

ACADEMIC PROGRESS
SCHOOL OF MEDICINE POLICY 2019 / 20

PROGRESS IN GENERAL

1. Students cannot progress from one year of the course to the next without successfully completing all the modules in that year. To complete a module a student must:
 - a. Pass all module assessments. See the section on Assessment for full details.
 - b. Adhere to the requirements of the School of Medicine Agreement.
2. [Section F of the Senate regulations](#) describes the conditions that must be met for progress. Students who fail to meet these requirements shall have their studies terminated. Students should also note that if they do not complete the specific requirements of the BSc (Hons) Medicine degree then they cannot progress onto a partner Medical School.
3. Any student who requires to repeat a module due to academic failure will do so under probations conditions. The usual probation conditions in this situation will be to achieve credits at the first assessment. This effectively means, any student repeating a module will not be entitled to re-assessment.

PROGRESS TO HONOUR MODULES

4. As the BSc (Hons) Medicine is an Honours programme then admission requires a certain level of academic achievement in sub-Honours courses. The School will consider the admission of all students into the Honours years (3000 and 4000 level modules) of the medical programme at the end of the 1st year of study (2000 level modules).
 - a. **Unconditional Progression.** Unconditional Progression into honours is guaranteed by passing both MD2000 level modules at the first attempt and achieving the levels defined by [University policy on entry to Honours](#). In Medicine this means an average grade of 11.0 or above at first sitting must be attained in MD2001 & MD2002
 - b. **Conditional Entry.** A conditional entry into the BSc Honours in Medicine programme is possible even if the normal level of attainment in the sub-Honours modules does not occur. The School Progress Committee may admit such students into Honours modules conditionally and set levels of academic attainment required to be met by the end of the 1st semester of the 1st year of the Honours modules. This conditional entry will be reviewed by the Committee at the end of the 1st semester on the 1st year of the Honours programme. If the conditions are not met then the School may withdraw permission to proceed. Such students will then lose the right to take any more of the BSc (Hons) Medicine modules. See the University policy on [Honours entry review](#).
 - c. **Entry prohibited.** Medicine students who, after the reassessment diet, have not gained any credits in MD2000 modules will not be considered for transfer to other faculties within the University. See [Senate Regulations UG](#) (regulation 44).

DEGREE REGULATIONS

5. A regulatory structure determined by Senate and Court governs the award of all degrees. Undergraduate and Postgraduate Resolutions and Regulations are available at <https://www.st-andrews.ac.uk/students/rules/ugsenateregulations/> and <https://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/>

QUALIFICATION FOR A GENERAL DEGREE

6. The degree of BSc (General) in Medicine may be awarded to a student who has gained not less than 360 credits. [Section V \(Medical Regulations\)](#) describes the conditions required for a General degree. As progress to MBChB or MBBS programmes is conditional on achieving an honours degree then students awarded a general degree will not be permitted to proceed.

PROGRESS REVIEW AND SUPPORT MECHANISM

7. The School operates both a progress review and support structure systems. These are described in the [Medical Student Support System](#). Students will be engaged with the most appropriate committee or individual if they are struggling academically, have health concerns or are failing to meet the professionalism aspects of being a medical student.

CONSIDERATION OF MITIGATION FOR POOR ACADEMIC PERFORMANCE

8. If students feel that there are personal or medical circumstances¹ that are seriously affecting their academic performance they should inform their Personal Tutor in writing (email) as soon as possible. There is a range of mitigating measures that the School may take in response to poor academic performance; these include the support systems listed above and the conditional entry process or the S Code process. Students should note that they may be asked to provide supporting statements and / or medical evidence in the case of poor performance.

DISCOUNTING OF MODULES

9. The University policy is that the discounting of modules which have been passed and retrospective leaves of absence will only be considered in the most extreme cases. Typically these will involve complex and developing medical conditions or acute mental health issues. Approval will inevitably involve the Pro Deans and may need authorisation from the Proctor. Students will need to prove why there was no good reason for requesting a discount at the time of the module. Students should bring their problems to the attention of personal tutors at the appropriate time. If, however, something emerges or develops that was not evident or appreciated at the time then that is a reasonable cause for retrospective discounting.

TERMINATION OF STUDIES

10. If a student's performance is unsatisfactory, they fail to engage with the School or they have failed to gain sufficient credits to progress to the next stage of the programme then studies may be terminated. This decision is taken by the Faculty not the School but usually follows a recommendation from the School. Students in this situation will be notified that their studies are being terminated by the Pro Deans and they will then have five working days within which to submit a request for the decision to be reviewed by the Cross Faculty Termination Board. This should be supported by appropriate documentary evidence. If this request is unsuccessful and the Faculty proceeds to terminate studies students will have one further right to an appeal to the Senate of the University. Appeals to Senate are admissible only on limited grounds and the process cannot be used to challenge matters of academic judgment. To make a Senate submission, students must complete and submit to the Senate Office a Stage 2 appeal form within 10 working days of the date stated on your termination letter. Late submissions may not be considered further by the University. Students who do not appeal will have their studies automatically discontinued. See Policy on [Student Academic Appeals and Academic Complaints](#).

11. International students at St Andrews on a Tier 4 visa should be aware that any terminations will be reported to the UKVI and their visa curtailed.

¹ Typically these are; medical problems, bereavement, personal or significant family concerns

WITHDRAWING FROM MEDICAL STUDIES

12. If students wish to withdraw from Medicine they should consult the Faculty of Medicine Pro Deans. Advice will be offered on the various options and implications. Students should be aware of the fee implications, as well as implications on leave to remain in the UK for overseas students.

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):	UG Teaching>Regulations>Regulations for UG Students		
Location of source file:	http://medhandbook.st-andrews.ac.uk/blog/regulations-for-ug-students/		
Access Level: (Public/University/School Staff)	Public		
This document may not be released under the Freedom of Information Act without prior discussion. (If may not is selected, please contact the Executive Administrator before release to the FOI office.)			

Version Control Record (*expand table as required*)

Date	Revision Description	Major Changes
27/07/2017	Published version	2017 version published
8 12 17	Para 9 edited to for additional clarity	
12 1 18	Para 3a is amended	The sentence; ' <i>Unconditional progression into Honours is guaranteed by the levels of achievement defined by...</i> ' is changed to; ' <i>unconditional progression into honours is guaranteed by passing both MD2000 level modules at the first attempt...</i> '
14/01/2018	New item 3	Students requiring to repeat a module due to academic failure added – approved by Teaching Committee 25/06/18