a first or subsequent attempt for the purposes of progression and classification.
- This provision applies only to procedural irregularities and does not apply to mitigating circumstances relating to individual students.
- 12.6. Students whose examination files are deemed not clear enough to be read will be deemed not to have achieved a satisfactory standard in the assessment concerned.
- 12.7. A student, who satisfies the examiners in the examination specified by the MB ChB Code of Practice for Assessment, will be permitted to proceed to the next stage of study.
- 12.8. A student, who fails to satisfy the examiners in the assessments specified by the MB ChB Code of Practice for Assessment, must take and achieve at least a satisfactory standard in a Qualifying Examination, as defined in the Code of Practice, taken at the end of the year.
- 12.9. There will be no selective resit of failed components within the examination. Failure to achieve a satisfactory standard in any examination component during the year will require the entire Qualifying Examination to be taken.
- 12.10. Failure to achieve a satisfactory standard in the Qualifying Examination will normally result in the termination of a student's studies. However, the Board of Examiners may, on the recommendation of the Mitigating Circumstances Panel, permit the student to repeat the year, or rotation.

Assessed Work

- 12.11. Assessed work completed in the student's own time must disclose full particulars of:
- 12.11.1. All sources of information consulted; and
 - 12.11.2. All money paid in respect of its preparation.
- 12.12. In research for, and preparation of, assessed work a student must not receive any assistance other than in either or both of:
- 12.12.1. The typing of the student's own manuscript;
 - 12.12.2. The obtaining of access to a source of information including an opportunity to question a person orally or in writing.

Any student in breach of this Regulation will be deemed to be guilty of unfair practice and will be subject to disciplinary proceedings under the MB ChB Procedure for Academic Misconduct.

- 12.13. Failure to achieve at least a satisfactory standard in assessed work at the first attempt or resit, will normally result in the termination of a student's studies. However, the Board of Examiners may, on the recommendation of the Mitigating Circumstances Panel, permit the student to repeat the year in its entirety. Students who repeat a year must comply with exactly the same progression rules within the repeat year alone, with no allowance for performance in any core

element during their first attempt at the year. Normally no student is permitted more than one repeat year during the course.

Dissertation

- 12.14. In cases where a component of the course is assessed by dissertation, the dissertation must be submitted by a deadline set by the Medical School. A candidate who fails to submit the dissertation by that deadline, without accepted mitigation notified to the Board of Examiners, will be deemed to have failed that component of the course assessment at first attempt.
- 12.15. Normally, only one further opportunity to submit the dissertation will be permitted and in line with the Code of Practice for Assessment, the candidate will be eligible for a capped pass mark only.
- 12.16. A candidate may, at the discretion of the Board of Examiners be required to attend a viva-voce examination or such other test as considered appropriate in the circumstances.
- 12.17. Failure to achieve at least a satisfactory standard in dissertation at the first attempt or resit, will normally result in the termination of a student's studies. However, the Board of Examiners may, on the recommendation of the Mitigating Circumstances Panel, permit the student to repeat the year in its entirety.

Course work

- 12.18. Where course work forms an element of formal assessment for the MB ChB programme, the requirements for course work shall be set out in the course materials provided to the students and submission of the course work must be within the deadline specified.
- 12.19. Extensions to the deadline for submission will not normally be given. A student wishing to defer the submission of an assessed course work element must obtain approved mitigating circumstances from the Medical School for an extension to the next submission point to be considered. Such an extension may be granted only in exceptional circumstances.
- 12.20. Failure to meet the requirements for coursework may result in a concern about a student's academic engagement being raised for investigation to the Professional Support Committee.

Portfolio of professional development

- 12.21. All students must maintain an electronic portfolio of evidence of professional development as the course progresses.
- 12.22. The required components of the portfolio will be defined by the Medical School.
- 12.23. The developing portfolio will be assessed periodically in accordance with the Regulations set out in the Code of Practice for Assessment.
- 12.24. At each assessment any deficiencies in the portfolio will be identified to the student.
- 12.25. Where the portfolio is assessed summatively in the course, a student must obtain a satisfactory grade in the portfolio to progress to the next year of the course.
- 12.26. Students who obtain an unsatisfactory grade in assessment of their portfolio are permitted one re-submission of their portfolio per summative assessment.
- 12.27. A student who is required to repeat a year, due to any reason, will be required to continue to develop their portfolio, regardless of the portfolio grade previously.
- 12.28. A student may not graduate with a portfolio deemed to be incomplete, irrespective of performance in other assessments.

Preparation for Practice

- 12.29. Failure to achieve at least a satisfactory standard in all elements of the assessment of the Preparation for Practice will normally result in the termination of studies. However, the Board of Examiners may, on the recommendation of the Mitigating Circumstances Panel, permit the student to repeat the Senior Rotation and Preparation for Practice. Students who repeat must meet exactly the same progression rules within the repeat period alone, with no allowance for performance during their first attempt. Normally, no student is permitted more than one

repeat period during the course.

13. Factors affecting performance

- 13.1. The Medical School has a Fit to Sit policy that applies to all assessments defined in the Code of Practice for Assessment.
- 13.2. In the case of the Core Course a student who misses any part of the assessments for any reason must proceed to the Qualifying Examination. If the absence is due to certified illness or serious personal circumstances, the student must submit evidence in writing to the Mitigating Circumstances Group for consideration in line with the Mitigating Circumstance policy. The Board of Examiners may, on consideration of the Mitigating Circumstance Group recommendation, allow the Qualifying Examination to be considered the first sit and the student's record will record the fact. Otherwise, the absence(s) will result in the student receiving a zero score for the part of the assessment. Where a student does not attend or does not complete an examination or assessment, whether or not mitigating circumstances are accepted, the student shall not be permitted an additional sitting of that examination. Instead, the student will be required to proceed to the Qualifying Examination as defined in the MB ChB Code of Practice for Assessment.
- 13.3. Acceptance of mitigating circumstances does not create an additional attempt or entitle the student to a further first sitting of the assessment.
- 13.4. If the missed examination or assessment is part of the Qualifying Examination, the student may repeat the year, or rotation, on condition that the absence is deemed by the Board of Examiners, in consideration of the findings of the Mitigating Circumstances group, to be legitimate. If the absence is not deemed to be legitimate, the student's studies will be terminated.
- 13.5. Students who are absent from examinations or assessments for medical reasons must provide medical certification to the examiners from an appropriate doctor, normally the General Practitioner with whom the student is registered, or an NHS consultant to whom they have been referred. This evidence must be submitted to the Medical School within a defined period in time for review by the Mitigating Circumstances Panel and passed to the relevant Examination Board.

14. Results

- 14.1. After the relevant Board of Examiners has confirmed marks awarded, results of examinations and assessments will be released as soon as possible in order that the student is given at least two weeks' notice if they are required to take a Qualifying Examination.
- 14.2. Results of examinations and assessments will be published electronically to students either by email to their university email account or through the Medical School virtual learning environment.
- 14.3. Students are responsible for ensuring that their contact details, including email and postal address, are kept up to date with the University. Communications sent to university email addresses or the last recorded contact details will be deemed properly served.
- 14.4. Students will receive structured feedback on assessment performance in accordance with the protocols specified in the MB ChB Code of Practice for Assessment.
- 14.5. Final Examination results are released by email following ratification by the Senate. A hard copy letter confirming the classification of the degree will be sent to the student's home address as held by Registry. Academic transcripts will also be released. It is the responsibility of the student to ensure that Registry holds the correct address to which all results shall be sent.
- 14.6. Any final award is regarded as public information and may be published by the University in

any form and released to enquirers and the General Medical Council on request.

15. Awards and Classification

Merits and Distinctions

- 15.1. Students may be awarded merit or distinction in the following components of assessment:
 - 15.1.1. The Core Course in Phase 1
 - 15.1.2. The written component of the Intermediate Professional Examination
 - 15.1.3. The OSCE component of the Intermediate Professional Examination
 - 15.1.4. The written component of the Final Professional Examination
 - 15.1.5. The OSCE component of the Final Professional Examination
 - 15.1.6. 'Narrative Medicine' portfolio assessment.
- 15.2. In each case the Board of Examiners will determine thresholds of overall performance across the component for the award of marks with merit and distinction. These thresholds are not determined on the same scales as satisfactory performance and may take into account information not used in determining pass/fail decisions. Details of how the thresholds are determined are published in the 'MB ChB Code of Practice for Assessment'.
- 15.3. The achievement of Merit or Distinction grades will be recorded on the student's transcript following completion of their studies.

Honours

- 15.4. The Board of Examiners will recommend that the degree of MB ChB be awarded with Honours according to the guidance laid out in the Code of Practice of Assessment.
- 15.5. The award of honours is determined by a process, which takes into account grades achieved with merit and distinction during the entire course. An 'honours score' will be calculated according to the following rules:
 - Eight points awarded for each of
 - distinction in the Final Professional Examination OSCE
 - distinction in the written part of the Final Professional Examination
 - Four points are awarded for each of:
 - merit in the Final Professional Examination OSCE
 - merit in the written part of the Final Professional Examination
 - distinction in the written component of the Intermediate Professional Examination
 - distinction in the Intermediate Professional Examination OSCE
 - distinction in the phase 1 'Narrative Medicine' course
 - distinction in the Phase 1 core modules
 - distinction in the portfolio assessment
 - Two points are awarded for each of
 - merit in the written component of the Intermediate Professional Examination
 - merit in the Intermediate Professional Examination OSCE
 - merit in the phase 1 'Narrative Medicine' course
 - merit in the Phase 1 core modules
 - merit in the portfolio assessment
- 15.6. The Board of Examiners will set a threshold honours score for the award of honours.
- 15.7. The degrees of MB ChB may be awarded with Honours to approximately 10% of the graduating cohort at the discretion of the MB ChB Board of Examiners.

16. Fees

- 16.1. A student commencing a programme of study is required to pay the prescribed tuition fees in full, or to have made arrangements for payment acceptable to the University.

- 16.2. Tuition fees shall be regarded as paid only once they have been received in cleared funds by the University. Responsibility for ensuring that payment is made correctly and reaches the University by the required deadline rests with the student. Any delays, failures, or errors arising from a student's bank, payment provider, or intermediary do not transfer responsibility to the University.
- 16.3. Where a student asserts that payment has been initiated but has not been received in cleared funds by the University, the student remains responsible for pursuing resolution of the matter with their bank, payment service provider, or other relevant intermediary. Pending receipt of cleared funds, such assertions or evidence of attempted payment shall not be treated as payment and shall not permit the student to proceed with assessments, progression, or continued registration.
The University may require evidence of attempted payment for the purposes of record-keeping or review but is not obliged to suspend or delay the application of any restrictions or sanctions under these Regulations.
- 16.4. Any student whose tuition fees have not been paid in full when due will be suspended from studies in line with compulsory suspension regulations and will not normally be allowed to:
 - 16.4.1 Participate in, or have access to the results of, examinations and other assessments; or
 - 16.4.2 Proceed to the next year of the programme until fees have been paid.
- 16.5. Where a student has outstanding tuition fee debt and has not entered into, or has failed to comply with, an agreed payment arrangement with the University, the Medical School may deem the student ineligible to sit examinations or submit summative assessments until such time as the debt is cleared or an acceptable payment arrangement is in place.
- 16.6. Before any restriction is applied, the student will be notified in writing of the outstanding debt, given a reasonable opportunity to remedy the position, and informed of the consequences of continued non-payment. Any restriction imposed under this Regulation shall be proportionate, time-limited, and subject to review, and shall not apply where doing so would be unlawful.
- 16.7. Continued non-payment of debt may result in the termination of studies in line with the University payment policy, following written notification to the student and a reasonable opportunity to remedy the position.
- 16.8. Restrictions imposed under this Regulation are administrative in nature and do not constitute an academic judgement.

17. Professional behaviour

- 17.1. Professional behaviour is expected from all students on the MB ChB programme as outlined in the Code of Practice for Assessment, the Regulations on Fitness to Practise and the MB ChB Student Agreement.
- 17.2. Students are required to sign the MB ChB Student Agreement annually, as a declaration of awareness of professional responsibilities.
- 17.3. Students must be in an adequate state of physical and mental health to engage with their studies.
- 17.4. A student is required to notify the school of any circumstances, of which they are aware, that may affect their ability to study.
- 17.5. Students on placements are expected to conform to the policies and procedures laid down by the organisation that provides the practice placement, as well as to School policies.
- 17.6. Referral to Fitness to Practise processes will occur where there is a concern that a student's conduct, health, or behaviour may impair patient safety, public confidence, or the student's ability to meet the professional outcomes required for graduation.
- 17.7. If a student demonstrates unprofessional/dangerous/unsafe behaviour in the clinical

environment they will be withdrawn from placement immediately and their conduct will be subject to an investigation by the Professionalism Support Committee, and/or Fitness to Practise as necessary. This does not prevent the same factual circumstances being considered for distinct purposes within academic progression and Fitness to Practise processes.

- 17.8. Where the School becomes aware that a student has displayed unprofessional behaviour, a decision will be taken via the professionalism and FTP processes, which may result in their studies on the programme being terminated.
- 17.9. Academic progression decisions and Fitness to Practise determinations are distinct processes, although relevant information may be shared between processes where lawful and appropriate. No student shall be penalised twice for the same matter.
- 17.10. Any referral to the Professional Support Committee and a possible subsequent consideration by the University Fitness to Practise Committee will be done under the process set out in Regulation for Fitness to Practise
- 17.11. The Medical school will provide the Excluded Student Database with the details of any students excluded from the MB ChB programme on grounds of being unfit to practise, which may result in the student being barred from registering for any other Medicine, Dentistry or Pharmacy programme within the UK.

18. Termination of Studies

- 18.1. The Medical School may terminate the studies of a student in the following situations:
 - 18.1.1. Non-engagement with studies or assessments
 - 18.1.2. Failure to meet the minimum attendance requirements set out in Section 8 may constitute grounds for termination of studies.
 - 18.1.3. Academic failure
 - 18.1.4. Exceeding the maximum period of registration
 - 18.1.5. Fitness to practise outcomes
 - 18.1.6. Disciplinary reasons
 - 18.1.7. Academic misconduct reasons
 - 18.1.8. Non-payment of tuition fees
 - 18.1.9. Dishonest/untrue applications and omissions
- 18.2. Students have the right to submit an appeal against the decision of the University to terminate their studies.
- 18.3. Any decision to terminate a student's studies under these Regulations shall be communicated in writing, shall include the reasons for the decision, and shall confirm the student's right to appeal in accordance with the Academic Appeals Procedure.
- 18.4. Decisions taken under these Regulations in relation to academic progression, professional standards, or Fitness to Practise do not constitute a failure to provide educational services where those decisions are taken lawfully and in accordance with published requirements.

19. Approval

- 19.1. These regulations have been approved through University of Buckingham processes culminating in formal approval by the University Senate, which is responsible for governance of all academic matters in the University.

20. Waivers of Regulations

- 20.1. Where, in the opinion of the University Senate, there have been exceptional circumstances affecting the student body after admission to the programme, which could not reasonably have been foreseen at the time of admission and, which operate to the detriment of the student body, the Medical School may, subject to Senate approval, either suspend any

relevant part of the programme specification, or MB ChB General Regulations, and implement special regulations, on such conditions as it may deem fit to the benefit of the student.

- 20.2. No waiver shall be granted where it would compromise patient safety, academic standards, or compliance with GMC requirements

Document Control

Date policy approved: Updated January 2026

Date of policy review approval: n/a

These Regulations shall be kept under regular review and updated as necessary to reflect changes to General Medical Council requirements, including the Medical Licensing Assessment.

Date of next policy review: Academic Year 2027