



THE UNIVERSITY OF
BUCKINGHAM

MEDICAL SCHOOL

MB ChB

**General Regulations for
the MB ChB**

General regulations for the MB ChB

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.

Medical School and University documents including Codes of Practice 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. General

- 1.1 The degrees of Bachelor of Medicine and Bachelor of Surgery (MB ChB) of the University may be conferred with or without honours. Honours degrees are not classified.
- 1.2 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:
 - 1.2.1 Satisfied the provisions of the regulations of the University as they apply to the MB ChB; and
 - 1.2.2 Completed successfully the programme of studies for the MB ChB as defined in the course documentation for the degrees; and
 - 1.2.3 Satisfied the examiners in that they have attained the requisite standard in the assessments prescribed for the programme in these regulations; and
 - 1.2.4 Been deemed by appropriate processes to be fit to practise as a doctor. No candidate deemed unfit to practise may graduate, irrespective of performance in the course.
- 1.3 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, and will be modified to suit any further requirements of the GMC in the future.

2. Course Duration

- 2.1 The course for the MB ChB comprises study over four and a half academic years, starting in January of the first year and normally completing in June of the fifth year. Students who are required to repeat years, or whose study is suspended for any reason will normally be required to complete the entire programme within seven years of first registration, and their registration will be terminated if they do not complete within this timescale.

3. Minimum requirements

- 3.1 In order to be eligible for the award of MB ChB, a student must have:
 - 3.1.1 Achieved at least a satisfactory standard in the **Core programme**, according to the regulations defined below; and
 - 3.1.2 Achieved at least a satisfactory standard in each of the student selected components according to the regulations defined below.
- 3.2 No compensation is permitted between these two requirements.

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.

4. Exemption/Credit transfer

- 4.1 The programme for the MB ChB must always be completed in its entirety. No exemption or credit transfer will be permitted from courses within or outside of the University of Buckingham.

5. Core Course Component

- 5.1 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.

6. Student Selected Components

- 6.1 All students studying for the MB ChB must also complete six **Student Selected Components** as defined in the course documentation.
- 6.2 In each Student Selected Component students may choose between a list of electives defined by the Medical School which may cover a wide range of topics.
- 6.3 In the case of Student Selected Components it is each student's responsibility to ensure that the course administrator is notified of his/her choice of component. Failure to do so may result in the student not being able to satisfy the regulations for the MB ChB.
- 6.4 Each Student Selected Component must be passed separately in accordance with the regulations defined below.
- 6.5 No compensation is permitted between Student Selected Components.

7. Attendance

- 7.1 Students must attend and participate in all scheduled learning events throughout the course.
- 7.2 Attendance at all learning events will be monitored, and students whose attendance is giving cause for concern will be referred to a concerns process that will attempt to identify and remediate issues interfering with proper engagement with the course.
- 7.3 A student whose attendance continues to give cause for concern will be deemed in neglect of their academic obligations and their studies will be terminated.
- 7.4 The Medical School will publish details of arrangements for notifying absence through illness, and for dealing with requests for absence for personal reasons, which will be considered according to guidelines published in a Code of Practice.
- 7.5 The Medical School reserves the right to refuse requests for absence.
- 7.6 Students whose absences, for whatever reason, exceed limits defined within the Code of Practice will be required to withdraw temporarily from the course, to return at the beginning of the year or rotation during which they withdrew.

8. Patterns of Study

- 8.1 The course cannot be studied part time.
- 8.2 Students must complete the components of the course sequentially with no gaps in the programme of study.

- 8.3 Suspension of studies will only be permitted in the case of illness certificated by an appropriate doctor, or serious personal issues validated by appropriate written evidence submitted to the Programme Director.
- 8.4 Arrangements for maternity and paternity leave are published in a separate Code of Practice.
- 8.5 In all other cases students who suspend their studies must return at the beginning of the year or rotation in which they were studying at the point of withdrawal.
- 8.6 If the period of suspension is owing to illness a medical certificate from an appropriate doctor must be provided together with a completed Fitness to Study Form, signed by the University's Medical Officer.

9. Dissertation

- 9.1 In cases where a Student Selected Component 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 good reason notified to the Board of Examiners will be deemed to have failed that component of the course assessment at first attempt. One re-submission only will be permitted.
- 9.2 A candidate may, at the discretion of the examiners be required to attend a viva-voce examination or such other test as considered appropriate in the circumstances.

10. Course work

- 10.1 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. 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 the approval from the medical school. Such an extension may be granted only in exceptional circumstances.

Portfolio of professional development

- 10.2 All students must maintain an electronic portfolio of evidence of professional development as the course progresses.
- 10.3 The required components of the portfolio will be defined by the Medical School.
- 10.4 The developing portfolio will be assessed periodically in accordance with the Regulations set out below. At each assessment any deficiencies in the portfolio will be identified to the student.
- 10.5 A student must remedy all defined deficiencies in his/her portfolio in order to progress through the course, and may not graduate with a portfolio deemed to be incomplete, irrespective of performance in other assessments.

11. Academic progress

- 11.1 There are five progression points defined in the course:
 - 11.1.1 Progression from year one to year two;
 - 11.1.2 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;
 - 11.1.3 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

- 11.1.4 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.
- 11.2 In order to **progress from year 1 to year 2** of the course, a student must:
- 11.2.1 Achieve at least a satisfactory standard in each of two written assessments:
- 11.2.1.1 An assessment made up of the combined results of two papers one taken after each of terms one and two; and
- 11.2.1.2 An assessment made up of two papers taken at the end of year one.
- 11.2.2 Achieve at least a satisfactory standard in an Objective Structured Clinical Examination held at the end of term three.
- 11.3 If either or both of these conditions are not met then the student must take and achieve at least a satisfactory standard in a **Qualifying Examination**, taken at the end of the year and made up of two written papers and an Objective Structured Clinical Examination. There will be no selective resit of failed components. Failure to achieve a satisfactory standard in any component during the year will require the entire Qualifying Examination to be taken.
- 11.4 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. 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.
- 11.5 In order to **progress from year two to the junior rotation of full time clinical study** a student must achieve a satisfactory standard in both the core course and each of the student selected components in year two.
- 11.6 For the Core Course a student must:
- 11.6.1 Achieve at least a satisfactory standard in each of two written assessments:
- 11.6.1.1 An assessment made up of the combined results of two papers one taken after each of terms four and five; and
- 11.6.1.2 An assessment made up of two papers taken after term six.
- 11.6.2 Achieve a satisfactory standard in an Objective Structured Clinical Examination held after term six.
- 11.7 If either or both of these conditions are not met then the student must take and achieve a satisfactory standard in a **Qualifying Examination**, taken at the end of the year and made up of two written papers and an Objective Structured Clinical Examination. No selective resit of failed components is permitted. Failure to achieve a satisfactory standard in any component of the core course during the year will require the entire Qualifying Examination to be taken.
- 11.8 Students must also achieve at least a satisfactory standard in each of the two Student Selected Components in year two.
- 11.9 Students may be permitted one resit of each Student Selected Component.
- 11.10 Failure to achieve at least a satisfactory standard in the Core Course (either by passing each element of assessment at the first attempt, or by passing the Qualifying Examination), or failure to achieve a satisfactory standard in each Student Selected Component 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 element during their first attempt at the year. Normally no student is permitted more than one repeat year during the course.
- 11.11 In order to **progress from the junior rotation of full time clinical study to the senior rotation of full time clinical study**, a student must achieve at least a satisfactory standard in both the Core Course and the Student Selected Component in the junior rotation.
- 11.12 For the Core Course a student must:
- 11.12.1 Achieve at least a satisfactory standard in the written component of the **Intermediate Professional Examination**, made up of three written papers taken after the sixth block of Phase two;
- 11.12.2 Achieve at least a satisfactory standard in the Objective Structured Clinical Examination Component of the Intermediate Professional Examination taken after the sixth block of Phase two; and
- 11.12.3 Achieve at least a satisfactory standard in their accumulating portfolio of evidence of professional development, including a record of satisfactory attendance and engagement with the clinical blocks in the junior rotation.
- 11.13 If any of these conditions are not met, the student must take and achieve a satisfactory standard in a **Qualifying Examination** held after the first block of the senior rotation. No selective resit of failed components is permitted. Failure to achieve at least a satisfactory standard in any component during the rotation will require the whole Qualifying Examination to be taken. Students may undertake the first block of the senior rotation, but will not be allowed to progress to the second block unless they achieve at least a satisfactory standard in each of:
- 11.13.1 A written assessment made up of three papers; and
- 11.13.2 An Objective Structured Clinical Examination; and
- 11.13.3 A further review of their portfolio of evidence of professional development.
- 11.14 Students must also achieve at least a satisfactory grade in the Student Selected Component of the junior rotation.
- 11.15 Students are permitted one re-sit of the Student Selected Component.
- 11.16 Failure to achieve at least a satisfactory standard in all three elements of the Core Course Assessment or the Qualifying Examination and failure to achieve at least a satisfactory standard in the Student Selected Component at the first or second attempt 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 junior rotation. Students who repeat the junior rotation must comply with exactly the same progression rules within the repeat period alone, with no allowance for performance during their first attempt. Normally no student will be allowed more than one repeat year during the course.
- 11.17 In order to **progress from the Senior Rotation of full time clinical study to Preparation for Professional Practice**, a student must achieve at least a satisfactory standard in both the Core Course and the Student Selected Components in the senior rotation.
- 11.18 For the Core Course a student must:
- 11.18.1 Achieve at least a satisfactory standard in the written component of the Final Professional Examination, consisting of three written papers taken after the twelfth block of Phase 2;

- 11.18.2 Achieve at least a satisfactory standard in the Objective Structured Clinical Examination Component of the Final Professional Examination taken after the twelfth block of Phase 2; and
- 11.18.3 Achieve at least a satisfactory standard in his/her accumulating portfolio of evidence of professional development, including a record of satisfactory attendance and engagement with the clinical blocks in the senior rotation.
- 11.19 If any of these conditions are not met, the student must take and achieve at least a satisfactory standard in a **Qualifying Examination** held approximately nine weeks after the Final Professional Examination. No selective resit of failed components is permitted. Failure to achieve at least a satisfactory standard in any component during the rotation will require the whole qualifying examination to be taken. Students may undertake their elective period at this time, but will not be permitted to proceed to assistantship unless a satisfactory standard is achieved in each of:
- 11.19.1 A written assessment made up of three papers;
- 11.19.2 An Objective Structured Clinical Examination; and
- 11.19.3 A further review of their portfolio of evidence of professional development.
- 11.20 Students must also achieve at least a satisfactory standard in the Student Selected Component of the senior rotation.
- 11.21 Students are permitted one re-sit of the Student Selected Components.
- 11.22 Failure to achieve at least a satisfactory standard in all three elements of the Core Course assessment or the Qualifying Examination and failure to achieve at least a satisfactory standard in the Student Selected Component at the first or second attempt 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. Students who repeat the senior rotation must comply with exactly the same progression rules within the repeat period alone, with no allowance for performance during their first attempt. Normally no student will be permitted more than one repeat year during the course.
- 11.23 In order to **progress from Preparation for Professional Practice to Graduation**, a student must:
- 11.23.1 Achieve at least a satisfactory standard in a report written about their elective study; and
- 11.23.2 Achieve a satisfactory standard in a period of 'student assistantship'; and
- 11.23.3 Achieve a satisfactory standard in a final review of their portfolio of evidence of professional development.
- 11.24 Failure to achieve at least a satisfactory standard in all three 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.

12. Examinations and Assessed Work

- 12.1 Candidates are responsible for ascertaining what tests and examinations they must sit, and for presenting themselves at the time and place specified.
- 12.2 In the case of assessed work completed in the student's own time there must be disclosed full particulars of:

- 12.2.1 All sources of information consulted (which must be distinguished as primary or secondary); and
- 12.2.2 All money paid in respect of its preparation.
- 12.3 In research for, and preparation of, assessed work a student must not receive any assistance other than in either or both of:
- 12.3.1 The typing of the student's own manuscript;
- 12.3.2 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.
- 12.4 Examinations must be taken at the time specified. No candidate may defer an examination. If a candidate fails to attend any part of an examination **for any reason** then they will be deemed not to have achieved a satisfactory grade in the whole examination.
- 12.5 Examinations will be conducted according to procedures defined in the Codes of Practice for Assessment of the MB ChB.
- 12.6 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 deemed legitimate through certified illness or evidence of serious personal circumstances submitted in writing to the examiners, the student's record will record the fact. Otherwise the absence(s) will be recorded as a fail.
- 12.7 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 examiners to be legitimate. If the absence is not deemed to be legitimate, the student's studies will be terminated.
- 12.8 In the case of Student Selected Components, a student who misses any part of the assessment for any reason must proceed to the resit assessment, unless the missed examination is part of the resit examination, in which case, on condition that the absence is deemed by the examiners to be legitimate, the student may repeat the year or rotation. If the absence is not deemed to be legitimate, the student's studies will be terminated.
- 12.9 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 Programme Director within a period defined by the Medical School in time for review by the Mitigating Circumstances Panel and passed to the relevant Examination Board.
- 12.10 Students whose examination scripts are deemed illegible will be deemed not to have achieved a satisfactory standard in the assessment concerned.
- 12.11 There is no provision for the award of Aegrotat degrees in the MB ChB. All assessment requirements must be achieved to a satisfactory standard.

13. Results

- 13.1 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.

- 13.2 Results of examinations and assessments will be published as soon as possible after the assessments have taken place in order that the student is given at least two week's notice if he/she is required to take a Qualifying Examination.
- 13.3 Students will receive structured feedback on assessment performance in accordance with the protocols specified in the MB ChB Code of Practice for Assessment.

14. Awards and Classification

- 14.1 Students may be awarded merit or distinction in the following components of assessment:
 - 14.1.1 The Core Course in Phase 1
 - 14.1.2 The written component of the Intermediate Professional Examination
 - 14.1.3 The OSCE component of the Intermediate Professional Examination
 - 14.1.4 The written component of the Final Professional Examination
 - 14.1.5 The OSCE component of the Final Professional Examination
 - 14.1.6 Each Student Selected Component in Phase 1.
- 14.2 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'.
- 14.3 The achievement of Merit or Distinction grades will be recorded on the student's transcript following completion of their studies.
- 14.4 The MB ChB may be awarded with honours.
- 14.5 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:
 - 14.5.1 Two points for each merit and four points for each distinction in:
 - 14.5.1.1 The Core course in Phase 1
 - 14.5.1.2 The written component of the Intermediate Professional Examination
 - 14.5.1.3 The OSCE component of the Intermediate Professional Examination
 - 14.5.1.4 Each Student Selected Component in Phase one
 - 14.5.2 Four points for each merit and eight points for each distinction in:
 - 14.5.2.1 The written component of the Final Professional Examination
 - 14.5.2.2 The OSCE component of the Final Professional Examination
- 14.6 The Board of Examiners will set a threshold honours score for the award of honours.
- 14.7 In the middle of the fourth year of the course every student will be allocated a **decile score** solely for the purposes of application to Foundation Training in the UK or equivalent postgraduate training overseas. This will be calculated according to national guidelines as follows:
 - 14.7.1 Firstly, for each student the following is calculated:
 - 14.7.1.1 The total number of questions or stations across all first attempt assessments in Phase 1 of the curriculum where the mark obtained in that question exceeded the pass mark set by the standard setting techniques.

- 14.7.1.2 The total mark obtained in the written component of the Intermediate Professional Examination at first attempt.
- 14.7.1.3 The total mark obtained in the OSCE component of the Intermediate Professional Examination at first attempt.
- 14.7.2 Secondly, the mean and standard deviation of each of these scores across all students are calculated, and each student allocated a 'z-score' for each component. The z-score is a measure of the number of standard deviations by which an individual score departs from the mean and may be a positive or negative number.
- 14.7.3 Thirdly, for each student a weighted overall z-score is calculated allocating a 50% weight to the Phase 1 score and 25% weighted to each of the Intermediate Professional examination scores.
- 14.7.4 Fourthly, students are ranked by their weighted z-scores, and divided into deciles.
- 14.7.5 Each decile is allocated a score according to national rules and the outcome published to students for use in postgraduate applications.

Approval

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.

EXAMINATION RULES FOR MB ChB CANDIDATES

References in these rules to examinations shall also include, where appropriate, any other form of assessment.

1. Each candidate should be at the examination room at least 5 minutes before the examination is due to start. To avoid undue disturbance to other candidates, the invigilators are empowered to require all candidates who arrive late to remain outside the examination room until 15 minutes after the start of the examination.
2. No candidate will be admitted to the examination room more than 15 minutes after the start of the examination without the permission of the Chief Invigilator.
3. Candidates are expected to supply their own writing instruments, but unless the official notice of the examination states otherwise must not bring into the examination room any book, paper or calculator or stapler. Where a container is used for carrying writing instruments, it can only be of a clear plastic form. Candidate ID cards should be brought into the examination hall and displayed on the desk.
4. Wallets and keys may be placed on the floor under the desk. Pencil cases or any other material, including mobile phones/electronic equipment (unless authorised), are not permitted in the examination hall. Candidates must hand in mobile telephones/electronic equipment or any other unauthorised materials to a member of staff for safe keeping, on entering the examination hall. However, this is done at the candidate's own risk and the University cannot take responsibility for loss or damage of such items. Any candidate who is found to have a mobile telephone, unauthorised electronic equipment, unauthorised materials (including additional papers) in their possession after the start of the examination is committing a disciplinary offence that will be dealt with according to the University's procedures for Academic Misconduct.
5. Calculators with more than a one-line display or with an alphanumeric display are not permitted in the examination room unless specified in advance. If an invigilator reasonably believes a candidate is using a calculator, which does not conform to this rule, he shall have the absolute discretion to replace the calculator. A report on the matter will be made on the invigilator's declaration form.
6. Overcoats and other surplus clothing must not be brought into the examination room.
7. Plastic bottles of water are permitted up to a maximum size of 330ml. Under no circumstances may food or any alternative drink be brought into the examination room, unless prior permission has been obtained because of a medical condition.
8. Complete silence must be maintained in the examination room at all times. The use of any type of alarm clock is prohibited.

9. Smoking in the examination room is prohibited.
10. Candidates may neither turn over the examination question paper nor start writing until told that they may do so by the chief invigilator.
11. A candidate who requires an additional answerbook or other assistance should attract the attention of an invigilator by raising a hand. Under no circumstances may loose paper be brought into the examination hall or used in the answer books.
12. No candidate may leave his seat without the express permission of an invigilator. No candidate will be permitted to leave the examination in the first 30 minutes or the last 15 minutes of the examination. Any candidate who leaves the examination room thereby consents to appropriate checks before being allowed to return to his or her seat.
13. All writing must be done in ink in the answer book provided and rough work should be crossed out. Under no circumstances should pages be removed from the answer book.
14. **Cheating and Unfair Practice.** This offence will be dealt with according to the MB ChB Academic Misconduct and Fitness To Practice procedures for dealing with Academic Misconduct (including Unfair Practice, Cheating and Plagiarism: Policy, Procedures and Sanctions)
 - 14.1 In an examination conducted by or on behalf of the University, a candidate shall not cheat nor attempt to cheat, any reported incidence of such activity may result in an investigation by the Medical School Fitness to Practice Committee.
 - 14.2 Without detracting from the generality of 14.1, a candidate who at any time in the course of such an examination has in his possession material, which is not authorised by or on behalf of the University for use by him in that examination, shall be deemed to be in breach of Rule 14.1, save in the case of a candidate who proves that he never intended to use the relevant material for cheating.
 - 14.3 In addition to or in substitution for any other penalty applicable to a breach of the University's statutes, regulations or rules, a candidate's breach of Rule 14.1 shall cause every script submitted by him in the Diet, of which the relevant examination forms the whole or a part, to be disregarded by the examiners and shall render him liable to be expelled from the University. Resit examinations in respect of the disregarded papers shall not be eligible for honours marks and shall be capped at a bare pass. This shall be the final attempt.
 - 14.4 A candidate shall not bring, nor cause to be brought, into a room in which an examination is to be, or is being conducted, material which has not been authorised by the University, including any additional paper. A candidate shall not remove from the examination hall any answerbook, or part thereof.
 - 14.5 The terms of Rules 14.1, 14.2, 14.3 and 14.4 shall not give rise to any implication, which would not otherwise occur, nor inhibit the finding of any

implication, which would otherwise be found, in other provisions of the University's Statutes, Regulations and Rules.

15. At the end of the examination, candidates must remain in their seats in silence until all scripts have been collected. No answer book, used or blank, or any part thereof, may be taken from the examination hall. No examination question paper may be removed from the examination hall.

16. Any breach of the rules will be taken into account by the examiners, and may also be the subject of disciplinary action in accordance with the MB ChB Regulations for Academic Misconduct and Fitness to Practice proceedings.