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 contained within the University Calendar www.glasgow.ac.uk/services/senateoffice/policies/calendar

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.
Introduction & Disclaimer

1: Undergraduate Medical School Staff 2018-19 6

2: The MBChB Programme 11
   2.1: Promoting Excellence
   2.2: Programme Aims
   2.3: IT Skills
   2.4: Electives

3: Assessment & Examinations 12
   3.1: Assessment
   3.2: Formative & Summative Assessment
   3.3: Years 1-5 Assessment
   3.4: Distinction
   3.5: Honours & Commendation
   3.6: Examination Feedback
   3.7: Late Arrival for Exams
   3.8: Mobile Phones in Exams
   3.9: Late submission of SSC Written Work
   3.10: Grade Descriptors & Code of Assessment
   3.11: Illness & Examinations

4: Coursework 20
   4.1: Written Coursework Submission Style
   4.2: Hand-ins – designated dates/times
   4.3: Plagiarism

5: Professional Practice 22
   5.1: Undergraduate Medical School Code of Professional Conduct & Fitness to Practise
   5.2: MBChB Student Agreement
   5.3: Dress Code & Appearance
   5.4: Consent by Adult Patients to Physical Examination by Medical Students
   5.5: Use of Chaperones
   5.6: Protection of Vulnerable Groups
   5.7: Health Clearance
   5.8: Attendance and Absence
   5.9: Communication
   5.10: Copyright Declaration & Acceptable use Policy
   5.11: Use of Social Media

6: MBChB Professionalism Concerns 27
   6.1: Raising Concerns
   6.2: The Professionalism Concerns Register
   6.3: Fitness to Practise
7: Progress of Students
   7.1: The School of Medicine, Dentistry & Nursing Progress Committee
   7.2: Preparation for Progress
   7.3: The Progress Meeting
   7.4: Progress Committee Decisions

8: Student Finance
   8.1: Financial Advice
   8.2: NHS Bursary
   8.3: Prizes & Bursaries

9: Support
   9.1: Confidentiality
   9.2: Medical School Support
   9.3: University Support Services
   9.4: Student Disability & Health
   9.5: Security
   9.6: Accommodation
   9.7: Childcare
   9.8: ePortfolio

10: Student Representation
   10.1: MBChB Year Representatives
   10.2: Representation on Medical School Committees
   10.3: The Students’ Representative Council
   10.4: Medic Family System
   10.5: Medico-chirurgical Society

11: Intercalated degrees
   11.1: Funding for Intercalated Degrees

12: Graduation
   12.1: Foundation Programme
   12.2: Careers Advice

13: Complaints

14: Wolfson Medical School Building & School Library Facilities
   14.1: School Library
   14.2: Lockers
   14.3: Clinical Skills Rooms
   14.4: Atrium Café
   14.5: Notice boards
   14.6: Micro-museum
1 Undergraduate Medical School Staff 2018-19

Professor John Paul Leach, Head of Undergraduate School, john.leach@glasgow.ac.uk
Dr Malcolm Shepherd, Deputy Head of School (Clinical Phases), malcolm.shepherd@glasgow.ac.uk
Professor Alastair Gracie, Deputy Head of School (Early Phases), alastair.gracie@glasgow.ac.uk
Professor Jonathan Fox, Deputy Head of School (Assessment), jonathan.fox@glasgow.ac.uk
Professor Susan Jamieson, Deputy Head of School (Educator Development), susan.jamieson@glasgow.ac.uk
Mrs Eunice Duncan, Undergraduate Medical School Manager, eunice.duncan@glasgow.ac.uk

Year 1

Prof Alastair Gracie, Director, alastair.gracie@glasgow.ac.uk
Dr Genevieve Stapleton, Deputy, genevieve.stapleton@glasgow.ac.uk
Ms Elaine Jamieson, Year 1 Administrator, 0141 330 6499, elaine.jamieson@glasgow.ac.uk

Phase 1 Lead: Dr Genevieve Stapleton, genevieve.stapleton@glasgow.ac.uk
Coordinator: Aileen Linn, aileen.linn@glasgow.ac.uk
Limbs & Back Lead: Dr Janet Gardner-Medwin, janet.gardner-medwin@glasgow.ac.uk
Coordinator: Dr Waqar Ahmed, waqar.ahmed@glasgow.ac.uk
Cardiovascular & Respiratory Lead: Dr Louise Miller, louise.miller@glasgow.ac.uk
Keeping People Healthy Leads: Dr Cathy Johnman, cathy.johnman@glasgow.ac.uk and Dr Jimmy Paton, jimmy.paton@glasgow.ac.uk
Coordinators: Dr Leah Marks, leah.marks@glasgow.ac.uk and Ms Jacquie Reilly, jacqueline.reilly@glasgow.ac.uk

Year 2

Prof Stuart McDonald, Director, stuart.mcdonald@glasgow.ac.uk
Dr Sharon Sneddon, Deputy, sharon.sneddon@glasgow.ac.uk
Mrs Maureen Gibson, Year 2 Administrator, 0141 330 4281, maureen.gibson@glasgow.ac.uk

Gastrointestinal Lead: Dr Jack Winter, Jack.Winter@ggc.scot.nhs.uk
Coordinator: Dr Waqar Ahmed, waqar.ahmed@glasgow.ac.uk
Reproduction, Nephrology & Urology Leads: Dr Colin Geddes, colin.geddes@ggc.scot.nhs.uk and Dr Sharon Sneddon, sharon.sneddon@glasgow.ac.uk
Endocrine Lead: Dr Marie Freel, marie.freel@glasgow.ac.uk
Coordinator: Dr Sarah Meek, sarah.meek@glasgow.ac.uk
Head, Neck & Neurological Systems Leads: Professor Andrew Todd, andrew.todd@glasgow.ac.uk and Prof Stuart McDonald, stuart.mcdonald@glasgow.ac.uk
Coordinator: Sarah Meek, sarah.meek@glasgow.ac.uk
People and Illness Leads: Dr Angela Cogan, angela.cogan@ggc.scot.nhs.uk and Dr Genevieve Stapleton, genevieve.stapleton@glasgow.ac.uk

Year 3

Dr James Boyle, Director, james.boyle@glasgow.ac.uk
Dr Nana Sartania, Director, nana.sartania@glasgow.ac.uk
Dr Margaret McMillan, Deputy, margaret.mcmillan@glasgow.ac.uk
Dr Sharon Sneddon, CBL Coordinator, sharon.sneddon@glasgow.ac.uk
Mrs Hannah Mackay, Year 3 Administrator, 0141 330 8036, hannah.mackay@glasgow.ac.uk
Week 1 Genetics Lead: Professor Ed Tobias, edward.tobias@glasgow.ac.uk
Week 2 General Pathological Mechanisms Lead: Dr Karin Oien, karin.oien@glasgow.ac.uk
Week 3 Female GU Lead: Dr Geraldine O’Dowd, geraldine.o’dowd@lanarkshire.scot.nhs.uk
Week 4 Haematology Lead: Dr Edward Fitzsimons, edward.fitzsimons@glasgow.ac.uk
Week 5 Cardiology Lead: Dr Pardeep Jhund, pardeep.jhund@glasgow.ac.uk
Week 6 General Microbiology Lead: Dr Brian Jones, brian.jones@glasgow.ac.uk
Week 7 Infection Lead: Dr Brian Jones, brian.jones@glasgow.ac.uk
Week 8 Respiratory Lead: Dr Anne McKay, anne.mckay@glasgow.ac.uk
Week 9 Endocrinology/Metabolic Medicine Lead: Dr Frances McManus, frances.mcmanus@glasgow.ac.uk
Week 10 Dermatology Lead: Dr Grant Wylie, grant.wylie@ggc.scot.nhs.uk
Week 11 Orthopaedics/Rheumatology Lead: Ms Jane Madeley, jane.madeley@nhs.net / Dr Neil McGuchan, neil.mcguchan@ggc.scot.nhs.uk
Week 12 Neurology Lead: Dr Ed Newman, edward.newman@nhs.net
Week 13 GI/Liver Lead: Dr Adrian Stanley, adrian.stanley@ggc.scot.nhs.uk
Week 14 Renal/Male GU Lead: Dr Emma McQuarrie, emily.mcquarrie@nhs.net
Week 15 General Practice: Dr Lindsey Pope, lindsey.pope@glasgow.ac.uk

Clinical Practice in the Community
Dr Zoe Noonan, Clinical Practice in the Community Lead, zoe.noonan@glasgow.ac.uk
Ms Meg Reid, Deputy Medical School Manager, 0141 330 8340, meg.reid@glasgow.ac.uk
Mrs Isa Vernal, Assistant Teaching Administrator, 0141 330 8334, isa.vernal@glasgow.ac.uk

Intercalated BSc
Professor Tom Evans, Director, tom.evans@glasgow.ac.uk
Dr William Miller, Coordinator, william.h.miller@glasgow.ac.uk
Dr Louise Miller, Coordinator, louise.miller@glasgow.ac.uk
Mrs Laura McMichael, Administrator, 0141 330 8349, laura.mcmichael@glasgow.ac.uk

Years 4 & 5
Dr Malcolm Shepherd, Year 4 Director, malcolm.shepherd@glasgow.ac.uk
Dr Jason Long, Year 5 Director, jason.long@glasgow.ac.uk
Prof Scott Nelson, Year 5 Director, scott.nelson@glasgow.ac.uk
Miss Angela Davie, Year 4 & 5 Administrator, 0141 330 2901, angela.davie@glasgow.ac.uk

Year 4 & 5 Clinical Attachments
Medicine Lead: Dr James Boyle, james.boyle@glasgow.ac.uk
Surgery Lead: Mr Paul Glen, Paul.Glen@gl.ac.uk
Cardiology Lead: Mr Alan Kirk, alan.kirk@gjnhs.scot.nhs.uk
Emergency Medicine Leads: Dr Fiona Burton fionaburton@nhs.net & Dr Hannah Smith Hannah. Smith@ggc.scot.nhs.uk
ENT Lead: Miss May Yaneza May.Yaneza@glasgow.ac.uk
General Practice Lead: Dr Jilly Hamilton, jillian.hamilton@glasgow.ac.uk
Neurology Lead: Dr Ed Newman, edward.newman@nhs.net
Obstetrics & Gynaecology Lead: Dr Simone Vella Simone.Vella@glasgow.ac.uk
Ophthalmology Lead: Dr Eoghan Millar, eoghan.millar@gmail.com
Orthopaedics Lead: Mr Nasir Hussain, nasir.hussain@ggc.scot.nhs.uk
Paediatrics Lead: Dr Janet Gardner-Medwin, janet.gardner-medwin@glasgow.ac.uk
Psychological Medicine Lead: Dr Angela Cogan, angela.cogan@ggc.scot.nhs.uk
Preparation for Practice
Professor John Paul Leach, Director, john.leach@glasgow.ac.uk
Professor Gerard Mckay, Director, gerard.mckay@glasgow.ac.uk
Mrs Maureen Gibson & Miss Pamela Small, Administrators, 0141 330 4281/8018, med-sch-pfp@glasgow.ac.uk

Vertical Themes:
- Anatomy & Imaging
  Dr Cindy Chew, Director, chewszewan@aol.com

- Biomedical Sciences
  Dr Janet Gardner-Medwin, Director, janet.gardner-medwin@glasgow.ac.uk

- Clinical Skills
  Dr Jason Long, Lead, Jason.long@glasgow.ac.uk
  Mrs Sam Cameron, Clinical & Vocational Skills Resource Manager, 0141 330 8047, sophia.cameron@glasgow.ac.uk

- Communication Skills
  Dr Elaine Taylor, Communication Skills Lead, 0141 330 8358, elaine.taylor@glasgow.ac.uk
  Miss Pamela Small, Patient and Public Involvement Officer, pamela.small@glasgow.ac.uk
  Mrs Arlene Murphy, Year 3 Communication Skills Administrator, 0141 330 8346, arlene.murphy@glasgow.ac.uk

- Pharmacology
  Dr Neil Ritchie, Deputy, neil.ritchie@glasgow.ac.uk

- Professionalism
  Dr Lindsey Pope, Director of Professionalism, lindsey.pope@glasgow.ac.uk

- Public Health
  Dr Cathy Johnman, Director, cathy.johnman@glasgow.ac.uk
  Ms Jacquie Reilly, Deputy, jacqueline.reilly@glasgow.ac.uk

- Simulation
  Dr Julie Mardon, Lead, Julie.mardon@glag.ac.uk

- Vocational Studies
  Dr Lindsey Pope, Director of Vocational Studies, lindsey.pope@glasgow.ac.uk
  Dr Lynsay Crawford, Deputy Director of Vocational Studies, lynsay.crawford@glasgow.ac.uk
  Dr Iain Grom, Clinical University Teacher, iain.grom@glasgow.ac.uk
  Administrator, to be appointed

Community Based Education
Dr Lindsey Pope, Director of Community Based Education, lindsey.pope@glasgow.ac.uk
Student Selected Components
Dr Joanne Burke, Director, joanne.burke@glasgow.ac.uk
Dr Camille Huser, Deputy, camille.huser@glasgow.ac.uk
Dr Leah Marks, Deputy, leah.marks@glasgow.ac.uk
Mrs Nicola Cumming, Year 3&4 SSC Administrator, 0141 330 6241, med-sch-ssc@glasgow.ac.uk
Year 2 SSC Administrator, to be appointed

Electives
Director, to be appointed
Mrs Nicola Cumming, Administrator, 0141 330 6241, nicola.cumming@glasgow.ac.uk

MBChB Examinations
Dr Carol Ditchfield, Chair of MBChB Assessment Committee, 0141 330 8057, carol.ditchfield@glasgow.ac.uk
Dr Carol Ditchfield, Year 1 Exam Coordinator, 0141 330 8057, carol.ditchfield@glasgow.ac.uk
Dr Sharon Sneddon, Year 2 Exam Coordinator, 0141 330 8032, sharon.sneddon@glasgow.ac.uk
Dr Camille Huser, Year 1 MILE Coordinator, 0141 330 8038, camille.huser@glasgow.ac.uk
Dr Amanda McKie, Year 1&2 Coursework Coordinator, 0141 330 6642, amanda.mckie@glasgow.ac.uk
Professor Jonathan Fox, Years 3, 4 & 5 Exam Coordinator, jFox@glasgow.ac.uk
Dr Rajan Patel, Years 3, 4 & 5 Exam Coordinator, Rajan.Patel@glasgow.ac.uk
Dr James Boyle, Year 3 Exam Coordinator, James.Boyle@glasgow.ac.uk
Dr Paul Glen, Year 4 Exam Coordinator, paul.glen@ggc.scot.nhs.uk
Dr Malcolm Shepherd, Year 4 Exam Coordinator, Malcolm.Shepherd@glasgow.ac.uk
Dr Jason Long, Year 5 Exam Coordinator, Jason.Long@glasgow.ac.uk
Dr Ed Newman, Year 5 Exam Coordinator, edward.newman@nhs.net
Year 2 OSCE Lead, to be appointed
Year 3 & 5 OSCE Lead, to be appointed
Miss Suzanne McDowall, Examinations & NHS Liaison Officer, 0141 330 8072, suzanne.mcdowall@glasgow.ac.uk
Exams Assistant, to be appointed, 0141 330 8040

Academic Studies Advice
Dr Scott Ramsay, Effective Learning Adviser, scott.ramsay.2@glasgow.ac.uk

Student Support
Student Support enquiries, med-sch-welfare@glasgow.ac.uk
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
Miss Shahn Deegan, Admissions & Student Support Assistant, shahn.deegan@glasgow.ac.uk
Dr Helen Lloyd, Medical School Administrator, 0141 330 6223, helen.lloyd@glasgow.ac.uk

MBChB Admissions
Professor Matthew Walters, Director of Admissions, matthew.walters@glasgow.ac.uk
Mr Graham Haddock, Admissions Lead, graham.haddock@glasgow.ac.uk
Dr Nana Sartania, Deputy Director of Admissions, nana.sartania@glasgow.ac.uk
Mr Mark Underwood, Deputy Director of Admissions, mark.underwood@glasgow.ac.uk
Mrs Eunice Duncan, Medical School Manager, 0141 330 4424, eunice.duncan@glasgow.ac.uk
Mrs Coleen Anderson/Mrs Rachel Kelly, Admissions Administrator (job share), 0141 330 6216, med-sch-admissions@glasgow.ac.uk
Miss Shahn Deegan, Admissions & Student Support Assistant, 0141 330 8174, shahn.deegan@glasgow.ac.uk
School Library and Undergraduate Medical School Reception
Mrs Nicola Cumming, School Office Supervisor, nicola.cumming@glasgow.ac.uk
Student Hub Assistant, to be appointed
Ms Fiona Crichton, Student Hub Assistant, 0141 330 8022, fiona.crichton@glasgow.ac.uk

School Administration
Mrs Eunice Duncan, Medical School Manager, 0141 330 4424, eunice.duncan@glasgow.ac.uk
Medical School Administrator, to be appointed, 0141 330 8035
Dr Helen Lloyd, Medical School Administrator, 0141 330 6223, helen.lloyd@glasgow.ac.uk
Ms Meg Reid, Deputy Medical School Manager, 0141 330 8340, meg.reid@glasgow.ac.uk

E-Learning
Dr Aileen Linn, E-Learning Development Officer, 0141 330 8029, aileen.linn@glasgow.ac.uk

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
External Examiner to be appointed

Year 2 External Examiners
Dr Bipasha Choudhury, University of Manchester
Dr Alun Hughes, University of St Andrews
Dr Helen Lawrence, St Paul’s Medical Centre, Carlisle

Year 3 External Examiners
Dr Tom Fardon, Dundee Medical School
Dr Laura Gates, University of Aberdeen
Dr David Hepburn, Hull York Medical School

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 Fionnuala McAuliffe, University College Dublin
Professor Philip Smith, University Hospital of Wales

SSC External Examiners
Dr Bernard Croal, Aberdeen Royal Infirmary
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
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 specialities, including general practice and public health, which has the approval of the Director of Electives, (to be appointed).

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/services/senateoffice/policies/calendar/

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 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.

Since 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.glasgow.ac.uk/services/senateoffice/calendar

Information from all elements of the MBChB programme can be summatively assessed.

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

Since 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.

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 2 papers (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 the first diet, and 2 papers in the second diet (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 will be referred to the Progress Committee and may be excluded (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 fourth year 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.

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)
All medical students will be required to pass the Prescribing Safety Assessment (PSA) at medical school. Those who do not pass the PSA at medical school will be required by Foundation Schools to take the assessment during their induction week.

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.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Maximum Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Written</td>
<td>Written</td>
<td>OSCE</td>
<td>Written</td>
<td>Written</td>
</tr>
<tr>
<td>A</td>
<td>10</td>
<td>15</td>
<td>5</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>8</td>
<td>12</td>
<td>4</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>6</td>
<td>9</td>
<td>3</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>4</td>
<td>6</td>
<td>2</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Resit</td>
<td>4</td>
<td>6</td>
<td>2</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Maximum Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Written</td>
<td>OSCE</td>
<td>Written</td>
</tr>
<tr>
<td>A</td>
<td>15</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>B</td>
<td>12</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>C</td>
<td>9</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>D</td>
<td>6</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Resit</td>
<td>6</td>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>

15
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>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Grade</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C Grade</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D grade</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Coursework</td>
<td>A and B Grade</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MILE</td>
<td>A and B Grade</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Year 2</td>
<td>Written</td>
<td>A Grade</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Grade</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C Grade</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D grade</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>OSCE</td>
<td>A Grade</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Grade</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C Grade</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D grade</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Coursework</td>
<td>A and B Grade</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Year 3</td>
<td>Written</td>
<td>A Grade</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Grade</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C Grade</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D grade</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>OSCE</td>
<td>A Grade</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Grade</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C Grade</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D grade</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Coursework</td>
<td>A and B Grade</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Year 4</td>
<td>Written</td>
<td>A Grade</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Grade</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C Grade</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D grade</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>STUDENT SELECTED COMPONENTS</td>
<td>A and B Grade</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C and D Grade</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>3 SSCs in total completed by end year 4</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall total score possible</td>
<td>=</td>
<td>66</td>
<td></td>
<td></td>
</tr>
</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.
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.glasgow.ac.uk/services/senateoffice/policies/calendar/ 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 immediately after the written papers, and will have to be submitted within a few days to be marked and considered at the Examination Board meeting.

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 you to fully participate in the undergraduate medical programme. To ensure you get the most out of the course and provide the best chance of progression, there is a requirement to attend all sessions and follow absence reporting procedures if you are unable to attend. Managing attendance and absence is also seen as part of your professional development, in which the School is equipped to support you and offer help and advice when needed.

Students are expected to travel to peripheral placements during the degree programme. Information on financial aid can be obtained by emailing reg.finaid@admin.gla.ac.uk

The Medical School undertakes absence review periods during both Semesters to identify students who may need support to remedy issues impacting on attendance.

Any concerns are communicated to the Year Director, who will confirm the appropriate outcome.

More information can be found on Moodle, including how you should report absence.
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 practice:
• 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
• Anonymise/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/](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](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 either raised concerns themselves or 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 in 5.1-5.11, should contact their Year Director or Adviser of Studies in the first instance for advice.

The Medical School is guided by GMC publications:
- 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. http://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/calendar2018-19/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

The Progress Committee considers students who are in breach of the programme Progress Regulations: https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/calendar2018-19/gur/

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 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, unless instructed otherwise by the student. Decisions will not be disclosed by telephone. Should continuation on the programme be agreed by the Committee, conditions will be communicated in the outcome. Students must contact the Year Administrator or equivalent to obtain information regarding registration.

Appeals:

If students wish to appeal the Progress Committee’s decision, information regarding the Appeals process will be included with the letter. The Student Representative Council can assist with this 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 http://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 the Nursery Manager (0141 334 4650). Application forms for the Nursery are available from www.gla.ac.uk/myglasgow/nursery/applicationform

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 16 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 https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/calendar2018-19/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.

Please refer to the WMSB Library Guide for details of resources and opening times.

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 Session 2018-2019 and a reminder email will be sent to students.

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 from: Out of term: 8.30am – 3.30pm
In term: 8.30am – 4.00pm

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.