



The University of Manchester

The University of Manchester

MB ChB / BDS Foundation Year

Student Handbook

*Faculty of Biology, Medicine and Health
Division of Medical Education*

2020/21

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***N.B.** All the information in this handbook is correct at the time of writing (August, 2020) and may be subject to amendment.*

Important Note regarding MB ChB Programme Handbook Content for Academic Year 2020-21

The information in this handbook describes the Programme activities as they were designed to be delivered.

Due to the potential ongoing impact of the Covid-19 pandemic on Programme and University activities and operations in 2020-21, you should be aware that all activities, processes and policies are subject to review and modification should the need arise. Details of any changes or revised arrangements will be communicated to staff and students directly if this is necessary.

The handbook is an important source of reference that you can refer to whenever you have queries about the Programme. It details some important **policies and guidance** (see section 10) that it is in your interest to be aware of and we will assume that you have read them.

You are responsible for reading the handbook and using it as a reference guide throughout the duration of your studies.

It is also in your best interests and your responsibility to check your University email address on a daily basis during term times and regularly during holiday periods. Failure to do so will be considered unprofessional.

This handbook should be read in conjunction with the [University of Manchester's Crucial Guide](#).

Please note: You should also refer to the [University's Coronavirus Webpage](#) for up to date information and [FAQs for students](#)

The University has also put together some general guidance around staying safe on campus that you may find helpful to read: <https://www.welcome.manchester.ac.uk/welcome-and-induction/arriving-on-campus/staying-safe/>

1. GENERAL OVERVIEW

1.1 Welcome to the programme

Dear Student

Welcome to the University of Manchester Foundation Year Programme (FY) for Medicine and Dentistry. The programmes of study in Medicine (MB ChB) and Dentistry (BDS) are different from the more traditional forms of education and training found in these subject areas. We use more progressive educational methods to improve the application of basic scientific knowledge to clinical practice and encourage you to understand the need for continuous learning throughout your careers.

The aim of the FY programme is designed to prepare you for studying on the Manchester MB ChB and BDS programmes. Whether you have atypical entry qualifications for reading these degrees or come from a widening participation background, you have to be brought to a standard equivalent to the conventional entry qualifications. We accept that you may have equivalent experiences of value to studying medicine or dentistry, and that you are highly motivated individuals, so we have designed a programme that is not simply a repeat of A2-level study.

The FY programme uses a mix of didactic teaching and enquiry-based learning (EBL). The programme is delivered with the help of Xaverian College, a long-standing partner of the University of Manchester, and they provide most of the A2-level content in biological sciences and chemistry. Xaverian College has an enviable record of excellence in this field and we are very happy to be working with them. In the University we use EBL to help you apply the knowledge gained in Xaverian College to short clinical scenarios or cases that enable you to apply the relevant biomedical science. This combination of teaching methods is excellent and good preparation for your entry to the main BDS and MB ChB programmes.

The course is there to be enjoyed. If you work steadily towards your final goal of a medical or dental degree, you will enjoy it and succeed.

We look forward to welcoming you in person to School of Medical Sciences in September.

Best wishes

Dr Elizabeth J Cartwright, Ms Anne Marie Smith and Dr Harbans L Sharma
The University of Manchester

1.2 What is a Handbook?

The purpose of this Handbook is to help you get the most out of your studies and ensure that you are aware of the range of resources available to support you and your studies. It contains important information about the Foundation Year, how it is organized, who does what, where students can go to for help etc. The Handbook is an important source of reference that you can refer to whenever you have queries about the Foundation Year; it details some important policies and procedures that are in your interest to be aware of. The School of Medical Sciences will assume that you are aware of these as they are detailed for you here.

The information in the handbook is correct as of August this year. Please check your student email regularly for up-to-date information.

We expect you to at least skim read this Foundation Year Handbook now to see what kind of information it contains, then we expect you to read it more fully in the near future and then keep it with you for when you need to refer to it at a later date.

This Handbook should be read in conjunction with any materials received from the University of Manchester upon registration or before you arrive. You will receive information on university regulations, the student experience, student support and services, registration, data protection, copyright, intellectual property rights, grants, accommodation, students health service, careers etc. Again, we suggest you skim read this material, then keep it for when you need to refer to it in the future.

1.3 Communication

1.3.1 Email

You will automatically be given a University email address and will have been given instructions on how to activate your account. You are able to access your University email from anywhere in the world via the University web-based system at:
<https://outlook.manchester.ac.uk/> (or via <https://my.manchester.ac.uk>).

Email is essential for communication with your tutors and Programme staff. You will find their addresses in this Handbook and in the University on-line email address book (searchable from the University Homepage).

Please note: we will only use your University email address for electronic communication. It is your responsibility to check your University address on a regular basis – failure to do so is considered unprofessional.

1.3.2 Personal contact details

It is **essential** that you keep your contact details up to date in case we need to get in touch with you urgently. You must update your details by logging into Portal via the MyManchester at: <http://www.mymanchester.ac.uk/>

In accordance with University policy, the Division Office will not give the addresses or telephone numbers of students to anyone either telephoning or calling in to the Office. As a rule, it is advisable to have mail sent to your local accommodation rather than to the University. The Division Office will not normally notify you that post is waiting for you.

1.4 University and Xaverian College Personnel contact details

University staff

Dr Harbans Sharma Course Co-Director harbans.sharma@manchester.ac.uk	Room G.500 0161 275 5152
--	-----------------------------

Ms Anne Marie Smith Course Co-Director/Co-ordinator/Personal Tutor anne-marie.smith@manchester.ac.uk	Room G.500 0161 275 5167
--	-----------------------------

Dr Hazel England Tutor/Lecture hazel.england@manchester.ac.uk	Room G.038 0161 276 3352
--	-----------------------------

Dr Elly Cartwright Academic Lead, Pre-medical & Pre-dental Programmes Elizabeth.cartwright@manchester.ac.uk	0161 275 1629
---	---------------

Tom Allanson Programme administrator foundationprogramme@manchester.ac.uk	Room G.019 0161 306 8757
--	-----------------------------

Xaverian College Staff

Xaverian College College Office Lower Park Road Victoria Park Manchester M14 5RB college@xaverian.ac.uk	Tel: 0161 224 1781
--	--------------------

Ray Skwierczynski (Ray Ski) College Coordinator	r.ski@xaverian.ac.uk
---	--

Biology

Mick Crowe
Ed Hillman

m.crowe@xaverian.ac.uk
e.hillman@xaverian.ac.uk

Chemistry

Tom Lee
Richard Short

t.lee@xaverian.ac.uk
r.short@xaverian.ac.uk

Mr Patrik Clark
Ms Marianne Garside
College Counsellor

P.Clark@xaverian.ac.uk
M.Garside@xaverian.ac.uk

Ms Esther Knowles
College Chaplain

E.Knowles@xaverian.ac.uk

1.5 Dates for the University Academic Year 2020/2021

Semester 1

Attendance:	21 st September, 2020 - 18 th December, 2020
Winter vacation:	21 st December, 2020 - 8 th January, 2021
Revision week:	11 th January, 2021 - 15 th January, 2021
Exams:	25 th January 2021

Semester 2

Attendance:	8 th February, 2021 - 26 th March, 2021
Spring vacation:	29 th March, 2021 - 9 th April, 2021
Attendance:	12 th April, 2021 - 14 th May, 2021
Exams:	17 th May, 2021

College half-term week (26th October, 2020 – 30th October, 2020)

Teaching will continue at the University. This is an ideal opportunity to catch up on material or to revise subject areas studied to date. You do not have to attend the college during this week.

TIMETABLE FOR EXAMINATIONS

SEMESTER 1

Friday 18th December, 2020

Skills report submission

Monday 25th January, 2021

9.45am - 11.45 am

Paper 1 Biomedical sciences

2.00pm - 3.30 pm

Paper 2 Chemistry

SEMESTER II

Thursday 29th April, 2021

Skills report submission and Literature report

Monday May 17th, 2021

9.45am - 11.45 am

Paper 1 Biomedical sciences

2.00pm - 3.30 pm

Paper 2 Chemistry

RESIT

Monday 26th July, 2021

9.45am – 11.45am

Paper 1 Biomedical sciences

2.00pm – 3.30pm

Paper 2 Chemistry

N.B. You should note that there will be a fee to be paid for a re-examination.

This is payable online at this link <http://estore.manchester.ac.uk/>

1. Select product catalogue
2. Scroll to bottom left and select student services centre
3. Select exam re-sit fees

All students should have a basic scientific calculator that cannot store text.

You are advised to regularly check your university email to ensure that all updates and information about your exams are seen.

1.6 Typical Week and Semester Content Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00		Xaverian College			
09:30					
10:00	EBL 1 Group A		START 9.45am	EBL 2 Group A & B	Online lectures 1-2 lectures start times vary week to week. Please see emails regularly
10:30					
11:00					
11:30		Xaverian College			
12:00	Lab Skills				
12:30			F2F Lecture Xaverian College		
13:00			Tutor Availability		
13:30		Xaverian College		Xaverian College	Tutor Availability
14:00					
14:30	EBL 1 Group B		Xaverian College		
15:00					
15:30					
16:00					

The timetable on the left here is what you can expect a typical week to look like in Semester 1 and 2.

Please note that session start times can vary week to week, so it is important to go off the most up-to-date timetable that will be accessible online. This will particularly be the case for online lectures.

			UoM	Xaverian				UoM		
WEEK BEGINNING	THEME	PROBLEM	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	FRIDAY*		
			LAB SKILLS / LECTURE	9.00 – 11.30	13.30 – 16.00	9.45 – 12.30	13.30 – 16.00	Lecture	Lecture	Lecture
05-Oct	Molecules, Cells & Systems	Case 1	Self study	1. Atomic Structure (1) 2. Atomic Structure (2)	1. Biological molecules (1) 2. Biological molecules (2)	1. Biological molecules (3) 2. Biological molecules (4)	1. Atomic structure (3) 2. Bonding (1)	Health Challenges	Overview of the Human Body	Writing and Presenting
12-Oct		Case 2	Solutions and Dilutions	1. Bonding (2) 2. Bonding (3)	1. Cytology (1) 2. Cytology (2)	1. Cell transport (1) 2. Cell transport (2)	1. Bonding (4) 2. The Mole (1)	Microscopy in Medicine	Drug Development	History of Medicine
19-Oct		Case 3	Microscopic examination of different cells	1. The Mole (2) 2. The Mole (3)	1. Fluid & electrolyte balance 2. Enzymes (1)	1. Enzymes (2) 2. Microorganisms	College closed Revision for Mid Semester Assessment	Drug Calculations	Global Health	Infection control & antibiotics
26-Oct		Case 4	Drug Dilutions	College closed Revision for Mid Semester Assessment	College closed Revision for Mid Semester Assessment	College closed Revision for Mid Semester Assessment	College closed Revision for Mid Semester Assessment	Haematology & blood related disease	Antibiotics	Communication and Professionalism
02-Nov		Case 5	Blood Manipulation	1. Mid Semester Assessment 2. Mid Semester Assessment	1. Bacterial & viral diseases 2. Enzymes Practical	1. Cellular respiration & Energetics (1) 2. Cellular Respiration & Energetics (2)	1. Titration Prac. (1/2 class) 2. Titration Prac. (1/2 class)	Haematology	How drugs are metabolised in the body	Tutor Feedback
09-Nov	Tissues and Organs	Case 6	Microbiology and Infection	1. Titration Prac. (1/2 class) 2. Titration Prac. (1/2 class)	1. Homeostasis 2. Endocrine System	Mid-Semester Assessment	1. Kinetics (1) 2. Kinetics (2)	GI Tract	Diseases of the bowel	Self study
16-Nov		Nutrition	Blood: Straining and Typing	1. Thermodynamics (1) 2. Thermodynamics (2)	1. Digestive system 2. Digestion & Metabolism	1. Skeletal muscle (1) 2. Skeletal muscle (2)	1. Thermodynamics (3) 2. Thermodynamics (4)	Nutrition	Nutrition in a clinical setting	Self study
23-Nov		Case 7	Effect of exercise on BP	1. Equilibria (1) 2. Equilibria (2)	1. Blood and blood disorders 2. Circulatory system	1. Circulatory System (2) 2. Heart Structure	1. Nomenclature and Isomerism (1) 2. Nomenclature and Isomerism (2)	Energy, force and movement	How important is gut bacteria	Self study
30-Nov		Energy and muscle	Self study	1. Nomenclature and Isomerism (3) 2. Petroleum and alkanes (1)	1. Heart Function 2. Cardiac Cycle	1. Heart Dissection 2. Lung Structure & Function (1)	1. Petroleum and alkanes (2) 2. Petroleum and alkanes (3)	Physiology of muscles	Wellbeing	Self study
07-Dec		Case 8	Heart and EDG	1. Alkenes (1) 2. Alkenes (2)	1. Lung Structure & Function (2) 2. Control of breathing	1. Lymphatic System 2. A & P of blood vessels	1. Aromatic compounds (1) 2. Aromatic compounds (2)	Lungs respiration	The human body with MRI	Self study
14-Dec		Heart	Self study	1. Transition metals (1) 2. Transition metals (2)	1. Immunology (1) 2. Immunology (2)	1. Autoimmune Diseases 2. Exam Review	1. Revision Lesson (1) 2. Revision Lesson (2)	Cardiovascular system	The body under pressure/flow in tubes	Diseases of the heart

		UoM	Xaverian				UoM		
WEEK BEGINNING	PROBLEM	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	FRIDAY*		
		LAB SKILLS / LECTURE	9.00 – 11.30	13.30 – 16.00	9.45 – 12.30	13.30 – 16.00	Lecture	Lecture	Lecture
08-Feb	Case 1 DNA	Self study	1. Oxidation & Reduction (1) 2. Oxidation & Reduction (2)	1. Nucleic acids & DNA replication 2. Transcription & translation	1. Regulation of gene expression 2. Mutations	1. Electrode potentials (1) 2. Electrode potentials (2)	Clinical Genetics	Biology of cancer	Self study
15-Feb	Case 2 Biology of Cancer	PCR/DNA - Skill	Hypothesis Presentations at University College closed				Forensic Medicine	Exam Feedback	
22-Feb	Case 3 Stem Cells	CPR - Skill	1. Redox Equilibria (1) 2. Redox Equilibria (2)	1. Meiosis 2. Reproduction (1)	1. Reproduction (2) 2. Stem cells	1. Redox Equilibria (3) 2. Redox Equilibria (4)	Optics	Sun and Skin	Self study
01-Mar	Case 4 Kidney	Effects of drugs & alcohol	1. Acids & bases (1) 2. Acids & bases (2)	1. Genetic inheritance (1) 2. Genetic inheritance (2)	1. Genetic disease 2. Mitosis	1. Acids & bases (3) 2. Acids & bases (4)	Being a Doctor / A&E	Stem cells & tissue regeneration	Self study
08-Mar	Case 5 Ear, Liver	Optics and Ear	1. Organic - optical isomers 2. Organic - haloalkanes	1. Action potentials 2. Nervous system (1)	1. Nervous system (2) 2. Synapses and drugs	1. Organic - alcohols (1) 2. Organic - alcohols (2)	Ear and Hearing	Cancer treatment options	Self study
15-Mar		Poster Preparation	1. Organic - esters 2. Organic - acylation	1. Ear & Hearing 2. Optics & eye	1. Liver 2. Liver Diseases	1. Organic - amines 2. Organic - amino acids	Viral Infections	Ear Disorders	Self study
22-Mar	Case 6 Bone	Poster Presentation	1. Organic - polymers (1) 2. Organic - polymers (2)	1. Skeletal histology & physiology 2. Calcium & metabolism	1. Renal system & excretion (1) 2. Renal system & excretion (2)	1. Mass spectroscopy 2. IR spectroscopy	Clinical radionuclide imaging	Organ Donation	Self study
SPRING VAC									
12-Apr	Case 6 Bone	Organs of the body	College closed				Psychology of Disease	Orthopaedic Surgery	Self study
19-Apr	Case 7 Diabetes	Self study	1. NMR spectroscopy (1) 2. NMR spectroscopy (2)	1. Control of blood glucose & diabetes 2. Osmoregulation	1. Thermoregulation 2. Control of blood pH	1. Mid-semester test (1) 2. Mid-semester test (2)	Control of blood glucose	Treatment of Diabetes	Self study
26-Apr	Case 8 Communication in medicine	Communication Skills	1. Revision Lesson (1) 2. Revision Lesson (2)	Exam Review			Placental Transfer	Revision	
03-May	Revision								

2. PROGRAMME OVERVIEW

2.1 Our Aims for Foundation Year in Medicine and Dentistry

- i. Meet the need of students from a range of educational backgrounds to continue onto either the MB ChB Medicine or the BDS Dentistry degree programmes and address the University's aspiration to widen participation.
- ii. Prepare students to gain knowledge and understanding of science subjects fundamental to the study of medicine and dentistry (biomedical science, chemistry, statistics and psychology), and the underlying principles of scientific methodology, including the concepts and practical approaches used in the biomedical sciences relevant to the study of medicine and dentistry.
- iii. Encourage students to develop intellectual skills (problem solving and enquiry, critical analysis and reflection), and independent study, communication and IT skills.
- iv. Support students through an academic and pastoral tutorial system that is responsive to their range of backgrounds.

2.2 Learning Outcomes for Foundation Year in Medicine and Dentistry

After successful completion of the programme students should have:-

- i. a knowledge across the underlying science subjects of biology, chemistry and statistics that is appropriate for university study and that is equivalent in depth to three 'A' levels,
- ii. developed their skills in application of number, IT and communication and will have been given the opportunity to develop their skills of working with others, improving their learning and performance and problem solving,
- iii. experienced teaching and learning principally through small group and individual sessions,
- iv. demonstrated their knowledge and understanding primarily through time constrained formal examinations together with elements of continuous assessment,

- v. experienced a student support and guidance system that includes scheduled sessions with an academic advisor and contact with subject specialist staff of the University,
- vi. experienced learning that is supported by laboratory, library and IT facilities that are appropriate for the level of learning.

3. TEACHING, LEARNING AND ASSESSMENT

3.1 Introduction

The aim of the Foundation Year (FY) Programme is to prepare you for studying on the University of Manchester MB ChB and BDS programmes. We accept that you may have equivalent experiences of value to studying medicine or dentistry, and that you are highly motivated individuals, so we have designed a programme that is not simply a repeat of A2-level study.

3.2 Programme structure

The FY Programme uses a mix of didactic teaching and enquiry-based learning (EBL) techniques.

The programme is delivered in partnership with Xaverian College where most of the A-level content in biological sciences and chemistry is provided. This supplements the EBL sessions at the University to help you begin to apply the subject knowledge gained to short clinical scenarios or cases.

You will also have weekly laboratory practical sessions and lectures, delivered at the University, as well as the opportunity to research a medical topic.

3.2.1 Study at Xaverian College

Biomedical Science

Module 1 lays emphasis on concepts that are essential for more advanced understanding of living organisms. Lecture and practical topics covered include: biological molecules; enzyme structure and function; the structure and function of prokaryotes and eukaryotes, transport of substances into cells and the biochemistry of respiration. This module also provides a study of how pathogenic microbes cause disease. The module includes a study of how both natural defence systems and medical treatments can be used to combat disease.

Module II provides an understanding of genes, the structure and function of nucleic acids, inheritance and DNA technology. Genes incorporate coded information that determines the nature of organisms and how genetic information is copied and passed on. Techniques for manipulating and transferring genes using microorganisms will be investigated. Students are

expected to understand the basis of these developments and to explore the ethical issues associated with them. The module also includes lectures on the cell cycles, stem cells, skeletal histology and a detailed study of homeostasis in mammals.

Chemistry

These lectures and practicals contain the fundamental principles and concepts which must be understood to explain the applications of chemistry in medicine and dentistry. It starts with essential areas of atomic structure, bonding and the mole. Organic chemistry is introduced early and is developed, emphasising the areas of particular relevance to biological chemistry.

The chemistry component develops relevant areas of physical chemistry and inorganic chemistry of importance in the application of medicine and the structural determination of organic compounds.

3.2.2 Study at the University

Enquiry Based Learning Sessions (EBL)

The group sessions are where the 'cases' are partly investigated, however, many other resources are used by the group whilst studying a 'case', including the laboratories. You will learn the fundamentals of sciences underpinning medicine (elements of Biology, Physics and Chemistry) in an environment that has relevance to medicine and dentistry. The 'cases' encourage you to use the taught elements from Xaverian College to understand and develop the application of science to clinical problems. EBL is conducted in groups because group and team activity is fundamental to the practice of medicine. It is important that you learn to communicate effectively with one another. This is taken much further in the BDS and MB ChB programmes where greater emphasis is placed on the independence of students working in groups, and in medicine extends into formal communications training. We want you to:

- think, analyse,
- generate ideas, brainstorm,
- connect facts,
- develop theories,
- set up hypotheses,
- debate and identify cause and effect,
- prioritise issues,
- identify what you know and what you need to know,
- learn about sources of information and where to find them,
- talk with one another (rather than at the tutor),
- be co-operative and work as a team,
- be effective,
- develop sufficient knowledge to be able to communicate with relevant experts and to,
- know where to go for help,
- reflect on the learning process.

Group Skills

In EBL group work there are several things happening simultaneously:

- Establish your group as an effective working unit taking responsibility for organising discussions (Chairperson) and keeping records of your activities (Scribe)
- Recognise that the students lead the process and your tutor is there to facilitate group processes
- Be prepared to share in the workload of the group: sharing knowledge and ideas, sharing your research
- Engage with the group: you must be attentive, prepared to think actively, participate in brainstorming, generate ideas, set up hypotheses and develop theories about what is going on in a case
- Help to establish a study agenda
- Reflect on the working of the group: Do you think the group works well? What goes well in session and what is not so good? How can processes be improved?

Individual Skills

- Learn to connect facts and be prepared to justify the connection
- Try to understand the relationship between cause and effect
- Be prepared to debate issues: if you have doubts about something that has been said then politely present your understanding of the facts
- Identify what you know and what you need to know and prioritise your learning appropriately
- Learn about different sources of information and how to locate them
- Develop sufficient knowledge to be able to explain things to your colleagues
- Do not be afraid to ask questions of your colleagues or members of staff

Role of the EBL tutor

Your EBL tutor has two main roles. He/she is responsible for overseeing and facilitating the work of the group throughout the semester. He/she will also keep a record of absences from the group sessions (and will record late arrivals); keep an eye on the progress of all members of the group, and on the basis of these interactions will give you feedback in a one to one meeting held during the semester. The tutor will supply pens and OHP acetates.

Your tutors will help you to understand group of processes and how to work through a problem. The following notes give you a strategy for working through a problem:

- Identify and clarify the terms that are unknown to you
- Look for significant components (cues) of the Case
- Using your cues, brainstorm possible explanations
- Arrange explanations into tentative solutions
- Define the learning outcomes needed to test the validity of your explanations
- Study privately using appropriate sources of information

- Share the results of private study with the rest of your group. See how far your explanations are justified and what further knowledge is required. Cite the resources used.
- Recycle through most steps as necessary

To build up a thorough understanding, aim always to think broadly (there will always be more than one explanation), but rigorously (do not accept facts without evidence).

Lectures

The purpose of a lecture is to give all students overviews of specific parts of the course that are either very difficult to synthesize from books directly or are key concepts. These events will provide a broader understanding of a given subject.

Hypothesis Presentations (Semester 2) and Literature Review

The aims of the Literature Review are for you to:

- adopt an active approach to learning based on curiosity and exploration of knowledge
- develop communication in an educational context
- develop communication in an information technology context
- consider the problems that arise from learning an “expert language”
- continue to communicate with lay people

The aims of the Presentations are to:

- Prepare students to face an audience, to orally communicate the material of the topic and to discuss and defend their viewpoint.

Learning Outcomes for the Literature Review:

- Prepare students to research material for a given topic from various sources e.g. books, internet and other publications.
- Develop a sufficient understanding of the topic material to; i) explain it to an audience and ii) to use it to defend or contradict a hypothesis.
- Foster the collaborative skills required for working together; two students have to work together to prepare a coordinated response on a controversial topic.

Written report

Each student has to submit a report (10-12 A4 pages) on their hypothesis topics which must be word processed, containing an abstract, illustrations (tables, figures, graphs) where appropriate and a literature review. The reports will be assessed for:

- | | |
|---------------------------|-----|
| 1. abstract | 10% |
| 2. content | 30% |
| 3. use of literature | 20% |
| 4. organization of report | 20% |
| 5. presentation of report | 20% |

The report should be submitted via Blackboard, the University's virtual learning environment. You will receive instructions on how to submit your work nearer the time.

The reports that you submit for assessment will be checked for plagiarism using the University's online plagiarism detection software Turnitin and marked by two independent markers.

You can access Turnitin to submit your report prior to submission of the assignment.

Deadline for submission: 29th April, 2021

Laboratory Skills sessions

The course will give the students a basic grounding in "skills". This will include:-

- Practical laboratory skills
- Safety in the laboratory
- Data handling
- Data interpretation
- Manual dexterity
- Mathematical skills as a core

A Skills Workbook is provided to students at the beginning of the year.

A guide to preparing a skills report

A student's written report should be their own account of the following:

- perceived learning objectives
- any extra precautions and procedures that were necessary
- present your acquired data in an appropriate format
- outline any calculations that were carried out
- present and discuss your results
- answers to the questions from the handout showing any calculations if needed
- reflect on overall conclusion and self-evaluation

The style of writing/typing presentation is the student's choice. Each skill report should be a **maximum of 4 - 5 A4 pages** including diagrams, photographs, tables etc.

3.3 Assessments

Due to Covid-19, these exams either will be online or conducted at Xaverian College.

Semester	Paper		Skills	Research
1	Biomedical Sciences 2 papers (2 hours) Date: 25 th Jan, 2021 Time: 9.45 am Venue: tbc	Chemistry Paper (1½ hours) Date: 25 th Jan, 2021 Time: 2.00 pm Venue: tbc	Skills Report 1 Due: 18 th Dec, 2020	Literature review Due: 29 th April, 2021
2	Biomedical Sciences 2 papers (2 hours) Date: 17 th May, 2021 Time: 9.45 am Venue: tbc	Chemistry Paper (1½ hours) Date: 17 th May, 2021 Time: 2.00 pm Venue: tbc	Skills Report 2 Due: 29 th April, 2021	
Resit Examinations	Biomedical Sciences Resit Paper (2 hours) Date: 26 th July, 2021 Time: 9.45 am Venue: tbc	Chemistry Resit Paper (1½ hours) Date: 26 th July, 2021 Time: 2.00 pm Venue: tbc		

3.3.1 Objectives of the assessments

- To ensure integration of your knowledge skills across topic areas.
- To assess you have acquired the factual knowledge and skills necessary for you to progress to year 1.
- To ensure you have the ability to work independently
- To assess your ability to work collaboratively within the problem based learning environment.

3.3.2 General information

Assessment for the Foundation Year, pre-MB ChB/BDS degree Programme is by a combination of formal written assessments, literature review and practical skills sessions reports taking place (normally) at the end of each semester. The examinations are designed to test skills and knowledge that you will have acquired throughout the programme. The Division of Medical Education and the Division of Dentistry reserve the right to change any assessment method but will give students full information on such changes.

3.3.3 Requirements to complete the programme successfully

Pass marks, compensation rules and available qualifications:

Knowledge papers:

- Two papers at the end of each semester (January and May) testing Xaverian College and University of Manchester content simultaneously and comprising MCQs and some short written questions. One paper will focus on Chemistry, the other on Biomedical Sciences.
- **Compensation** - there is the potential for compensation between Semester 1 and Semester 2 work in each topic paper. Each topic paper must be passed – the mean pass mark for the two papers is 50%.
- **Resit** – A student is entitled to a single resit of a topic paper in July.

Practical skills:

- These will be assessed in the form of course work, with the preparation of a report on practical work in each semester.
- **Compensation** – There is a potential for compensation between semester 1 and semester 2 but the student must achieve a satisfactory grade (50%) based on criteria set for report preparation
- **Resit** – A student whose overall performance does not reach satisfactory (50%) will have the opportunity to resubmit his/her practical reports modified to achieve the required standard in July.

Research assessment:

- This will take the form of a literature review chosen from a set of topics. The work for the report will be completed in Semester 1 or Semester 2.
- **Resit** - A student whose overall performance does not reach satisfactory will have the opportunity to resubmit his/her literature review report modified to achieve the required standard in July.

Table A				
Semester	Knowledge Papers		Skills	Research
1 (Jan)	Chemistry Paper 1 (1½ hours)	Biomedical Sciences Paper 1 (2 hours)	Skills Report	Literature review
Contribution %	50	50	50	100
2 (May)	Chemistry Paper 2 (1½ hours)	Biomedical Sciences Paper 2 (2 hours)	Skills Report	
Contribution %	50	50	50	
	100	100	100	100

3.3.4 Compensation procedures:

- As outlined above, compensation is permitted within a given topic paper or within the two skills reports e.g. within Chemistry Paper 1 and Paper 2; Biomedical Sciences Paper 1 and 2 or within the two Skills Reports only. Therefore, it is not permissible outside of these components.

3.3.5 Resit arrangements

- a. As the second teaching semester begins immediately after the assessment period for the first semester, it is not possible to resit any examinations at that stage.
- b. There will be one opportunity for re-examination usually taken during July of the year of study. Progression following a re-examination will be according to the same rules as given above.
- c. When the examination board considers your marks and grades, the marks that will be used will normally be those obtained in your most recent assessment for any particular course unit. The mark used will NOT normally be the higher mark of your two attempts.
- d. If you should fail to pass the Foundation Programme after the one re-examination opportunity you will not normally be permitted any further opportunities to pass or an opportunity to retake the year in attendance except on the grounds of ill health.
- e. You should note that there will be a fee to be paid for a re-examination.
- f. A student is entitled to a single resit of a topic paper in July.
- g. A student whose overall performance in the practical skills assessment does not reach satisfactory (50%) will have the opportunity to resubmit his/her practical reports modified to achieve the required standard in July.
- h. A student whose overall performance in the literature report does not reach satisfactory will have the opportunity to resubmit his/her research literature report modified to achieve the required standard in July.

3.3.6 Illness or personal circumstances that affect academic performance

- a) You should always consult your General Practitioner (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health.
- b) For minor medical conditions that are not sufficiently serious for you to need to consult your GP and that affect your performance for less than seven days, the University does not require you to produce a medical certificate from a doctor, you can self-certify your illness. See University guidelines for student illness.
- c) You will see in the guidelines that, if you are unable to attend an examination or any other assessment that will contribute to your end of year performance you must contact your personal tutor or your programme director immediately. Your personal tutor or the programme director will give you guidance and tell you what your options are and what the consequences of failing to take the assessment or examination are. If you do not make contact immediately then you will normally be assumed to have

failed to turn up for the assessment or examination and you will be given a mark of zero.

- d) If you feel that your academic performance has been adversely affected by health or personal circumstances beyond your control, even if you have not been absent from studies, **you should immediately contact your personal tutor or the programme director** and you must ensure that **full documentation** (self-certification forms, medical notes and relevant correspondence) reaches the programme director so that they can be presented as mitigation to the **Mitigating Circumstances Panel**. Obviously, the examiners can only take into account information which has been reported prior to the publication of results.

3.3.7 Release of results and marks

At the end of the first semester examinations during your feedback meeting, your programme directors will tell you the marks you obtained in the examinations on the following understanding agreed by the University.

- These marks are *provisional* and are provided for information only. They may go up or down at the examinations board, when all marks are confirmed by the external examiners.
- You will be given a breakdown of your marks after the final examination board meeting together with your final results.

3.3.8 Process for appeals

A formal appeal may be initiated by completing an Appeals Form and submitting it to the appropriate Faculty Office within 20 working days of notification of the result or decision. The student should submit with the Form any relevant supporting evidence, e.g. emails and other correspondence that he or she wishes to be considered in the appeal. Such evidence should normally be contemporaneous, and capable of verification. All evidence should be written in English or, if not, certifiably translated.

[Note: in respect of appeals against refusal to allow a student permission to take an examination or other form of assessment on grounds of unsatisfactory work and attendance, the appeal must be submitted within ten working days of notification of that decision in order to allow sufficient time for the appeal to be considered.]

3.3.9 Students with disabilities

It is recognised that there may be students with permanent disability in, for example, hearing, seeing, mobility, dexterity, as well as ones with conditions of special educational needs such as dyslexia. Students who have a disability should discuss it in confidence in the first instance with the Disability Advisory and Support Service (DASS). In the case of a disability, including dyslexia, which can affect examination performance, the University is able to make special arrangements to minimise your difficulties. Information about disability will only be passed on to other staff with the permission of a student. If any particular allowance is subsequently to be made in regard to course assessment and examination marks this can only be done with the approval of any Examining Board involved.

3.6 Academic malpractice

As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice (academic malpractice is cheating) when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.

Academic malpractice is a serious offence and students found to have committed it will be penalised. You could be awarded zero, fail the whole unit, or be excluded from the programme. Academic malpractice includes plagiarism, collusion, fabrication or falsification of results and anything else intended by those committing it to achieve credit that they do not properly deserve. The University of Manchester's full statement on Academic malpractice can be found on the University website at <http://www.manchester.ac.uk/policies/> and it is your responsibility to ensure you are complying with the regulations.

Finally, you should take note that work you submit will be screened electronically to check against material on the internet, in journals and other submitted work.

3.6.1 Plagiarism

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between:

- the ideas and work of other people that you may have quite legitimately exploited and developed, and
- the ideas or material that you have personally contributed.

The University of Manchester's full statement on plagiarism can be found on their website. <http://www.regulations.manchester.ac.uk/guidance-to-students-on-plagiarism-and-other-forms-of-academic-malpractice/>

3.6.2 Possession and use of Mobile Phones, Radio transmitter/receivers in examinations

There is a strict policy regarding the possession of electronic equipment, including mobile phones and radio transmitters/receivers (music players, PDAs and pagers) during examinations.

No student is allowed to have such a device in their possession during examinations: To do so will lead to a charge of trying to cheat as the Programme takes such matters extremely seriously. Merely switching the device off is not acceptable.

Do not bring any of the above to examinations. The penalty for having such a device during an examination will be a mark of zero and a referral to the BDS Progress Committee for pre-dentists or the MB ChB Health and Conduct committee for pre-medics.

Student Card, Calculators and Dictionaries: You **must** bring your University Student Card to **all** examinations. **Failure to do so will result in you not being allowed to sit the examination.** You may bring a calculator to examinations but it must not be capable of storing text. You may not bring dictionaries.

4. STUDENT PROGRESSION

4.1 Registration

As an MB ChB student you must complete University registration at the start of each academic year. This is vital for you to start and remain on the Programme for your studies.

Registration is the formal mechanism through which you are recognised as a student of the University and enables access to facilities, therefore it is extremely important that you fully complete the registration process prior to starting the first semester each academic year.

You must academically register before the start of the first semester of each academic year, even if you are not able to register financially at the same time. If you do not complete your financial registration by the University's published deadline each year you will incur late payment charges in line with University policy. In academic year 2020-21 the final deadline to financially register will be 31 October 2020.

4.2 Work and Attendance

You are required to attend the Programme during the semester dates published. You are expected to take full advantage of all available teaching and learning opportunities; you must be prepared for changes to your published timetable. **We expect you to attend all timetabled sessions (and stay for the entire session).** You should also be prepared to attend meetings with members of staff, when required, sometimes at short notice. As such, **it is important to keep the University up to date with your contact details, and to check your University timetable and email account daily.**

Full attendance at all teaching and learning opportunities (100%) is expected. It is your responsibility as a future doctor, as a demonstration of your professionalism, for you to ensure your attendance is 100%.

You must therefore make every attempt to attend all of your Programme activities and should inform the Programme of any circumstances or disability that could affect your ability to complete any component of the Programme. Absence without valid reason (such as documented illness) will be considered unprofessional and may result in disciplinary action.

The Programme recognises that 100% attendance is not always possible and has placed an **absolute minimum attendance of 80%** for each component of the programme. Therefore, your attendance on the Programme is carefully monitored. Poor attendance (less than 80% per semester) may affect your progress through the programme. This includes absences due to Religious festivals and illness.

Attendance is compulsory in all timetabled events. A record of attendance will be kept for all of the following timetabled sessions:

- EBL sessions

- Face to face and online lectures
- Skills sessions
- Hypothesis sessions
- Xaverian College classes
- Meetings with tutors and academic advisors

Both full attendance and punctuality are core professional skills of a doctor. Late arrival to teaching is recorded as non-attendance. You may be prevented from entering the session, usually due to health and safety reasons. Persistent lateness can reflect an underlying unprofessional attitude and can impede your progress on the MB ChB or BDS Programme or may result in disciplinary action.

If your attendance is of concern, the Programme has a duty to discuss this with you. **If you fail to attend 12 sessions of any component of the course, you will receive an email reminder of the Programme's expectations.** If there is no improvement in attendance you will be asked to attend a formal meeting with the Course Director to explore the reason for your absence and discuss and agree any support the School can offer to enable you to improve your attendance.

Continued poor attendance, or absence without a valid reason, can reflect an underlying unprofessional attitude and can impede your progress on the MB ChB or BDS Programme. **If your attendance falls below the requirements for any given component then you will be given formal notice that you must discontinue your studies and are not permitted to sit the examinations.** As a result of this, you may then be required to return to repeat the a component or the entirety of the year or be excluded from the Programme.

If you have to discontinue your studies as a result of this, you have the right to submit an academic appeal against that decision within ten working days of notification of the decision. Should you be successful in your appeal, you will be permitted to re-start the component and/or take the examination at the next available opportunity.

You must keep a record of your own attendance – if your absences all occur within a short space of time, there may not be the opportunity to receive a warning; it is your responsibility to ensure your attendance remains above the minimum requirement for each component, including all timetabled teaching sessions.

Notes: 1) *If your studies are discontinued because of a failure to comply with specified attendance requirements, the Progression Committee will consider the reasons given for non-attendance when deciding whether assessments should be taken at first or second attempt in the repeat year.*

2) *If you are repeating a year because of failure to comply with specified attendance requirements, then failure to meet the attendance requirements in your repeat year (in the absence of accepted mitigating circumstances) will result in your exclusion from the Programme.*

4.2.1 Reporting Unexpected Absence

Due to the COVID-19 PANDEMIC and the need to ensure you are safe it is vital and necessary more than ever that we are informed of any absence.

If you are prevented from attending any of these sessions you must **immediately report your absence** to the course administrator and provide a **written explanation of the reasons for your absence** together with any supporting papers (e.g. sick note from the doctor). You should also inform the tutor of the session(s) you are missing.

You should report your absence at the earliest opportunity to foundationprogramme@manchester.ac.uk or 0161 306 8757.

4.2.2 Mitigating Circumstances

If you feel that your academic performance has been adversely affected by health or personal circumstances beyond your control, even if you have not been absent from studies, **you should immediately contact your personal tutor or the programme director** and you must ensure that **full documentation** (self-certification forms, medical notes and relevant correspondence) reaches the programme director so that they can be presented as mitigation to the **MB ChB Mitigating Circumstance Panel or BDS Progress Committee** (see section 10 for policy).

Obviously, the examiners can only take into account information which has been reported prior to the publication of results.

Also see Blackboard, for relevant information and guidance regarding Mitigating Circumstances.

4.2.3 Work and Attendance Regulations

If you have not fulfilled the work and attendance regulations prescribed for your programme of study you may not be allowed to sit University Examinations.

- **Failing to arrive for an examination or other time-tabled assessment:** If you fail to present yourself at the right time and place for any assessment or examination for reasons other than illness or other justifiable cause you will be deemed to have failed that assessment or examination. **Misreading of the timetable will not be accepted as a satisfactory explanation for absence. Refer to sections below for what you should do if you are ill.** Apart from reading these sections, the first thing you should do if you cannot attend an examination or assessment is to contact your personal tutor or programme director at the time of the assessment in person, by telephone or by email.
- **Failing to submit coursework by the required date:** **If you fail to submit coursework by the required date you will be given zero marks.** If you have been ill or have not been able to give full attention to your studies because of justifiable cause you may ask for an extension as explained below.

- **Consequences of failing to attend any assessment or failing to hand in coursework: If you fail to attend a formal end of semester examination you will be given zero marks.** If you do not attend the examination because you are ill or for other exceptional circumstance then you must inform your programme director. Students must also submit a “Notification of Mitigating Circumstances” form. Your case will then be considered by the **MB ChB Mitigating Circumstance Panel if you are a pre-medic or the BDS Progress Committee if you are a pre-dentist.** If your reason for absence is seen with supporting documents as being acceptable by the MB ChB Mitigating Circumstances Panel or BDS Progress Committee you will usually take the examination the next time it is held as your first attempt. Examinations are held only twice each academic year. If you do not take an examination in January or in May then the second opportunity is in the July resit period. If, through legitimate reasons for absence, you have not used both of your two opportunities in the one academic year the only option available to you is to interrupt your studies for a whole year and to take the examination whilst away from the University.
- **If you fail to submit a piece of coursework by the required deadline you will be given zero marks.** If you have been ill and that has affected your ability to submit your work on time then you must agree an allowable extension with your programme director in advance. If you are ill at the time the work is due to be submitted you must hand it in immediately on your return and inform the programme director of your illness and the reason for its late submission. Your case will then be considered by the **MB ChB Mitigating Circumstances Panel or BDS Progress Committee** as described above.

These rules will be rigorously enforced and you will very quickly lose marks if you do not hand in work on time or do not attend in-class tests.

4.2.4 Religious festivals

The School of Medical Sciences expects students to attend all components of the course. However, we recognise that there may be occasions when some students feel unable to attend due to observance of particular religious festivals. **To accommodate this, you are asked at the start of the academic year, to inform the School of Medical Sciences in writing of any date(s) when you intend to be absent from the University due to observance of religious holy day(s). The deadline for doing so is September 11th.** We are aware that precise dates may not be available at the beginning of each academic year, but it is important that you provide as much information as possible and then confirm the exact date with the School Office at the earliest opportunity. These dates will be noted and kept on your file. All absences will be recorded in the normal manner.

If possible, alternative arrangements may be made for students who are unable to attend scheduled classes due to Religious festivals and have notified the School in the correct manner and by the deadline above. Please do be aware that this may not be possible and is not a right. You must attend all your remaining classes to ensure you do not fall below the attendance requirements for the Foundation Year.

Please note, alternative arrangements may only be made for Religious festivals (if it is possible) and not for daily Religious observance. It is not possible to arrange an individual's weekly timetable to be compatible with their daily Religious observance. We are unable to make this adjustment as the University is bound by laboratory health and safety regulations, which, amongst other things, limit the number of laboratory users in any particular session. We are aware that Faiths have flexibility with regard to religious observance for those in professions such as Medicine and that this flexibility also extends to students on a professional course.

You must be aware that you are expected to attend 100% and poor attendance (less than 80% per semester) may affect your progress through the programme. This includes absences due to Religious festivals and illness. If you are concerned about this, please contact the Course Co-ordinator for advice. MB ChB and BDS formal examinations are carefully arranged around significant religious dates each year. The School will try to make alternative arrangements for those students who would be affected. This will, where possible, be undertaken in co-operation with representatives from relevant religious communities.

4.4 Conduct and health issues

4.4.1 Preparing for online teaching

Student 'Netiquette' for remotely-delivered teaching sessions

1. Be prepared – Online learning can be tiring

Try to block off some time before and after your timetabled online sessions and use this time to walk around, get a drink / food, reflect and prepare for what's next.

Before you begin the session ask yourself – What do you need to allow you to be present for the whole session? Earphones to block background noise may be helpful.

Be aware of your background and lighting – try to provide a plain background.

Set up your workspace to be as physically comfortable and distraction free as possible for studying. Ensure notifications, such as emails are muted / turned off to avoid any distraction.

2. Be-prepared- let us know if any problems

Know when your sessions are and check you have Zoom downloaded on a device which will connect to the internet reliably. Please get in touch in good time before the session so we can do our best to help you.

3. Use your full name as you Zoom ID

Otherwise, you might not be let in to the teaching session as the tutor has a list of who they are expecting! Also helps discussions if everyone knows who everyone else is.

4. Log in with your Zoom Pro account associated with your University email for teaching sessions

Ensure you have turned 'live streaming' off and 'end-to-end encryption' on in your settings, and use a different password for Zoom than you use for other accounts.

5. Be careful not to share any information through Zoom which could identify a patient or staff member.

6. Be respectful – to peers and tutors

7. Chat function: only when asked by your tutor

Your tutor will advise you about the chat function, but generally for small group sessions we would like you to talk to each other and the tutor rather than use the chat function, and ask questions as we go through as we would in a face:face session. We would request that you do not send private messages to each other during the session. Please be forgiving of typing errors of peers, and tutors, particularly if typing quickly due to time constraints of our sessions.

8. Co-hosting and Recordings

You may be a co-host in the meeting if your tutor does not have a University Pro-account. Please do not use any functionality of being co-host other than as requested by your tutor. Recordings of any teaching sessions should not be made.

9. Cameras: on

You should have your camera on for small group sessions, unless advised by your tutor. If you have any problems with this, it should be discussed with the your year administrator, who will seek advice from the appropriate Academic Lead.

10. Clothing: on (!)

As your camera will be on, consider your background and ensure you are happy to share what is behind you. Also consider if your clothing is suitable by asking yourself what you would wear for a face:face session, and treat these sessions no differently.

11. Microphone: on only when speaking

Please keep your microphone on mute unless asked by the tutor.

12. Eating and drinking

Drinking water / tea is permitted during communication sessions, but please try to eat before you attend as it might be distracting for other students.

13. Time-keeping and attendance: will be noted

Attendance is marked in the session. If you are late, it can be disruptive for other members of the group, so please keep to the timings of the session – come a few minutes before the

start so that you can ensure your camera/mic is working and that you can hear others. Your tutor will open the session 5 minutes before the start time. Please be aware for clinical teachers that they may be caught in NHS work. Many of our NHS teachers are juggling this role at the same time as clinical care. Please be patient with them if they are a few minutes late.

If you have no teacher turn up after 5 minutes from the start take please email your CEC Year Administrator, do not wait.

14. Don't be afraid to ask for help

This is new to all of us – don't be afraid to ask for help. There are resources available to you and we would encourage you to let us know if there is something you are struggling with.

All students are expected to contribute actively in discussions in order for you to learn effectively.

Created using information and ideas stimulated from the Open University course – 'Taking your teaching on line and FMBH Online/Blended Learning Strategy and Small Group recommendations.

4.4.2 Conduct

See section 11.4

4.4.3 Health Issues

You should be assured that everything that you discuss with doctors, tutors, counsellors and other advisors will be treated in the strictest confidence. The exception to this is when it is considered that there may be a risk to patients. In this case you would normally be referred to the Student Occupational Health Service for advice both to you and to the Division authorities. Additionally, if, as the result of information supplied, it is considered that you yourself may be at risk, it is the ethical duty for those aware of the situation to refer you for appropriate help. Please see section 10 for details on MB ChB Health and Conduct Committee.

4.4.4 Drug and Alcohol abuse

Instances of drug or alcohol abuse are taken seriously by the University. If you are involved in the abuse of either, it is important that you seek help – in the first instance, this is likely to be from a Senior Tutor, or other member of staff. Alternatively, you may access confidential help and advice from the Student Occupational Health Service. We will do all we can to support you, offering both advice and practical help. Misuse of drugs or alcohol may be associated with underlying anxiety or depression that can be treated.

However, you must realise that if abuse is recurrent and persistent, or if you behave violently because of drug or alcohol abuse (either inside or outside the University), then you may be deemed to be a risk to patients and may ultimately be referred the Health and Conduct Committee or Faculty Fitness to Practise Committee (see later section). You may also be asked

to comply with monitoring arrangements, including regular meeting and random screening, for which you will be expected to pay.

Our student policy and procedures can be found in section 10.

4.4.5 Physical illness and Blood Borne Viruses

If any student has concerns that a physical illness or condition may (or has the potential to) impact on their ability to study and/or attend the programme, they are encouraged to seek confidential advice from the Student Occupational Health Service. This includes situations where a student may believe that they have either contracted or have potentially contracted a blood borne virus. In the latter case, you will be counselled and if appropriate referred for further specialist treatment.

4.4.6 Psychiatric Illness

Minor emotional problems or psychiatric disorders are very common, even amongst doctors. If you are worried that you may be suffering from anxiety or depression or a psychiatric disorder, please contact your PBL Tutor, your own GP or Student Occupational Health for help and advice: we will do all we can to support you. You should be reassured that in all but the most extreme and uncommon circumstances, your continuation on the programme will be unaffected.

Although extremely uncommon, some psychiatric illnesses (e.g. a severe psychotic disorder which persists or relapses despite treatment) may cause a medical student to be a risk to patients. If this is the case, a student would be referred for consideration at the Health and Conduct Committee or Faculty Fitness to Practise Committee (see later section). We must stress that this is an extremely uncommon event and every effort is made to ensure that a student is helped with appropriate treatment.

[Adapted with permission from the University of Newcastle Medical School Handbook]

4.4.7 MB ChB Health and Conduct Committee

The overall function of the MB ChB Health and Conduct Committee (MB ChB H&C) is to consider matters concerning a student's conduct and health as directed by both the University of Manchester regulations and policies, (for example, attendance, plagiarism, conduct and discipline) and the GMC's guidance and regulatory framework relating to undergraduate medicine. For example, Section 5 of the GMC document, "Medical students: professional behaviour and fitness to practise", states, "*poor health can affect a student's fitness to practise either directly or by being a cause of misconduct.*" Similarly, "Tomorrow's Doctors" states, "*Graduates must be aware of the health hazards of medical practice, the importance of their own health and the effect that their health has on their ability to practise safely and effectively as a doctor.*" The Committee does this by monitoring the student's health, conduct and discipline issues (including attendance) and determines the consequences and course of action, for students in the following scenarios:

- Where a report of unprofessional behaviour or unsatisfactory conduct has been received;
- Where reports of unsatisfactory attendance have been received;
- Students whose general health is of concern.

Possible outcomes from the Health and Conduct Committee include: no case to answer; ongoing support from the Programme, Occupational Health or the Disability Support Office; a requirement to make up missed time; exclusion from the examinations; a formal verbal warning, a formal written warning; or referral to the Faculty Fitness to Practise Committee, although each case is considered on an individual basis.

For more information, please see section 10.

The GMC offers guidance to students in their publication 'Medical students: professional behaviour and fitness to practice'. This guidance sets out: the professional behaviour expected of medical students; areas of misconduct and the sanctions available and the key elements in student fitness to practice arrangements. This guidance is aimed at medical students and anyone involved in medical education. The medical expects you to adhere to these guidelines. You can download the guidance from:

https://www.gmc-uk.org/-/media/documents/professional-behaviour-and-fitness-to-practise-0816_pdf-66085925.pdf

The Committee on Fitness to Practise is a committee of the Faculty of Medical and Human Sciences. The Committee considered cases forwarded to it on the following grounds:

Any conduct which may render a student not fit to be admitted to and practise the profession or calling, or;

Any health problem, which may render the student a person not fit to be admitted to and practise that profession or calling.

Further information can be obtained from the Faculty Head of Academic Administration (0161 275 1467)

5. STUDENT SUPPORT AND GUIDANCE

5.1 Staff involved in supporting students

The transition from school to University can be a stressful one. All members of the academic and administrative team that support the programme are keen that this transition is as smooth as possible. Please do contact us if you have a problem: we are more than likely to have encountered your situation before! **Remember: we cannot help you if we do not know about your difficulty.** The following members of staff are available to support you through the Foundation Programme.

Your personal tutor

Students can consult privately with their personal tutor at any time in the semester. However, normally problems that students encounter that may affect attendance, progress and examinations should be dealt with by making an appointment with the Course Director.

Your EBL tutor

The role of your **EBL tutor** is to facilitate the work you do in groups and to offer advice and guidance as needed. Your EBL tutor has two main roles. They are responsible for overseeing and facilitating the work of the group throughout the semester. They will also keep a record of absences from the group sessions (and will also record late arrivals), keep an eye on the progress of all members of the group.

Whilst tutors should not be used as a way of obtaining the “answers” to cases, they are a resource to be used to identify the methods of solving problems. They will therefore be available for consultation at set times. Please make an appointment if you need to see a tutor.

5.2 Support for students with disabilities

Disability support coordinator

We aim to offer a supportive environment for all students with disabilities, but to provide you with appropriate information and help, we need to know about any reasonable adjustments you may need.

If you think that you may have a disability, please contact the Programme’s Disability Support Coordinator, Alison Howard (a.howard@manchester.ac.uk, 0161 275 1449) who will direct you to the University Disability Advisory and Support Service (DASS) to undertake an assessment.

Please do not hesitate to get in touch with Alison if you would like to have a confidential discussion regarding your disability and what additional support we can give you during your studies. You can also contact the University Disability Advisory and Support Service (DASS).

DASS contact details:

Email: dass@manchester.ac.uk

Tel: 0161 275 7512 Text (d/Deaf students only) 07899 658 790

Website: www.manchester.ac.uk/disability

The DASS office is open:

Mondays 1.30pm to 4 pm,

Tuesday to Thursday 9.30 am to 12.30 pm and 1.30 to 4 pm

Friday 9.30 am to 12.30 pm

Whenever possible, please telephone or email for an appointment.

Staff at the DASS will be happy to discuss any problems you may be experiencing. They will also be able to provide advice and guidance on all aspects of claiming Disabled Students Allowance. Any information you give will be treated in confidence. However, to offer full support, they may need to contact Occupational Health to discuss appropriate adjustments that need to be made and the Foundation Programme to make arrangements in relation to examinations and tutor support.

The University has an Equal Opportunities Policy, which, among other aims, seeks to make education accessible for students with disabilities. The Stopford Building has wheelchair access and an adapted lift at the car park end of the building. There are also car-parking spaces reserved for the disabled adjacent to this entrance.

5.3 Student Health

The Student Occupational Health Service (located at Waterloo Place, 182-184 Oxford Road) can provide you with confidential care, support and advice on health issues. **It is not a primary care service and for this you must register with a GP in Manchester.** Staff of the service are qualified in Occupational Medicine and they have the expertise to deal with a number of issues. The services include:

- Advice on a student's fitness to undertake a course and appropriate adjustments that may be required;
- Advice on fitness to student where there is a concern in relation to a student's medical fitness to attend university, study and sit examinations;
- Health surveillance where required by legislation;
- Appropriate screening and vaccinations where necessary depending on the demands of the programme;
- Provision of medical certification for a range of non-programme related activities (e.g. attendance at Camp America);
- Provision of comprehensive travel advice, especially for electives, including vaccinations where required;
- Provision of health promotion advice on a range of issues such as alcohol, drugs and contraception;
- Advice may be available in a number of emergency situations such as students taken suddenly ill on campus or during examinations. Self-certification and sick notes are available.

The service is open Monday to Friday, 9.30 am to 1.00 pm, and 2.00 pm to 5.00 pm. Tel: 0161 275 2858.

5.4 Medical Student Hardship Fund

The financial pressures on students are significant and medical students have particular difficulties due to the longer length of the programme with less opportunity to take part-time employment. The Division of Medical Education has a Hardship Fund for students who have difficulties in meeting their living costs. Awards are made twice per year and applications are made in writing generally at the end of October and March. Further details of the fund can be obtained from the Student Support Managers, med.sps@manchester.ac.uk. If you are experiencing sudden and severe financial difficulties, please do contact the School's Student Support Managers if your need is such that you cannot wait to apply at the regular times of the year.

The Student Service Centre can also provide you with advice if you are experiencing difficulties with debt or experience hardship. The Access to Learning Fund is available all year. Go to the SSC, call 0161 275 5000, or email funding@manchester.ac.uk for advice or to book an appointment.

5.5 University support services

- [Student Occupational Health Service](#)
Confidential care, support and advice on health issues, plus information on vaccinations and occupational health clearance
- [Disability Advisory and Support Service](#)
Contact details and opening times of the University's Disability Advisory and Support Service (DASS)
- [University Counselling Service](#)
Details of how to contact the service for confidential emotional support
- [Student Services Centre](#)
A one-stop shop for many student services, including: counselling; accommodation; careers; language centre; equality and diversity; harassment; and security
- [Students' Union Advice Service](#)
Independent academic advice, short-term loans and Nightline – a nighttime telephone advice and listening service (find the number on the back of your student ID)

5.5.1 Student Support and Advice Team

The Student Support & Advice team are based in the Atrium, which is located on the 1st floor of University Place. They have a Welcome desk where they aim to provide a one-stop

shop for general student queries. They run campaigns and events throughout the year on a range of health and well-being issues. Their Student Advisers offer advice on a range of topics including finances, health & wellbeing, students can book one-to-one appointments with advisers or can attend weekly drop-in sessions.

If you would like to know more about our Student Money Adviser, [click here](#).

If you would like to know more about our Student Support Adviser, [click here](#).

To get in touch with the Information Advice and Guidance Team call 0161 275 3033/3871 or email atriumadvice@manchester.ac.uk

5.5.2 Equality and Diversity

The Equality and Diversity Team are responsible for promoting a working and learning environment that values diversity, promotes inclusion, and is committed to ensuring equality of opportunity for all students, staff, visitors, service users, partners and stakeholders. Further information can be found via:

<https://www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion/>

5.5.3 Harassment

The University of Manchester regards sexual, racial or personal harassment as most serious matters. Details of the University's policy and procedures on sexual, racial and personal harassment are given in the Student Guide and can also be obtained from the Student Services Centre. Information can also be found via:

<https://www.reportandsupport.manchester.ac.uk/>

5.5.4 International Students

The **International Advice Team** in the Student Services Centre sees students on an individual basis to discuss any problems (e.g. visas, finance) you may have. Tel: 0161 275 5000.

The **International Society** also offers advice, information and a social base for students.

Tel: 0161 275 4959

<https://internationalsociety.org.uk/>

5.5.5 Nightline

Night-time telephone advice/listening service. The number can be found on the back of your student ID.

The Students' Union runs **Nightline** from 8pm - 8am. This is an anonymous, confidential and non-judgmental telephone advice and listening service, which runs throughout the night.

5.5.6 Security 0161 275 2728

The University Security Service should be contacted if you have concerns about theft or personal security (0161 275 2728) or speak to Porter Staff.

6. STUDENT REPRESENTATION

6.1 Staff-Student Liaison Committee

If you do have an issue with the way the programme is run, the most effective way of raising this is via your year representative or through Med Reps.

If you do have an issue with the way the programme is run, the most effective way of raising this is via your year representative or through Med Reps.

Med Reps is a student elected committee comprising of at least two Programme Reps, a Foundation Year Rep and 2 Reps from each of Years 1 -5 of the MB ChB programme. Med Reps represents the interests of the student body on the Staff/Student Liaison Committee (SSLC) and other School and Faculty committees as appropriate.

If you have a view shared by a number of other students, your representative is likely to raise this at the **Staff-Student Liaison Committee**, which meets three times a year. It includes representatives of the Foundation Year programme and the five years of the MB ChB programme and senior Division staff. Representatives chosen by the Foundation Year, first year and second year student's benefit from hearing the views expressed by more senior students and vice versa.

It is important to remember that you should be prepared to be accountable for issues that you raise. You must remember that, as doctors and dentists in training, you should be professional in your dealings with both staff and student colleagues, and be polite in your criticism.

MedSoc is the University of Manchester students' union society that organises social events, merchandise and the annual ball. They are heavily involved in funding and overseeing the many Charities, Societies and Sports team within the Division.

Visit the [Facebook page](#) and follow them on twitter: [@ManMedSoc](#)

7. LEARNING RESOURCES

7.1 Libraries and computer facilities

As of 26 June 2020 due to Covid-19 all University Library physical sites are currently closed. This does not mean the University Library is closed as we have most of our services running in an online capacity please see our [service availability page](#) for all the latest information. The Library will open sites when it is safe to do so and all information about this will be available on [this page](#).

As a large proportion of lectures and learning will take place online in Semester 1 the Library has gathered together all the online support and resources we have in one place to help support you. [This news article](#) has links to all online support including My Learning Essentials, Specialist Learning Support and includes a new resource called [Essential Skills for Online Learning](#).

[The University of Manchester Library](#) provides you with the resources and support you need throughout your MB ChB Programme. The Main Library and Stopford Library house all of the essential text books, whilst the Alan Gilbert Learning Commons provides a 24/7 learning environment in addition to study skills workshops. The Library also has an extensive collection of eBooks, databases and journals available online.

The *My Library* tab in [My Manchester](#) has quick links to all of the Library's resources and services available to students.

Getting Started

All the information you need to get started at the Library is found on the [get started](#) page of the library website. You will need your student card to access all library sites around campus. Many of our services and resources also require you to confirm that you are a registered student. This authentication can be your student card, and usually the central username and password you use to log on.

There is a [library guide](#) for medical students giving all of the latest information on resources and learning and research services available. This is a good starting point if you are looking for any library resources or information related to your Programme.

Each course module in 1MedLearn includes an on-line [reading list](#), so you can quickly check availability and directly access ebooks, digitised chapters and ejournals or articles.

Main Library

[The Main Library](#) holds the principal collection of medical books and journals available. Medical textbooks are available in the blue area of the library and journals are available on floor 1 of the green area in the clinical sciences sequence. Most journals you will want to use are available online via [Library Search](#). Books and periodicals in other related subjects such as biology are located in other areas of the Main Library. The [library search facility](#) will let you know what items are available and where to find them including eBooks and on-line journals.

The Main Library offers group study rooms, individual study space options and computer clusters. Wi-Fi is available throughout the building and a cafe lounge can be found on the ground floor. The Library has long opening hours and extends these during exam periods.

Please check [Locations and Opening Hours](#) for full details on opening hours and facilities.

Stopford Library

[The Stopford Library](#) is a smaller site library for medicine, dentistry, pharmacy and life sciences and holds multiple copies of all new editions of core and useful texts. Full details of what is available can be found using the [library search](#) or asking a member of customer service staff. In addition to books, Stopford Library also has half skeletons, anatomical models and iPads available for loan.

The Stopford Library also has a computer suite, Wi-Fi and six group study rooms, each with a large table and 14 chairs, a 32 inch LCD monitor and a large “sqwiggle” board. Bookings can be made via [My Manchester](#) or at the customer service desk in the Stopford Library.

Please check [Locations and Opening Hours](#) for full details on opening hours and facilities.

To check whether the Library holds a particular book or journal, use the library search. You can also renew and reserve books from this page.

Many of the Library’s resources are now available online, including e-books, electronic databases and electronic journals. These can be easily accessed via library search. For full access to some databases such as Medline, Cinahl and Embase you may be required to enter your central username and password.

Help with searching the internet for high quality health information is available in the [library guide for medicine](#), which has links to a variety of sites that have been checked for reliability and quality, and brief summaries of their content. The guide also contains a page specifically aimed at students on placement, which brings together information on resources and services that you may need whilst away from the University campus.

Library News and Updates

Keep up to date with the latest library developments via Facebook (www.facebook.com/uomlibrary) or Twitter ([@UoMLibrary](https://twitter.com/UoMLibrary)).

Alan Gilbert Learning Commons

The [Alan Gilbert Learning Commons](#) is a state of the art study and learning centre at the heart of the Oxford Road campus boasting an onsite café, an impressive atrium providing a social meeting space with WiFi access and flexible study spaces and environments throughout the building.

The Learning Commons hosts a series of training sessions and workshops in a great learning environment. My Learning Essentials offers a suite of online sessions and group workshops on library and information literacy; academic and study skills workshops; career and employability skills and skills clinics. Find out more about the range of modules, workshop schedules and booking information through [My Learning Essentials](#).

My Learning Essentials

My Learning Essentials is the Library's comprehensive Programme of online resources, workshops and drop-ins designed to support you in your personal and professional development. Workshops and drop-ins are held throughout the year and include special sessions during exams and the summer. Our online resources are available at all times, providing flexible support for your development from undergraduate to postgraduate level and beyond.

Full details of [workshops and online resources can be viewed on the My Learning Essentials website](#). The My Learning Essentials Programme is run by The University of Manchester Library in collaboration with other services across campus.

7.2 Xaverian College computer and library facilities

Foundation Year students may use the Xaverian College library facilities. Access to general purpose computing can be gained at Xaverian College.

8. Support for International Students

In addition to the [support](#) offered by the University and the staff of the MB ChB to all medical students, if you are an international student you may find the following helpful:

[The International Society](#), William Kay House, 327 Oxford Road (opposite the Students' Union), offers a social base for international students and also advice, information and trips out: 0161 275 4959 or email info@internationalsociety.org.uk.

The [Student Immigration Team](#) in the Student Services Centre sees students on an individual basis to discuss any problems you may have. Tel: 0161 275 5000.

9. Quick guide to the Stopford Building

Please note due to Covid-19 that in 2020-21 restrictions may be in place or some spaces listed below may not be available to use within the Stopford Building due to social distancing.

Division of Medical Education Offices

The Division of Medical Education offices are located on the ground floor of the Stopford Building – proceed through the entry barriers and the reception desk is through the glass doors on your right. Meeting rooms (Dean's Boardroom, Committee Room A and B) are situated in this part of the Stopford building.

Stopford Building Student Common Room

On the first floor of the Stopford Building there is a common room and café (Chromo-Zone) for students serving hot drinks and food. It is situated by lecture theatre 3.

Stopford Prayer Room

A prayer room is available in the Stopford building (Room 3.400). It is a basic prayer room and there are no associated washing facilities. Students wishing to use this facility should enquire at the Stopford main reception desk to acquire the code to enter the room.

10. Important Policies, Guidance and Forms

- [Academic Appeals Procedure](#) (PDF)
- [A Guide to Occupational Health Clearance, Screening and Immunisations](#) (PDF)
- [Faculty of Biology, Medicine and Health Misuse of Non-Prescription Drugs and Alcohol: Student Policy and Procedures](#) (PDF)
- [Faculty of Biology, Medicine and Health Fitness to Practise Procedure](#) (PDF)
- [Faculty of Biology, Medicine and Health Guidance on Social Networking for Healthcare Students](#) (PDF)
- [General Health and Safety Regulations for Undergraduate Students](#) (PDF)
- [Guidance for Students on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study](#) (PDF)
- [Guidance to students on plagiarism and other forms of academic malpractice](#) (PDF)
- [MB ChB Mitigating Circumstances Process](#) (PDF)
- [MB ChB Programme Policy on Allocation to a Clinical Education Campus \(CEC\)](#) (PDF)
- [MB ChB Examinations and Assessments Policy for Students with a Temporary Injury or Contagious Illness](#) (PDF)
- [MB ChB Programme Student 'Netiquette' for remotely-delivered teaching sessions](#) (PDF)
- [MB ChB Programme Progression Committee Terms of Reference](#) (PDF)
- [MB ChB Programme Student Agreement](#) (PDF)
- [MB ChB Programme Parental Leave Guidance](#) (PDF)
- [Student Mental Health Policy: Guidance for Students](#) (PDF)
- [University of Manchester Accident – Incident Form](#) (MS Word)
- [University of Manchester Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study](#) (PDF)
- [University's Data Protection Policy](#) (PDF)
- [University of Manchester Student Complaints Procedure](#) (PDF)
- [University of Manchester Policy on Religious Observance for Students](#) (PDF)

11. Other Information

11.1 Examination and assessment regulation

University of Manchester

Faculty of Biology, Medicine and Health

BDS and MB ChB Foundation Programme

Regulations

The regulations governing examinations and assessment for the Foundation Year pre-MB ChB/BDS degree Programme are detailed below.

General

1. In these regulations, unless the context otherwise requires,
 - a. the term 'Faculty' means the Committee in the Faculty of Biology, Medicine and Health which has been duly authorized by Senate from time to time to exercise such discretions as are ascribed to it by these Regulations.
 - b. "approved", "designated", "permitted" and "prescribed" mean respectively approved, designated, permitted and prescribed by the Faculty.
 - c. a requirement to attend satisfactorily any course includes a requirement of satisfactory performance in any practical work that may be prescribed.
2. Candidates are required to enter upon a period of study part in the University of Manchester and part in Xaverian College, Manchester, that
 - a. shall normally extend over one academic year
 - b. shall be uninterrupted, except with the special permission of the Faculty but shall not normally exceed one year from the date of entry
 - c. may be extended, by special permission of the Faculty.

Notes:

1. The approved courses of study leading to the examination for the Foundation Year, pre-MB ChB/BDS degree Programme under these regulations in any academic session will be determined annually by the Division of Medical Education and the Division of Dentistry, and will be published in the relevant Programme Handbook.
2. The form of each examination under these regulations, including the grouping together of subjects in the papers and the scope, number and duration of the papers to be set, in any academic session will be determined annually by Division of Medical Education and the Division of Dentistry and will be published in the relevant Programme Handbook.
3. In the examination for the Foundation Year pre-MB ChB/BDS degree Programme the examiners shall have regard to the record of the work of candidates during the whole of the programme so far completed.
4. Candidates whose attendance of the compulsory elements of the programme (as detailed in the Programme Handbook) is less than 80% may be refused permission to sit the prescribed examinations.
5. A candidate who has not satisfied the examiners in any prescribed Foundation Year pre-MB ChB/BDS degree Programme examination, or in any part thereof at his/her

second opportunity shall not thereafter be admitted to courses and examinations in the Foundation Year pre-MB ChB/BDS degree Programme except by permission of the Senate. **NB:** An "opportunity" shall be interpreted as "an occasion on which the examination is held".

6. Candidates who are permitted either by these regulations or by special permission of the Faculty to present themselves again for a prescribed examination or any part thereof may be required before doing so to satisfy the examiners that they have satisfactorily attended such revision courses of study as may be prescribed.
7. Candidates may be excluded from the Foundation Year pre-MB ChB/BDS degree Programme on the recommendation of the Faculty of Biology, Medicine and Health Fitness to Practise Committee, on the grounds of any health or conduct that may render the student a person not fit to be admitted to and practise as a medical or dental professional.

Foundation Year pre-MB ChB / BDS degree Programme Examination

1. Before being admitted to the Foundation Year pre-MB ChB/BDS degree Programme examinations candidates must have demonstrated satisfactory attendance at approved courses of study at the University of Manchester and Xaverian College extending over one academic year in the subjects of the examination.
2. The subjects of the Foundation Year pre-MB ChB/BDS degree Programme Examination will be:
 - a. Chemistry
 - b. Biomedical Sciences
3. The Examiners may mark candidates as having satisfied them in part or parts only of the examination. Candidates so marked on the first occasion of presenting themselves for the examination may, on the recommendation of the Examiners, be permitted to present themselves for examination separately in the other parts or part of the examination at the next opportunity.
4. The examinations shall normally be held at the end of the first and second semesters (January and May respectively) with a single resit examination opportunity in July/August at the end of the pre-medical /dental year.

Please note: It is your responsibility to make yourself aware of the dates, times and details of examinations.

11.2 Disclosure and Barring Service Clearance

The Programme requires an enhanced Disclosure and Barring Service (DBS) check (or police check equivalent for international students) on entry to the Programme, but reserves the right to request subsequent checks.

The School of Medical Sciences Admissions Team processes the initial DBS check for incoming Year 1 and Foundation Year students and will communicate with the Programme any students that have checks outstanding by the beginning of term. The Teaching Delivery Programme Team will process the initial check for Year 3 direct entry students.

Applicants are required to keep their disclosure certificate when received from DBS. Please note: the Programme does not receive a copy of the certificate. If the applicant does not receive their certificate they would need to contact the Disclosure and Barring Service directly.

Where a positive disclosure is made the School will need to investigate whether the disclosure affects the applicant's suitability to commence the Programme (see the University's guidance for applicants with a criminal conviction) and applicants will be invited for an initial meeting to discuss.

Upon commencing the Programme, any student who has not yet received their certificate is asked to sign a declaration that they understand they are beginning the Programme subject to satisfactory DBS clearance.

Students who begin the Programme without full DBS clearance will not be permitted to enter into a clinical environment (i.e. may not attend GP or Hospital Visits as part of Early Clinical Experience). Similarly, direct entry students entering Year 3 may not begin any clinical studies until the full DBS check (or equivalent) clearance process is complete, and this may affect progression on the Programme.

In subsequent years on the Programme you must complete an internal Criminal Record Self Declaration Form (CRD) at the start of each new academic year. You will be provided with the electronic CRD form by the Programme and instructed to complete this at the appropriate time.

You must disclose, on this form, any information relating to any charges, convictions, cautions, warnings or reprimands (including: any criminal offence; police caution; penalty notice for disorder; or fixed penalty notice*), which you may have received either in this country, or in other countries since last signing the CRD form/completing a DBS check, and also disclose any information relating to criminal proceedings against you that might be in progress at the time of signing the CRD form/completing a DBS check. To not do so would raise questions around your attitude, professionalism and probity and you may be referred to the School Fitness to Practise Committee for consideration.

*** Please note that you do not need to tell the Programme about fixed penalty points received in relation to motoring offences, in line with GMC guidance.**

Any information you provide is treated in accordance with the data protection act and may not necessarily lead to a reconsideration of your position on the programme.

However, failure to disclose any information at the time or on this form, which may be provided to us at a later date, for example by the DBS or Police through the enhanced disclosure or the Common Law Police Disclosure, will be viewed most seriously and will result in a reconsideration of your suitability to practise medicine.

If you are under investigation by the police for any offence, and/or receive a formal outcome (including a warning, reprimand, caution or conviction) during your studies you must notify the Programme immediately via med.ftp@manchester.ac.uk in the first instance. The School will consider whether any action is required and you may be referred to the School Fitness to Practise Committee for consideration.

In addition you will be required to disclose that you have a conviction or caution to the GMC, as part of the process of applying for provisional registration, and should do so as soon as the application process opens in your final year of study.

We will retain on your student file proof that the enhanced check has taken place but not the full disclosure details, in line with data protection rules. We are therefore unable to provide you with a copy of the disclosure should you need it in the future. It **is your responsibility to keep a copy for your own records**. Your annual CRDs will be retained on your file indefinitely, however, they would not be sufficient proof to inform a third party who may have requested you undergo a DBS check.

The Programme will not pay for subsequent checks for placements with third parties. If a third party requests a current DBS enhanced check for an activity relating to for instance, an Elective placement (undertaken as part of the Programme only), the School will facilitate and process the application, but you must cover the cost, which in August 2020 was £45.30 (this includes a £5 admin charge as the University uses a contracted company to provide on-line DBS checks).

11.3 UK visa requirements for international students

All international students on the Programme must:

- have a valid visa that permits the student to study throughout their studies and ensure that they extend or apply for a new visa when necessary but definitely before their current visa expires. Visa applications where possible should be undertaken outside of term time to avoid absence from the Programme. Once received students must present their new visa to staff in the Student Services Centre at the University where it will be scanned;
- attend all Programme components and meetings with their supervisor and any other arranged sessions –**Important: students are required to fully attend and must not return home during any component of the Programme without first requesting formal approval via the University/their UG Education Team so that the University can record the absence and any dates during term time spent outside the country for UKVI purposes. An unapproved absence may adversely impact on your visa as well as being a matter of professionalism requiring referral. (See: [Professionalism](#)). Informing a local supervisor/tutor is not sufficient for this, please follow the relevant absence request processes for your year group. (See: [Attendance](#))**
- inform the Programme of any temporary absence, e.g. due to illness;
- inform the Programme immediately if they plan to interrupt their studies or withdraw from the Programme. Students are strongly advised to consult the Student Immigration Team located in the University Student Services Centre on Burlington Street on how such changes would affect their immigration status;
- keep their UK contact details up to date and inform UK Visas and Immigration (UKVI) directly of any changes at <https://www.gov.uk/change-circumstances-visa-brp> and keep their details up to date in [MyManchester](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/) <http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/>
- ensure that they abide by the terms and conditions as laid down in the immigration rules for their visa.

Responsibilities of International Students sponsored by the University of Manchester under Tier 4 of the UK Points-Based Immigration System

As a student sponsored by the University of Manchester for a Tier 4 visa there are certain responsibilities that you need to understand and comply with, as well as co-operating with the University in fulfilling our shared Tier 4 duties to UK Visas & Immigration.

All medical student attendance is closely monitored to meet the professional requirements of the Programme. In addition the University and the MB ChB Programme has a requirement to check and confirm attendance and continued engagement on the Programme.

To aid with this the University has introduced three census points in the Programme. The three annual census points will be timed to coincide with the return of students from each

of the three vacations and key events such as examinations or assessments throughout each year: summer (September/October), Christmas (January) and Easter (April/May). The detail of the timings and location of the Census points for medical students each year will be communicated by email.

Students must engage with the Census to confirm their continued attendance and engagement with the Programme. If the Programme is unable to confirm attendance the absence will be reported to the UKVI. This will mean that permission to remain in the UK may be curtailed and students may have to return home and be withdrawn from the Programme.

By working together we can try to ensure that international students' studies are unaffected by any visa-related problems.

For immigration information for students go to <http://www.studentsupport.manchester.ac.uk/immigration-and-visas/> and for more information about Tier 4 and the Immigration Rules please read <https://www.gov.uk/tier-4-general-visa> or from the Student Immigration Team based in the Student Services Centre. You can call them on 0161 275 5000 or email visa@manchester.ac.uk. Students of certain nationalities will be required to register with the Police on arrival. If your visa conditions include policy registration, it is your responsibility to book an appointment with the police to register and to make sure that you attend your allocated appointment to register. Police registration appointments can be booked by going to [MyManchester](#) and clicking "MyServices".

Please also be aware that, as a Tier 4 student, if you undertake any placements abroad as part of your studies, you will need to establish what additional visa you may need for that travel and make arrangements yourself. Your Tier 4 visa will not cover you for this, however as an ongoing Tier 4 student you will be required to keep in regular contact with the University as required, ensuring that your contact details are up to date at all times. If a census checkpoint occurs whilst you are abroad, the Programme will make contact with you and your local supervisor to confirm your attendance of your studies.

If a Tier 4 medical student needs to extend their Tier 4 visa in order to intercalate (at the same or a different sponsor) or to complete their course, having completed a period of intercalation, they will be able to apply from within the UK.

11.4 Conduct information for Medical Students

[The University's Conduct and Discipline of Students \(Regulation XVII\)](#) document states that a student may be liable to disciplinary action in respect of conduct which, amongst others:

“involves violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in writing, including electronically) whilst on University premises or engaged in any University activity” and “involves distributing or publishing a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material”.

Regulation XVII also states that:

“the conduct covered (above) shall constitute misconduct if it took place on University property or premises, or elsewhere if the student was involved in a University activity, was representing the University, was present at that place by virtue of his or her status as a student of the University or if the conduct raises questions about the fitness of the student on a programme leading directly to a professional qualification or calling to be admitted to and practise that profession or calling.”

[The University of Manchester's Dignity at Work and Study Policies and Procedures](#) give information about the nature and consequences of acts of misconduct while social networking, such as discrimination, bullying and harassment, and the penalties that they may incur. These policies should be read in conjunction with this guidance. The University's Dignity at Work Procedure for Students states:

“Any cases of harassment, discrimination and bullying will be taken very seriously by the University and, where necessary the appropriate procedure will be used to investigate complaints. Similar arrangements will be used in dealing with complaints made by members of staff or by visitors to the University.”

“Cases of proven harassment, discrimination or bullying may be treated as a disciplinary offence where it is not possible to reach a compromise or resolution. Some cases of harassment, discrimination or bullying if proven could result in dismissal for staff members or expulsion for students.”

In addition, the University states that:

“The University expects its members to treat one another with respect. There are established procedures to use if you are dissatisfied with any aspect of the University's facilities and services, and you are encouraged to use these procedures to bring such matters to the University's attention. Inappropriate or defamatory comments about either the University or its members in any media (print, broadcast, electronic) contravene the University's regulations and offenders may be liable to disciplinary action.”

11.5 Vaccination information for Medical Students

A key condition of your registration is that you have the appropriate vaccinations, and that you have documentary evidence of this. It is **your** responsibility to ensure that your vaccination history is complete. It is important to note that no one is compelled to accept vaccinations. However, if after appropriate discussion with Student Occupational Health, you decide against any particular vaccination or advised that it is medically contra-indicated, your area and range of practice may have to be restricted.