MBChB Programme
Handbook
2019/2020
Introduction

This handbook must be read by all MBChB students as it contains information relating to specific requirements of the Programme. It should be read in conjunction with the MBChB Programme Specification and the MBChB Regulations. 

www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2019-20/mvls/mbchb/

Disclaimer

All information in this Handbook is given in good faith and is correct at the time of printing. In addition, all information regarding Regulations is subject to the information provided in the University Calendar, which is the final arbiter and gold standard in these issues.
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Year 1

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Preparation for Practice

**Director, To be appointed**

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**Vertical Themes:**

- **Anatomy & Imaging**
  
  Dr Cindy Chew, Director, chewszewan@aol.com

- **Biomedical Sciences**
  
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- **Clinical Reasoning**
  
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- **Clinical Skills**
  
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  Mrs Sam Cameron, Clinical & Vocational Skills Resource Manager, 0141 330 8047, sophia.cameron@glasgow.ac.uk

- **Communication Skills**
  
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- **Simulation**  
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MBChB Examinations

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Dr Malcolm Shepherd, Year 4 Exam Coordinator, malcolm.shepherd@glasgow.ac.uk
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Clinical Assessment Lead, Mr Ian Colquhoun, ian.colquhoun@glasgow.ac.uk
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**Academic Studies Advice**
Ms Maxinne Connolly, MVLS Effective Learning Adviser, maxinne.connolly@glasgow.ac.uk

**Student Support**
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Dr Angela Cogan, Head of Student Support, angela.cogan@glasgow.ac.uk
Mr Edmond Harris, Student Support Administrator, 0141 330 7488, edmond.harris@glasgow.ac.uk

**MBChB Admissions**

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Mr Mark Underwood, Deputy Director of Admissions, mark.underwood@glasgow.ac.uk
Ms Meg Reid, Deputy Medical School Manager, 0141 330 8340, meg.reid@glasgow.ac.uk
Mrs Coleen Anderson, Admissions Administrator, 0141 330 6216, coleen.anderson@glasgow.ac.uk

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**School Administration**
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E-Learning
To be appointed

ACT Finance
Miss Evelyn Laing, ACT Finance Officer, 0141 330 8024, evelyn.laing@glasgow.ac.uk

Year 1 External Examiners
Dr Kenneth McKeegan, Newcastle University
Dr Andrew O’Malley, University of Southampton
Dr Kirsty Shires, University of Birmingham

Year 2 External Examiners
Dr Bipasha Choudhury, University of Manchester
Dr Alun Hughes, University of St Andrews
External Examiner to be appointed

Year 3 External Examiners
Dr Laura Gates, University of Aberdeen
Professor David Hepburn, Hull York Medical School
Associate Professor Rakesh Patel, University of Nottingham

Year 4/5 External Examiners
Professor Maggie Bartlett, University of Dundee
Dr Richard Davenport, University of Edinburgh
Dr Rachel Holliday, University of Liverpool
Professor Steve Jones, Newcastle University
Dr Neil Kennedy, Queen’s University Belfast
Professor Fiona McAuliffe, University College Dublin
Two External Examiners to be appointed

SSC External Examiners
To be appointed
Dr Birgit Fruhstorfer, University of Warwick
2 The MBChB Programme

2.1 Promoting Excellence

Students will be required to comply with such instructions as are prescribed by the College of Medical, Veterinary & Life Sciences (MVLS). All instructions will be given to the students in writing at the beginning of the year, programme component or study block. Reasonable notice of any alteration to them will also be given. A student who fails to comply with instructions may be refused enrolment in and admission to Degree examinations. For a detailed guide to the MBChB, please see the Medical School publication, A Guide to the MBChB for Students, Tutors & Clinical Staff which is available in print from the Undergraduate Medical School Library Office, or for download from the School website.

2.2 Programme Aims
The medical undergraduate programme at the University of Glasgow adheres to recommendations made by the General Medical Council to all UK Medical Schools.

All curricula have to encompass a series of themes as follows: Clinical practice, human biology, human disease, public health, disability and rehabilitation, “finding out” (research and experiment), ethics and law, gender and ethnic background, communication skills, behavioural science, palliative medicine and care of the dying, therapeutics and management. In Glasgow, the undergraduate programme lasts for five years, and covers learning outcomes that are encompassed in Promoting Excellence: Standards for Medical Education and Training.

2.3 IT Skills
The University of Glasgow IT Services offers a wide range of IT training both online and in the University Library teaching labs. Courses are free of charge to students, and can be booked at: www.glasgow.ac.uk/services/it/training.

2.4 Electives
Two Junior and Senior electives are intended to permit students to undertake, in or away from Glasgow, the study of any aspect of the practice of medicine in recognised clinical specialties, including general practice and public health, which has the approval of the Director of Electives.

Electives may also include research in an appropriately supported setting. During an elective, students are required to spend all four weeks in a particular unit with a single supervisor. Junior electives only may be an extension of a Student Selected Component. In general, the aim of the elective programme is to provide students with high quality experiences involving personal, professional and clinical challenge, which are relevant to their developing competence as future doctors.

Further information on electives and elective funding opportunities is available from the student web pages.
3 Assessment and Examinations

3.1 Assessment

Regulations for assessment are governed by the Code of Assessment which is contained in the Fees and General Information section of the University Calendar: www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/

A candidate must present himself or herself in Glasgow for the appropriate Degree Examinations on the first possible occasion after completing the prescribed programme of study. A candidate who has failed any part of a diet must present himself or herself for re-examination in Glasgow on the first occasion for which he or she is eligible.

The School may exceptionally permit a candidate to postpone entry to a Degree Examination.

In a repeat year students must attend all prescribed sessions, undertake and pass all in-programme assessments in the same academic year, including those that have been successfully completed in a previous session.

The Degree Examinations in the final academic year are a culmination of the integrated core. Where a candidate has failed to comply with or not satisfied the requirements of the final year, and cannot remedy this by the end of the academic session, the outcome for that candidate shall be Credit Refused.

3.2 Formative & Summative Assessment

During your undergraduate medical career you will participate in both formative and summative assessment.

Formative Assessment

Formative assessment refers to assessment that is specifically intended to generate feedback on performance to improve and accelerate learning. Throughout the course there are many formative assessment opportunities such as quizzes, mock exams and individual feedback from facilitators and supervisors.

Summative Assessment

Summative assessment is intended to formally assess student competence and it is used to determine progression.

These summative assessments are usually referred to as degree or professional examinations. Regulations on MBChB assessment are contained in the University Calendar: www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/

Information from all elements of the MBChB programme can be summatively assessed. Provisional examination dates are made available to students on Moodle.

A candidate must present himself or herself in the appropriate degree examinations on the first possible occasion after completing the prescribed programme of study.

A candidate who has failed any part of a diet must present himself or herself for re-examination on the first occasion for which he or she is eligible.

The College of Medical, Veterinary & Life Sciences (MVLS) may exceptionally permit a candidate to postpone entry to a degree examination. A candidate may not enter for any degree examination unless the College of Medical, Veterinary & Life Sciences (MVLS) has certified that he or she has satisfied the requirements of the programme. A candidate who for this reason has not been permitted to enter for any examination will be deemed to have gained no marks on that occasion.
3.3 Years 1-5 Summative Assessment

Year One
• Assessment of independent learning (MILE)
• Written examination consisting of 3 papers (MBChB I)— paper 1 in December and papers 2/3 in May (MBChB I)
• Coursework

Students who fail to reach the required standard will be referred to the Progress Committee and may be excluded (see section 7).

Year Two
• Objective structured clinical examination (OSCE 2)
• Written Degree examination consisting of 1 paper in December and 2 papers in May June (MBChB 2)
• Student Selected Component
• Coursework

Students who fail to reach the required standard will be referred to the Progress Committee and may be excluded (see section 7).

Year Three
• Objective structured clinical examination (OSCE 3)
• Written Degree examination consisting of 2 papers (MBChB 3)
• Student Selected Component
• Coursework
• Clinical attachments
• Portfolio of clinical cases (to be submitted during the clinical core) reviewed by the educational supervisor.

Students who fail to reach the required standard in one attachment will be interviewed by the Year 3 Director and will be required to repeat some or all of the block. Students who fail to reach the required standard by the end of Year Three will be referred to the Progress Committee which will have the authority to require a period of further study (see Section 7).

Year Four
• Written Degree examination consisting of 1 paper (MBChB 4)
• Student Selected Component
• Clinical attachments
• Portfolio of clinical cases (to be submitted during the clinical core) reviewed by the educational supervisor

Students who fail to reach the required standard in one attachment will be interviewed by the Year 4 Director and will be required to repeat some or all of the block. Students who fail to reach the required standard by the end of Year Four will be referred to the Progress Committee which will have the authority to require a period of further study (see Section 7).

Year Five
Final year examinations are a culmination of the integrated core, and students must complete the following satisfactorily:
• Clinical attachments
• Portfolio of the prescribed number of clinical cases
• Junior and a Senior Elective
• Preparation for Practice Block

The following Degree examinations will take place during the second semester of the final year:
• Written Degree examination (MBChB 5)
• Objective structured clinical examination (OSCE 5)

Students who fail to reach the required standard in one attachment will be interviewed by the Year 5 Director and will be required to repeat some or all of the block. Students who fail to reach the required standard by the end of final year will be referred to the Progress Committee which will have the authority to require a period of further study (see Section 7).
Students must complete the prescribed training and be assessed as competent in resuscitation. In addition all students will normally undertake a period of work experience shadowing an FY1 doctor.

**Assessment of Student Selected Components**

The means by which a Student Selected Component will be assessed and the weighting of each component of assessment, will be specified in the programme documentation.

Ideally, the main assessment instrument should consist of a properly referenced report/dissertation/essay on some aspect of the area of study. The work submitted online for marking will be accepted as the final version. Any subsequent versions will not be accepted. Although the final grade cannot be confirmed until approved by the External Examiners, SSC Supervisors can indicate the provisional grade.

Similar to other components of the curriculum, attendance in the SSC blocks is compulsory. If there is any medical or other problem that will interfere with attendance, the SSC Supervisor must be informed immediately, along with the SSC secretary (med-sch-SSC@glasgow.ac.uk). Students who miss more than 5 days find it challenging to make up the time and are likely to fail the SSC. Students must pass each of their SSC blocks in order to progress to the next academic year.

Students that are required to resit their SSC during the summer will be required to undertake this locally by an experienced supervisor who is heavily involved in the course. This ensures that the students receive the appropriate and necessary support. Therefore, self-proposing is not possible. This is important as SSC grades for the resit have to be returned to registry in a timely manner in order to allow progression to the next academic year. This process has proven to be highly effective in providing students with the optimum guidance for success and progression. A resit SSC must be completed prior to the undertaking of either a junior or senior elective.

Students who are repeating a year of the MBChB programme (for whatever reason) should not choose the same SSC that was undertaken in their first attempt at the year. This is in the best interest of the student, as it will add to their experience and widen their horizons. An exemption to this rule would be if a student withdraws from the year prior to their SSC, in which case they may apply to the same SSC.

**Prescribing Safety Assessment (PSA)**

Anyone wishing to work in the UK will be required to sit the PSA. Any MBChB graduate who has not passed the PSA will be required to resist this during their time as an FY1.

**Moderation**

According to the University policy on Moderation and Second marking, moderation is: “a process of review to check consistency of grades awarded for an assessment, normally through sampling the assessment”. All written summative assessments are moderated in accordance with this policy.

**Re-assessment**

Students are permitted two attempts at a summative assessment. If they are unsuccessful after two attempts, the student will be in breach of Progress Regulations and will be referred the Progress Committee. See Section 7 on Progress Committee for more details.

One repeat of final year will be granted if a candidate fails to achieve grade D3 (D in clinical examination) or better in the written or clinical examination.
3.4 Distinction

Students who demonstrate excellent achievement in assessments across a single year of study are awarded a pass with distinction for that specific year:

<table>
<thead>
<tr>
<th>Year</th>
<th>Distinctions Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Will normally be awarded if students achieve an A in the written examination, an A in the MILE and an A/B in the coursework.</td>
</tr>
<tr>
<td>Year 2</td>
<td>Will normally be awarded if students achieve an A in the written examination and an A in the OSCE.</td>
</tr>
<tr>
<td>Year 3</td>
<td>Will normally be awarded if students achieve an A in the written examination and an A in the OSCE.</td>
</tr>
<tr>
<td>Year 4</td>
<td>Will normally be awarded if students achieve an A in the written examination.</td>
</tr>
<tr>
<td>Year 5</td>
<td>Will normally be awarded to the top 10% of students across the written examination (overall percentage) and OSCE (overall percentage of stations passed).</td>
</tr>
</tbody>
</table>

3.5 Honours & Commendation

Students who perform well across the entire curriculum may be eligible for graduating with Honours and Commendation.

1. Only written and OSCE results are included in the calculation.
2. Direct entrants to Year 3 have a weighting score of 70/100
3. Students with resit or repeat year examinations are capped at the same level as D or at the previous pass grade.

The table below outlines the points available for each assessment: using this system, a rank order of students is created and this is used to decide on Honours and Commendation. For guidance, in past years about 15-20% of the class has been awarded Honours or Commendation. The rank order is also used to award the Brunton Memorial Prize.
3.6 Examination Feedback

Feedback is vital to support learning.

After your individual results are posted on MyCampus; for written examinations, OSCEs and coursework a graph detailing the spread of grades across your year group is posted on your Assessment Moodle page to allow you to see how you compare to the rest of your cohort.

Individualised Feedback

In addition, individualised feedback is provided for summative assessments as follows:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Feedback Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Examinations</td>
<td>Individualised feedback will be posted on the VALE website; you will be able to view your results, across all blocks/topics, for the MCQ and written components of the examination.</td>
</tr>
<tr>
<td>OSCEs</td>
<td>An Individualised breakdown of your results will be posted on the VALE website, which notes the total mark you obtained and pass/fail details for each station.</td>
</tr>
<tr>
<td>Coursework</td>
<td>You will receive written feedback comments on your work.</td>
</tr>
<tr>
<td>SSCs</td>
<td>Supervisors are encouraged to give additional verbal feedback and written feedback comments.</td>
</tr>
<tr>
<td>Clinical Attachments</td>
<td>You will meet with you Educational Supervisor to discuss your performance across the block and your overall rating.</td>
</tr>
</tbody>
</table>

3.7 Academic Scoring System for Foundation One Programmes for the University Of Glasgow

Each applicant for the UK Foundation Programme will require an Educational Performance Measurement (EPM) - up to a maximum 50 points. Part of the EPM is produced by the University of Glasgow Medical School ranking students using the scoring system below and dividing the cohort into deciles - up to maximum 43 points. This decile score will be needed near the beginning of Year 5 and so will not include final year assessments.

EPM = 3 parts (maximum 50 points)
1. Medical school performance in deciles (34 –43 points)
   E.g. Top 10% = 43; Top 20% = 42; etc
2. Additional degrees (max 5 points)
3. Educational achievements (presentations, prizes and publications (max 2 points)

The principles to be followed are:
- Any system for determining an academic score should be fair
- As much available information as possible should be used to determine the score so that student academic performance can be determined across a broad range of assessments.
- Formative assessment should not be used in determining the score.
- Students with resit or repeat year examinations are capped at the same level as D or at the previous pass grade.
<table>
<thead>
<tr>
<th>YEAR</th>
<th>ASSESSMENT</th>
<th>ACHIEVEMENT</th>
<th>SCORE</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Written</td>
<td>A Grade</td>
<td>8</td>
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<td>B Grade</td>
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<td>C Grade</td>
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<td>D grade</td>
<td>2</td>
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<td></td>
<td>Coursework</td>
<td>A and B Grade</td>
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<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
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<tr>
<td></td>
<td>MILE</td>
<td>A and B Grade</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
<td></td>
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<tr>
<td>Year 2</td>
<td>Written</td>
<td>A Grade</td>
<td>8</td>
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<td>B Grade</td>
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<td>C Grade</td>
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<td></td>
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<td>D grade</td>
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<tr>
<td></td>
<td>OSCE</td>
<td>A Grade</td>
<td>4</td>
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<td>B Grade</td>
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<td></td>
<td>C Grade</td>
<td>2</td>
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<td></td>
<td>D grade</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>Coursework</td>
<td>A and B Grade</td>
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<td></td>
<td>C and D Grade</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Written</td>
<td>A Grade</td>
<td>8</td>
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<td></td>
<td></td>
<td>B Grade</td>
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<td>C Grade</td>
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<td>OSCE</td>
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<td>D grade</td>
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<td>Coursework</td>
<td>A and B Grade</td>
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<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
<td></td>
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<tr>
<td>Year 4</td>
<td>Written</td>
<td>A Grade</td>
<td>16</td>
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<td></td>
<td></td>
<td>B Grade</td>
<td>12</td>
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<td></td>
<td></td>
<td>C Grade</td>
<td>8</td>
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<td>D grade</td>
<td>4</td>
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<tr>
<td></td>
<td>STUDENT SELECTED COMPONENTS</td>
<td>A and B Grade</td>
<td>2</td>
<td></td>
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<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
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<tr>
<td></td>
<td>3 SSCs in total completed by end year 4</td>
<td>6</td>
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<td></td>
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<tr>
<td>Overall total score possible =</td>
<td>66</td>
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</tbody>
</table>
3.8 Late Arrival for Exams
Instructions are provided in advance of examinations and students are required to attend at least 15 minutes prior to start of examination. In examinations of at least two hours duration, no candidate shall be allowed to enter the examination room after the first hour has expired, or to leave it within the first hour or the last half-hour. An invigilator may, at his or her discretion, allow a candidate to enter after the first hour if no other candidate has left the examination. In shorter examinations, both entry and exit shall be at the absolute discretion of the invigilator. The MILE examination papers and collection of Coursework instructions must be collected at the time instructed. In special circumstances permission for late collection of papers may be granted, but this must be agreed by the Year Director prior to the instructed time. Students who fail to collect papers at the specified time, without prior agreement from the Year Director will not be permitted to undertake the MILE/Coursework and will be awarded a fail grade. Students who arrive late at an OSCE should expect to be refused entry to the examination.

3.9 Mobile Phones in Exams
Candidates must not use mobile telephones and other electronic devices such as personal music players during examinations. Candidates must switch off and remove all such items (including headphones) prior to the start of the examination and place them with other personal possessions in a closed bag or container which will normally be kept under their seat for the duration of the examination.

### Direct Entrants to Year 3

<table>
<thead>
<tr>
<th>YEAR</th>
<th>ASSESSMENT</th>
<th>ACHIEVEMENT</th>
<th>SCORE</th>
<th>SUBTOTAL</th>
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<td>D grade</td>
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<td>OSCE</td>
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<td></td>
<td>Coursework</td>
<td>A and B Grade</td>
<td>2</td>
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<td></td>
<td>C and D Grade</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Year 4</td>
<td>Written</td>
<td>A Grade</td>
<td>16</td>
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<td></td>
<td>B Grade</td>
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<tr>
<td></td>
<td>STUDENT SELECTED COMPONENTS</td>
<td>A and B Grade</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>3 SSCs in total completed by end year 4</td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Total score possible = 38**

To produce overall total possible score multiply actual score by 66/38

November 2013
3.10 Late Submission of SSC Written Work

Students are expected to complete all written work by the end of the SSC block and submit this on-line. Failure to do so will incur a penalty of reduction of the grade awarded by two secondary bands for each working day (or part of a working day) the work was submitted late.

In circumstances where a student is unable to submit coursework by this deadline, or who anticipates being unable to so submit, he/she may ask the SSC Supervisor for a deferral of the deadline, subject to a limit of three days.

Where a student experiences a major problem with submission e.g. due to illness or other adverse personal circumstances, he/she must make the circumstances known to the SSC Director or Deputies, and provide appropriate written evidence such as:

- Medical documentation e.g. a medical certificate, a medical report or a note from a hospital
- Other types of documentation e.g.: a note from an independent responsible person who can vouch for the event(s) which led to difficulties; evidence from a member of staff who was alerted to the circumstances at the time (e.g. Advisor of Studies)
- A letter from a student counsellor or other professional that the student actually consulted during the period when the difficulties were occurring, or a note from the police.

Notification should normally be made before the end of the SSC block but not later than one week after the date at which submission of the work for assessment was due, otherwise this shall not be taken into account unless circumstances have prevented the student from notifying the SSC Director or Deputy within this time.

If the documentary evidence presented is accepted, a new deadline will be set to which the student must adhere, otherwise the late submission penalty described above will apply.

3.11 Grade Descriptors & Code of Assessment

The Code of Assessment and the descriptors for each of the Grades can be found in the University Calendar. Students receive examination results on-line through MyCampus.

3.12 Illness & Examinations

If you miss an examination or an assessment deadline, or if you believe your assessment performance has been affected by adverse circumstances, you should notify the Examination Officer and submit a Good Cause Claim via MyCampus.

Submission of a Good Cause Claim is the mechanism which allows your circumstances to be considered by the Board of Examiners. Please note that all Good Cause Claims must be submitted within a week of the date of the affected assessment.

The Course Administrator will ensure that your claim is considered and this will be in accordance with the section of the Code of Assessment which covers incomplete assessment and good cause (paragraphs 16.45 to 16.53).

For the purpose of all assessments and degree examinations, section 16.52 of the Code of Assessment (which relates to non-completion of work or assessment by good cause) www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/ will not apply to MBChB students due to the integrated nature of the degree programme.

If it is accepted that your assessment was affected by good cause, the work in question will be set aside and you will (as far as is practicable) be given another opportunity to take the assessment with the affected attempt discounted.
4 Coursework

4.1 Written Coursework

Submission Style

Each separate piece of coursework will have its own specific instructions, which will be issued with the coursework. All written coursework will be submitted electronically.

The instructions for electronic submission will be given as part of the Coursework handout.

Coursework must be word-processed and the following style should be used:

• Font - Arial 11pt
• Spacing - 1.5 lines
• Single sided
• Each page should have a footer with the page number, registration number and candidate number.
• Headings should be in Bold.
• Diagrams can be hand drawn (and scanned where appropriate) and your own work. If a computer is used to draw diagrams it should be clearly indicated that they are your own work. If diagrams are adapted from an existing one, then the source should be acknowledged directly below the diagram.

The instructions also include guidance on word limits. An accurate word count must be included, as required in the instructions – this may be for individual sections of the coursework or for the entire piece. Word processing software will calculate the word count for you. There may be penalties for going over the word count as intimated in the coursework instructions. Tables and diagrams do not count in the word count total – however, do not use them to enlarge your text size and cram more in.

Referencing

It is important in your coursework to give adequate and accurate references to your sources. This is an essential skill in medical writing and is also necessary to exclude the possibility of plagiarism.

There are different ways of giving references. The Vancouver style (author-number style) must be used. The important issue is that there is consistency throughout your work. Websites must be correctly referenced.

Details of the Vancouver style can be found in various places. The full requirements can be found at www.gla.ac.uk/myglasgow/library/help/referencing/

Marking

Coursework is marked by a group of academic staff who have been involved in the development and delivery of the block.

The markers will have a model answer and a marking schedule, which has been agreed in advance at a markers meeting. The relative weighting of the marks comes from the word count for each section.

The markers will also complete a feedback sheet to give you some idea of issues related to your work. The depth of these comments should reflect how the marker feels you have done e.g. do not expect to get highly detailed comments on work which the marker has rated highly – more detailed comments tend to be given where there are weaknesses.

However, if you have specific concerns you should contact the Block leader for further explanation.

A grade is awarded in line with the University Code of Assessment. Grades A-D are passes, E-G are fails.
Should a student fail a particular piece of coursework they will be required to sit another similar piece, which will be issued at the appropriate second diet.

After all the professional examinations have been held and the Examination Board has met, the final coursework grade will be available on MyCampus. This final grade will be determined by the grades of each piece of coursework.

**4.2 Hand-Ins – Designated Dates/Times**

Coursework hand-in dates will be provided and must be adhered to. Late hand-ins are not accepted without prior approval with the Year Director. Failure to hand in or submit electronically (whichever has been specified in advance) at the specified time, unless with permission, will incur a penalty as listed in the University Regulations; see University Calendar, General Information for Students.

The grade awarded will be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late and work submitted more than five working days after the deadline will be awarded Grade H.

**4.3 Plagiarism**

The University’s degrees and other academic awards are given in recognition of a student’s personal achievement. Plagiarism is defined as the submission or presentation of work, in any form, which is not one’s own, without acknowledgement of the sources and may include inappropriate collaboration or the re-use of a student’s own previous work. Plagiarism is considered to be an act of fraudulence and an offence against University discipline.

The University reserves the right to use plagiarism detection systems in the interests of improving academic standards www.glasgow.ac.uk/services/senateoffice/studentcodes/staff/plagiarism/ppspolicy

The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- A direct quotation
- A close paraphrase
- An unacknowledged summary of a source
- Direct copying or transcription

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately.

Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism.
5 Professional Practice

Professionalism is a fundamental part of training and practice. As a medical student, you will be encouraged and supported in learning and developing the professional attitudes and behaviours that underpin safe and effective medical practice.

On commencing MBChB, you will be asked to sign the University of Glasgow’s MBChB Student Agreement, which sets out some of the core professional values and behaviours important both for your undergraduate career and for your future professional practice. Professional development is integral to all activities in the MBChB and will underpin your personal development, your learning and teaching as well as your relationships with patients, staff and fellow students.

Failure to adhere to the guidance outlined in this section (5.1-5.11), may raise concerns regarding fitness to practise (see 6).

GMC guidance for medical students on professionalism can be found at www.gmc-uk.org/education/undergraduate/studentftp.asp

5.1 Undergraduate Medical School Code of Professional Conduct and Fitness to Practise

Professional conduct
Students should observe regulations which may be made by the University. By registering, or enrolling on any University programme, a student becomes subject to the discipline of the University: www.gla.ac.uk/services/senateoffice/policies/calendar/calendar2018-19/feesandgeneral/#/studentsupportandconductmatters

A student who is registered for the programme of study leading to the degree of MBChB is required during practical training to act in a professional role in relation to patients and therefore as a condition of registration undertakes to comply with the principles of the Code of Professional Conduct and Fitness to Practise.

Purpose of the Code
The aims of the Code are to promote and develop behaviour which will achieve the standards required for good medical practice. This will:
 • protect present and future patients, children, clients or service users;
 • protect the health and well-being of the student and ensure that the student is provided with appropriate advice concerning the requirements of the General Medical Council (GMC);
 • protect the University of Glasgow against legal action brought by someone claiming to have suffered loss as a result of the student proving to be unfit to practise during training or after qualification.

Core Values
The Undergraduate Medical School adheres to a set of core values, which underpin its activities in education and research and overall professional conduct, which embody:
 • the habit of truth;
 • respect for others;
 • caring;
 • partnership;
 • creativity;
 • social justice.

A student registered on the MBChB programme is expected to adhere to these values, to be honest and trustworthy and to follow at all times the Code of Professional Conduct and Fitness to Practise.
The Code of Professional Conduct and Fitness to Practise

As a Medical Student of the University of Glasgow, I shall:

• be honest and trustworthy;
• make the safety and care of patients my first concern;
• treat every patient politely and with consideration;
• respect each patient’s right to privacy and dignity
• listen to patients and respect their views;
• give clear and appropriate explanations to patients;
• always seek any necessary permission and consent for my activities
• always make it clear to patients that I am a student and not a qualified doctor;
• avoid recommending treatment or action that might be interpreted as professional medical advice;
• develop, practise and maintain my skills and knowledge to the best of my ability, and ensure they are up-to date;
• recognise and act within the limits of my competence;
• respect and protect confidential information;
• ensure that my personal beliefs do not prejudice my dealings with patients;
• treat colleagues with courtesy and respect;
• report to the Head of the Medical School any action by students or staff which might put patients/clients/students/service users at risk;
• respect a patient/carer/relative’s trust in me.

This Code of Practice is based upon The Duties of a Doctor (Good Medical Practice, 2013)
https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice

5.2 MBChB Student Agreement

The Student Agreement defines the standards of professional behaviour and attitude expected from all MBChB students at the University of Glasgow. These are behaviours and attitudes that you will be helped and encouraged to develop while you are a student and which you will take with you into medical practice. The Agreement is signed by all students entering the Medical School. It informs the deliberations of the School of Medicine, Dentistry and Nursing Fitness to Practise Panel.

It should be read in conjunction with the following GMC publications:
• Achieving good medical practice
• Professional Behaviour and Fitness to Practise: guidance for medical schools and their students


A request for support can be made via the Student Agreement submission, should there be any queries or difficulties raised in any student’s consideration of the Agreement.

5.3 Dress Code & Appearance

The University of Glasgow Policy on Religion or Belief states that the University imposes no dress code on its employees or students, except where a job or placement requires a uniform or protective clothing to be worn. The wearing of items arising from particular cultural/religious norms is seen as part of this welcome diversity. However, there are limitations to the above, for example medical students on placements in NHS Trusts

www.glasgow.ac.uk/services/equalitydiversity/students/faith
A “bare below the elbows” policy is implemented in most clinical settings and, with regular hand washing it is part of a central proven strategy to control or minimise infection. This must be followed in all clinical settings including examinations. Students, like providers of clinical care, must wear short sleeves, must not wear wrist watches or jewellery; must not wear ties or “white coats”; must wear their hair tied back or short; must keep their nails clean and short, and without nail varnish, or artificial nails.

This policy may be subject to review and revision in line with changes to Health Board advice.

In addition, student dress must be tidy and presentable, in keeping with patients’ expectations; except for those with a moustache or beard, male students should be clean-shaven; smart trousers are acceptable dress – very short skirts or low cut tops are not; extensive visible body piercing or tattooing is not acceptable, bare midriffs are not acceptable.

Any member of staff who feels that a student’s dress does not comply with the guidelines has the authority to refuse to allow the student access to patients.

If a student feels they have been treated unfairly they should discuss the issue with the relevant Hospital Sub-Dean, Year Director or Medical School Administrator.

5.4 Consent by Adult Patients to Physical Examination by Medical Students

Students must wear their registration card at all times in clinical areas and ensure that patients are aware they are medical students, not qualified doctors. Students must have permission from a qualified doctor or nurse, before approaching a patient to seek their consent to perform an examination, and must be sensitive to patients’ feelings, modesty and privacy.

Students must be professional at all times and avoid personal comments about patients. Students must explain in understandable terms to the patient, the nature and purpose of the examination. The patient must have the opportunity to ask questions and to refuse consent.

For intimate examinations (see 5.5) specific consent must be obtained by a qualified doctor. When intimate examinations are performed by students of patients under anaesthesia, written consent must be obtained from the patient.

5.5 Use of Chaperones

A chaperone is a third person, additional to the patient and the student carrying out the examination, who is the same gender as the patient and is either a health professional or a medical student.

The opportunity to have a chaperone present must be offered to all patients, irrespective of gender.

If requested, an examination should not take place until a chaperone is present. A chaperone must be present when students are performing intimate examinations:
(i) genital examination;
(ii) rectal examinations;
(iii) female breast examination.
5.6 Protection of Vulnerable Groups
Students are required to complete a check prior to commencing MBChB to identify warnings, cautions, convictions, fine or equivalent.

Students must keep all documentation relating to the check as it is likely they will require this in the future. Should a warning, caution, conviction, fine or equivalent occur during a student’s undergraduate career, they should disclose to the Year Director immediately, where advice will be given.

5.7 Health Clearance
Hepatitis B and other serious blood borne viruses can be passed between clinician and patient. Health care workers must ensure that they protect themselves and their patients from infection. Students must complete a full course of immunisation against the Hepatitis B virus. The immunisation process can take up to nine months. All new entrants to MBChB must complete immunisation and have their full health clearance form completed by the end of their first academic year or they will be prohibited from attending clinical visits for the subsequent year of study.

All completed health clearance forms must go to the Occupational Health Unit in the first instance, who will forward verified forms to the School for distribution. It is the student’s responsibility to collect the health clearance form and keep it safe, as they will be charged by the Occupational Health Unit for any re-issue. Further advice is available from the Occupational Health Unit or Medical School Reception.

5.8 Attendance and Absence
The Medical School expects students to fully participate in the undergraduate medical programme. To ensure students get the most out of the programme and provide the best chance of progression, there is a requirement to attend all sessions or to follow absence reporting procedures. Students are also expected to travel to peripheral placements during the degree programme. Information on financial aid is available at www.gla.ac.uk/myglasgow/registry/finance/funds/

- From 2019-20 MBChB University Regulations are revised to include Paragraph 3.6 (b), ‘Failure to comply with standard attendance requirements for the degree may result in Credit Refused.’

- The principles of Credit Refused align with the MBChB Student Agreement which defines the standards of professional behaviour and attitude expected from all MBChB students at the University of Glasgow, specifically Paragraph 15, ‘I will attend all MBChB sessions as required by MBChB regulations and follow absence procedures if I am unable to attend. I will not swap sessions unless agreed by the Year Director.’

The Undergraduate Medical School regards attendance as a central tenet of a medical student’s professional responsibilities and will monitor and record attendance in all small group teaching sessions such as PBL, VS, laboratories, anatomy and clinical skills. Attendance at lectures is expected and may also be monitored but is not formally recorded. Students who miss a teaching session are required to record the absence reason on MyCampus in line with absence procedures available on Moodle. Any queries regarding attendance or absence should be directed to the Year Administrator in the first instance.
• Credit Refused will apply to all MBChB students by Session 2023-24. In Session 2019-20 this regulation will be applicable only to students in MB1 (excluding repeat year students), and thereafter to each subsequent cohort. Students for whom Credit Refused does not apply are subject to compliance with Paragraph 15 of the MBChB Student Agreement.

• Throughout Semester One, the Undergraduate Medical School will actively monitor all attendance records, and students with recurring unauthorised absence will be required to meet with the Year Director to discuss the reasons for failure to attend teaching. At this meeting, the student will be advised that further unauthorised absence during the academic year will normally result in the student being recorded as Credit Refused.

• Throughout Semester Two, the School will continue to review the attendance of all students. Any student whose Semester One attendance was acceptable but whose Semester Two attendance gives the Undergraduate Medical School cause for concern will be required to attend a meeting with the Year Director to explore the reasons for failure to attend teaching. The student will be advised that further unauthorised absence during the academic session will normally result in the student being recorded as Credit Refused.

• If further unauthorised absences occur after this initial attendance meeting, the student will again be required to meet with the Year Director and the outcome will normally be that the student is recorded as Credit Refused for the academic session. The Undergraduate Medical School will confirm the student’s Credit Refused status in writing to their University email address.

• In addition to evidence of unauthorised absence, the Undergraduate Medical School may confirm a student as Credit Refused where it considers that the student has missed significant teaching or clinical exposure due to ill health or non-engagement with teaching in an academic session, and where it deems that remediation is not achievable.

• A student who is confirmed by the Undergraduate Medical School as Credit Refused is permitted to present themselves for assessment at the first available sitting of the summative written paper(s) but will receive a formative grade only.

• As stated in MBChB Regulation 3.6(e), attendance at clinical examinations is subject to satisfactory completion of clinical attachments.

• Paragraph 3.1 of the MBChB Supplementary Undergraduate Regulations states, ‘A candidate may not proceed to the next academic year of the curriculum until they have obtained a grade D or better in the summative assessments of the previous year.’ Therefore, students who are Credit Refused will be excluded from further study in the MBChB and will be referred to the School of Medicine, Dentistry & Nursing Progress Committee. Paragraph 3.3 states, ‘The School Progress Committee will have the authority to set aside the regulations governing exclusion and to permit a candidate to repeat a year of the programme.’ MBChB Supplementary Undergraduate Regulations: (www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2019-20/mvls/mbchb/)

• Following the outcome of the School Progress Committee, a student who has their exclusion from the MBChB upheld may submit an Academic Appeal to the MVLS College Appeals Committee: (www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2019-20/feesandgeneral/assessmentandacademicappeals/reg27/)
5.9 Communication
The Medical School corresponds with students through letters, email and telephone calls. Much of this correspondence holds important or urgent information with regard to the MBChB programme.

Therefore all students must adhere to the following guidelines as part of professional practise:
• Regularly check and empty their student email account, to ensure mail can be received
• Respond quickly and appropriately to correspondence from any member of staff
• Contact the appropriate individual if meetings, PBL, placements or any other MBChB related sessions are going to be missed

5.10 Copyright declaration and acceptable use policy
Recordings of lectures are made available to students throughout the MBChB programme. Students must adhere to University of Glasgow’s Copyright restrictions to prevent the content being sold or used by way of trade without the express permission of the copyright holder. Images and recordings may not be edited, amended or re-used.

5.11 Use of Social Media
• Assume everyone can see/read everything
• Assume material once posted can never be ‘unposted’
• Be aware images others may capture of you may be uploaded and tagged with your name
• Restrict your publicly accessible digital persona
• Maximise your privacy settings
• Use good judgment before accepting an individual as a ‘friend’
• Be aware of and periodically review your digital persona
• Remember emails are vulnerable to distribution. Do not assume the intended recipient will be the only recipient.
• Do not post images or text online which may cause concern or distress to any individual.
6 MBChB Professionalism Concerns

6.1 Raising Concerns
Although the University has a Complaints Procedure that allows for raising of certain concerns, https://www.gla.ac.uk/connect/complaints/, this may not help in raising concerns that may impact on patient care and safety, since it applies only to students, GU employees or GU contractors. The Undergraduate Medical School has a procedure (https://www.gla.ac.uk/media/media_553497_en.pdf) that students and staff can follow. The sorts of issues the policy addresses are (not an exhaustive list):

- Malpractice or ill treatment of a patient by a member of staff
- Repeated ill treatment of a patient, despite a complaint being made
- An unacceptable standard of patient/clinical care
- A criminal offence is believed to have been committed, is being committed or is likely to have been committed
- Suspected fraud, including falsification of documents, assessment grades, signatures, etc.
- Disregard for legislation, particularly in relation to health and safety at work
- The environment has been, or is likely to be, damaged
- Failure to disclose conflicts of interest; showing undue favour
- Information on any of the above has been, is being, or is likely to be, concealed

All possible steps will be taken to ensure that students using this procedure will be protected from reprisals or victimisation.

Professionalism concerns raised about students will normally be considered by the Professionalism Concerns Committee in the first instance. Outcomes can include:

- No concern
  Support and guidance provided to student, possible action required to resolve issue, possible record on Professionalism Concerns Register
- Moderate concern
  Support and guidance provided to student, possible action required to resolve issue, possible referral to OH/healthcare professional for assessment and support, record on Professionalism Concerns Register
- Concern
  Support and guidance provided to student, referral to Head of School, Fitness to Practise procedures commence

Concerns raised about staff members should be directed to the Year Director, or the Head of Undergraduate Medical School in the first instance.

6.2 The Professionalism Concerns Register
The Medical School keeps a register of students who have had concerns raised about them by staff and/or colleagues. The register does not automatically constitute referral to a fitness to practise investigation, but serves as a tool to allow ease of monitoring of the professional progress of medical students. Given the importance of the Student Agreement in relation to professionalism, if the Agreement is not submitted by the deadline, the student will be noted on the register. All students on the register will be notified, with support outlined as appropriate.
Students who are concerned about their ability to adhere to the statements in the Student Agreement, or any Code or guidelines noted within this document should contact their Year Director or Adviser of Studies in the first instance for advice.

The Medical School is guided by GMC publications:
- Achieving Good Medical Practice
- Professional Behaviour and Fitness to Practise: guidance for medical schools and their students


6.3 Fitness to Practise
For professional programmes, the University has a duty to ensure that the student is fit to practise. MBChB graduates must be eligible for registration with the GMC and, therefore, medical students may be subject to separate fitness to practise (FtP) procedures. www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2019-20/feesandgeneral/studentsupportandconductmatters/reg36/

The nature and detail of student FtP procedures are agreed between the Scottish Medical Schools, in consultation with the Medical Schools Council and the GMC.

The Medical School is guided by GMC publications:
- Good Medical Practice
- Professional Behaviour and Fitness to Practise: guidance for medical schools and their students.


The aims are:
1. To protect present or future patients, service users or clients;
2. To comply with the requirements of professional bodies;
3. To protect the health and well-being of students and to ensure that students do not waste time and money seeking a qualification for which they are unfit;
4. To protect the institution against legal action brought by someone claiming to have suffered loss as a result of a student proving during training or after qualification to be unfit to practice.

Fitness to practise is assessed not only in terms of academic attainment but is assessed in accordance with relevant professional concerns and expectations. The Senior Senate Assessor for Discipline shall report to the Head of the appropriate School, the details of any breach of the University Code of Discipline concerning a student on a programme of study subject to fitness to practise procedures where the offence indicates a breach of or non-compliance with the relevant Code of Professional Conduct and Fitness to Practise. This will occur where responsibility for the offence has either been admitted by the student or where the case has been established by the Senate Assessors for Discipline or the Disciplinary Committee.

Any student or staff member concerned about fitness to practise should contact the Year Director or Head of School for advice and support.
7 Progress of Students

7.1 The School of Medicine, Dentistry and Nursing Progress Committee

From 19-20, the Undergraduate Medical School will normally permit a repeat year to a Year 1 student who has failed to meet progression requirements for the first time (unless the student is Credit Refused, in which case they will be referred to the Progress Committee.) The Progress Committee considers students who are in breach of the programme Progress Regulations. A student who has failed to meet the prescribed requirements may not progress to the next stage of the programme and, in those circumstances set out by the programme regulations, this will normally result in exclusion. Progress Committee has the authority to set aside the relevant regulations and to permit students to continue in the programme, as described in this remit. Students will not normally attend the Progress Committee meeting. The Committee will invite students to submit, in writing, a report of mitigating circumstances that may have detrimentally affected their academic and/or clinical performance. Students are required to provide relevant supporting documentation. For regulations to be set aside by the Progress Committee, the case presented by the student’s written submission must be convincing. The outcome will normally be dependent on consideration of the written evidence alone.

7.2 Preparation for Progress

The School will confirm that students are in breach of regulations as soon as possible, with guidance on the process. Students must submit the Student Progress Submission and any supporting documentation regarding mitigating circumstances normally within 7 days of Notification of Progression Status. There is provision for consideration of a request for an extension.

Students should carefully consider reasons for lack of progress and collate documentation (where appropriate) to support circumstances. Evidence may include, for instance, a recent medical report or a letter from a health professional, Adviser of Studies and/or family member.

Students should be aware that the written submission to the Progress Committee is their opportunity to present a convincing case for why progress regulations should, in their case, be set aside. They should make every effort to ensure that all relevant information is disclosed to the Committee. It is strongly recommended that students consult an Adviser or similar in preparation of their case.

It is strongly recommended that students meet with an Adviser at this time. The Student Representative Council can also be contacted www.glasgowstudent.net

7.3 The Progress Meeting

The Progress Committee meeting will normally consist of the Committee Chair and a minimum of three members of the Committee from the School of Medicine, Dentistry and Nursing. The information the Committee will hold is limited - it is therefore strongly recommended that students disclose any issues that have or may have impacted on studies to date on the Student Progress Submission.

7.4 Progress Committee Decisions

A decision will normally be made on the day of the meeting and a letter detailing the outcome will be sent to the student’s email account. Decisions will not be disclosed by telephone. Should continuation on the programme be granted, conditions will be communicated in the outcome letter. Following this, students must contact the Year Administrator to obtain information regarding registration.

Appeals:

Students have the right to appeal the Progress Committee’s decision. Information regarding the Academic Appeals process will be included in the Progress outcome letter. Students who wish to appeal are strongly advised to make early contact with the Student Representative Council for support through the Appeals process. (www.glasgowstudent.net)
8 Student Finance

8.1 Financial Advice
The University Financial Aid Section can help with financial issues www.gla.ac.uk/services/registry/finance/funds

The service administer a variety of financial aid, including the HEI Discretionary Fund, Part-time Loans, Mature Students’ Bursary and the University Hardship Fund.

You can also contact med-sch-welfare@glasgow.ac.uk

Individual consultation regarding benefits, council tax, debt, income tax/national insurance and student loans, is also available from SRC Welfare Advisers. More information about the SRC Welfare and Advice Centre can be found at www.glasgowstudent.net/advice

8.2 NHS Bursary
Students from the UK may be eligible for an NHS bursary in your fifth (not necessarily final) year of study. Scottish students should apply for this funding through SAAS.

English students should apply online http://www.nhsbsa.nhs.uk/816.aspx Northern Irish students should contact med-sch-welfare@glasgow.ac.uk

Any issues with NHS Bursary applications should be directed to med-sch-welfare@glasgow.ac.uk
Issues regarding payment should be directed to www.gla.ac.uk/services/registry/finance/funds

8.3 Prizes & Bursaries
The University holds endowments for over 80 prizes, medals and bursaries available annually to MBChB and BSc (Med Sci) students.

Many of these are awarded at the end of the academic year for excellence in summative examinations, and a few are awarded for essays or coursework in subject areas.

A number of subject specific prizes and medals are in the gift of named Professors or subject specialists. These are awarded at end of year prize vivas to which students who have demonstrated excellence in summative examinations are invited.

External awards specific to MBChB are advertised on the student web pages. Please check these regularly as they are updated throughout the year.
9 Support
We encourage all students to ask for support if needed. The Medical School has a wealth of experience in assisting students – we are here to help.

9.1 Confidentiality
Confidentiality will be maintained between a member of Medical School staff and student, unless permission is given by the student to discuss personal matters with others. The College of Medical, Veterinary & Life Sciences (MVLS), however, has a responsibility to ensure that students who meet the requirements of the degree are fit to practise. In cases where a member of staff has a concern that a student has a problem that may constitute a risk to patients or fellow health professionals, he or she may discuss the matter with an appropriate member of Medical School staff.

9.2 Medical School Support
The Medical School Advisory System is an integral part of the support offered to MBChB students. Unlike other University Colleges, the role of the Adviser in the Medical School is primarily pastoral as the majority of the programme is prescribed.

Students are allocated to an Adviser at the start of Year 1 and will normally remain with the same Adviser for the duration of their undergraduate career.

It is mandatory that students in Years 1 & 2 meet with their Adviser of Studies at least once in each academic year, and record the meeting on ePortfolio (failure to record this information may highlight professionalism concerns). Should students experience any difficulties, it is in their best interest to seek help from their Adviser as soon as possible.

Should further support be required, or problems in contacting Advisers arise, students should contact the MBChB welfare team at med-sch-welfare@glasgow.ac.uk

Links to all Medical School and University Support Services are available on Moodle.

Peer Support
Peer supporters are trained undergraduate medical student volunteers who provide emotional and practical support to fellow MBChB students. For information contact med-sch-welfare@glasgow.ac.uk

9.3 University Support Services
The University provides a number of services (some of which are noted below) to help during your studies.

All can be found at www.glasgow.ac.uk/students/support

Accommodation Services
Level 1, Fraser Building
0141 330 4743
accom@glasgow.ac.uk

Careers Service
The Fraser Building
65 Hillhead Street
0141 330 5647
careers@glasgow.gla.ac.uk

Chaplaincy Service
West Quadrangle
0141 330 5419
chaplaincy@glasgow.ac.uk

Student Counselling and Psychological Services
65 Oakfield Avenue
0141 330 4528
studentcounselling@glasgow.ac.uk

International Student Support
Level 2, Fraser Building
0141 330 2912
InternationalStudentSupport@glasgow.ac.uk

University Nursery
28 Hillhead Street
http://www.gla.ac.uk/services/nursery/
9.4 Student Disability & Health
Disclosure of a disability or health issue allows the Medical School to offer advice and support and to investigate whether modifications to the degree programme are required. Discussion with/assessment from the Student Disability Service and/or Occupational Health Adviser/relevant health professional may be required.

MBChB students are encouraged to contact the Student Disability Service (disability@glasgow.ac.uk) or med-sch-welfare@glasgow.ac.uk regarding any health/disability matters.

9.5 Security
Staff, students and visitors should be aware that the University operates CCTV and similar equipment to monitor safety and security and to aid the prevention and detection of crime. In addition, the University may monitor postal, telecommunications, data communications, and other communications as permitted by the relevant legislation and University Regulations. Estate and Commercial Services, which is a sizeable University department, is committed to the development of a disciplined and reliable service which ensures the safety and security of all people, buildings, property and equipment; as well as the provision of a controlled traffic management system on campus.

Additionally, main objectives are to offer support to all employees, students and visitors. This aim is achieved by use of two modern control centres which house the most up-to-date fire and intruder alarm technology.

9.6 Accommodation
Students who wish to stay in University accommodation should contact the Accommodation Office on (0141 330 4743, accom@glasgow.ac.uk). Students can apply for accommodation using the online accommodation application system. Priority for accommodation is given to students coming to the University and to the city of Glasgow for the first time, and to students who would have the greatest difficulty in finding alternative forms of accommodation. Problems within accommodation should be directed to the warden or Residential Services in the first instance.
9.7 Childcare
Further information regarding the day-to-day operation of the University Nursery, waiting lists for Nursery places and Childcare (Scotland) Ltd’s childcare policy is available from https://www.gla.ac.uk/myglasgow/nursery/ or the Nursery Manager (0141 334 4650). Students may contact the SRC Welfare Adviser for information on other sources of funding assistance.

Places are not guaranteed and early application is advised.

Further information on childcare services (including private childcare services) are available on district/city council’s website. Glasgow City Council’s site can be found at: www.glasgow.gov.uk

9.8 ePortfolio
ePortfolio is an online system for recording your academic progress throughout the MBChB. When you graduate, your account will convert to the Foundation ePortfolio, retaining your UG records. Experience of using the Glasgow Undergraduate Medical ePortfolio as a student will help you in your Foundation years, as you develop the habit of recording professional development activities. More information can be found at www.gla.ac.uk/schools/medicine/mus/currentstudents/gumep/
10 Student Representation

10.1 MBChB Year Representatives
During the early weeks of each programme, you will select/volunteer programme representatives who receive training from the SRC and represent your views on Staff-Student Liaison Committees (SSLCs). Representatives’ contact details will be made available on your student web pages. Student Representatives are responsible for gathering and presenting the views of those they represent to SSLCs and for reporting the outcomes to them.

The role of these students is very important and it’s imperative that you let them know when things are going well and not so well with your programme so that they can keep the Medical School informed on everything from teaching to facilities, to ensure that there is continuous improvement.

Student Voice
Student Voice is for students and their student representatives to communicate and discuss their learning experience. It exists to promote discussion, engagement between students, their representatives and academic units, and to allow academic units to demonstrate action in response to student feedback - www.gla.ac.uk/services/it/businesssystems/studentvoice/

10.2 Representation on Medical School Committees
Each year group of the curriculum has a Staff/Student Liaison Committee, which reports to the main Medical School Staff/Student Liaison Committee chaired by the Deputy Head of Welfare. Minutes of meetings are posted on the respective year websites. For further information see www.src.gla.ac.uk

The main Medical School Staff Student Liaison Committee (SSLC) has representatives from each year and exists to ensure continuing dialogue between staff and students regarding all aspects of the curriculum, teaching and learning, and student welfare.

The SSLC has already had significant impact on key aspects of the curriculum and on departmental practice, and it is intended to maintain this dialogue. MBChB Student Representatives also sit on Medical School Committees.
10.3 The Students’ Representative Council
Training for Student Representatives is available through Glasgow University Students’ Representative Council (SRC) who work closely with a variety of partners to provide a quality training programme. Training will normally be offered in Week 4 of each semester.

SRC Advice Centre
The SRC employ professional advisers to help you through any problems you might be having. These can range from welfare issues such as money and accommodation to representation in academic appeals and disciplinary matters. This is a free service, no appointment is necessary and their doors are open from Mon–Fri 11.30am–4pm. You can also contact this service via advice@src.gla.ac.uk, 0141 330 5360.

SRC Vice President (Education)
The VP-Ed oversees the whole programme representative system, including providing training for student representatives. He or she also represents the views of all students to the University on a variety of Committees. If you have a matter relating to Education, either within the University or beyond, which you feel requires attention, please contact vp-education@src.gla.ac.uk or visit the SRC offices in the John McIntyre Building on University Avenue.

10.4 Medic Family System
The Medic Family is a system that allows first year MBChB students to make friends and contacts in the MBChB years above them. All first year MBChB students are allocated a ‘family’, and the School recommends that year 1 students meet with their family at least once, although this is not compulsory.

10.5 Medico-Chirurgical Society
The Medico-chirurgical society is one of the oldest societies in University of Glasgow, and was one of the founding societies of the University of Glasgow Union. MedChir is run by a student member selected committee to bring educational and social events to the University of Glasgow Medical students. Visit their Facebook group.
11 Intercalated Degrees

During year 3, students have the opportunity to apply to undertake an intercalated BSc in a wide range of subject areas. The majority of students undertake a one year programme leading to the award of BSc (Med Sci). Students taking this degree study either in departments within the College of Medical, Veterinary & Life Sciences (MVLS), or in the College of Arts.

A wide range of options are available for those who wish to pursue a scientific interest as well as those who wish to experience clinical research, both within and outside the hospital environment.

A list of subjects and application details are available at www.glasgow.ac.uk/schools/medicine/undergraduate/intercalateddegrees

11.1. Funding for Intercalated Degrees

Students whose fees are paid by the Scottish Awards Agency will normally be supported by SAAS for the intercalated degree. The arrangements for a loan will be the same as for their main programme of study.

Students out with support from SAAS are advised to contact their LEA or equivalent prior to applying for a place on an intercalated programme.

There are several sources of external funding available for students embarking on intercalated degrees.

Enquiries should be directed to Mr Edmond Harris (edmond.harris@glasgow.ac.uk), Student Support Administrator, on 0141 330 7488.
12 Graduation

Having successfully completed the MBChB programme students must complete a graduation enrolment form, which provides information used to produce the degree parchment, and unless students are already members of the General Council of the University, pay a registration fee. Students are NOT enrolled automatically for graduation on qualifying for a degree.

Students must enrol to graduate. Please note any student enrolling after the end of the graduation enrolment period will be charged a late fee.

12.1 Foundation Programme

All medical graduates in the UK must complete Foundation Year 1 (FY1) before they can register with the General Medical Council (GMC). The FY1 year is the key transitional period between being a student and becoming a practitioner with clinical responsibilities.

Application to Foundation Programmes is through Oriel, information can be found at http://www.foundationprogramme.nhs.uk/document/applicants-handbook

Details of programmes within Scotland can be found at http://www.scotmt.scot.nhs.uk/foundation/

All students must observe a standard of behaviour and professional conduct required of the medical practitioner.

Because of the needs of the Foundation Programme year, students will be required to sign a disclaimer to allow the College of Medical, Veterinary & Life Sciences (MVLS) to pass on information to the Foundation School at the time of graduation. On graduation, students will require provisional registration with the GMC. The conversion to full registration requires successful completion of the Foundation Programme.

Such information could relate to students who are due to graduate but for whom some form of support in their initial postgraduate year might be necessary. The Undergraduate Medical School will also pass on information to the GMC to assist with the registration process. Additional information may also be forwarded to the GMC in respect of potential matters of disclosure as part of the registration process. Students will always be advised of any information that is passed on and the Undergraduate Medical School will provide support to students as part of this process.

Each applicant to the UK Foundation Programme will require an Educational Performance Measurement (EPM) - up to a maximum 50 points. Part of the EPM is produced by the University of Glasgow Undergraduate Medical School ranking students using a scoring system dividing the cohort into deciles - up to maximum 43 points. This decile score will be needed near the beginning of Year 5 and so will not include final year assessments. The scoring system is available on Moodle on your Assessment page, and detailed on page 17 of this handbook.

12.2 Careers Advice

There are many opportunities to explore career options throughout the MBChB programme. Information is also held on Moodle, with useful links to NHS careers advice.

Message from the Careers Service:

Your Careers Service is here for you throughout your undergraduate programme. We offer a strictly confidential and completely impartial service, and are keen to help with any issue which might affect your career plans. Please see our website at www.gla.ac.uk/services/careers/ for full details.
You’ll change a great deal as you move through your medical degree. Of course you’ll develop new skills and gain knowledge, but in addition, your ideas about the skills and qualities you particularly enjoy using and what you want from your work, should develop too. It is, therefore, important to be aware of the skills you want to develop, seek ways to develop these and be able to demonstrate that you have acquired them.

Being able to identify and show the skills and qualities you have is crucial when applying for foundation training, jobs, or making a case to gain specific experience. It’s also crucial as you decide which particular areas of Medicine are best suited to you.

The Careers Service is keen to help you in this process. We’re happy to see you on a one-to-one basis, and can help with all aspects of career planning, such as career choice, CVs, applications, interviews and effective networking techniques.

Don’t hesitate to use the Service if you have any career related queries.

To make an appointment login to Glasgow Careers www.glasgow.ac.uk/careers/login

13 Complaints

The University values complaints and we use information from them to help improve services. The Complaints Procedure can be found at www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2019-20/feesandgeneral/complaints/reg29/
14 Wolfson Medical School Building & School Library Facilities

14.1 School Library
The Walton Foundation Library and Resource Area (known as the School Library) offers a wealth of learning resources in a custom built environment occupying three levels of the Wolfson Medical School Building.

14.2 Lockers
Lockers are available to MBChB students on each floor of the WMSB. You need to purchase your own padlock to secure a locker.

Please go to the School Library Reception Desk to register use of the locker (prior to placing a padlock on). Lockers do not need to be emptied overnight, however they are required to be emptied at the end of each academic session and a reminder of this will be posted on Moodle.

14.3 Clinical Skills Rooms
These can be booked for use by medical students to practice their clinical skills when they are not being used for scheduled teaching. To book them, please email Sam Cameron - Sophia.Cameron@glasgow.ac.uk

14.4 Atrium Café
The Atrium Café is open Monday to Friday: In term: 8.30am – 4.00pm & Out of term: 8.30am – 3.30pm

It is a self-cleaning area with recycling bins – please tidy up your rubbish and stack trays on the trolleys provided.

14.5 Notice boards
There is a notice board for Medical School announcements outside the entrance to the School Library, and notice boards for medical student use on Level 3 and Level 4 beside the lifts.

Please do not put notices up in the Atrium, on the walls, in the stairways or elsewhere as these will be removed. There are also notice boards in the School Library where students may place notices. These have been allocated to different year groups and topics – please put up notices on the appropriate board and remove it after the event has taken place.

There are BMA notice boards outside and inside the School Library.

Any notice boards not for student use are clearly designated.

14.6 Micro-museum
In a corner of the Atrium Café is an exhibition about the life of an ordinary country doctor before the days of anaesthesia or asepsis. Called ‘The boy from New Lanark’, it is the story of James Bouglas, who studied in Glasgow in the 1820s.

After becoming a Licentiate of the Faculty of Physicians and Surgeons in 1826, James Bouglas practiced as a country doctor in the village of Carluke until his death in 1884.

His life and times are illustrated by means of his instruments, books and family memorabilia. Also in the exhibition is a multi-media interactive display showing the nature of medical education in Glasgow - including cartoons published in 1826 which speak volumes about medical practice at that time.