

MB ChB Student Progression Committee – Terms of Reference & Procedures

1. Purpose & remit:

To provide a single, fair, transparent and independent mechanism for considering all matters of students' academic progression as directed by the University of Manchester regulations governing the Degrees of Bachelor of Medicine and Bachelor of Surgery (MB ChB) as defined in the MB ChB Programme Handbook, and guidance from the General Medical Council's (GMC's) regulatory frameworks relating to pre-registration students, and to reach decisions based on the evidence presented to it¹.

2. Matters for consideration:

The MB ChB Student Progression Committee (the 'Committee') will:

- 2.1 Ensure that the MB ChB Progression Policies and Regulations are transparent, fair, proportionate and appropriately applied across all elements and all years of the MB ChB programme, and that they are consistent with the University and GMC's criteria¹.
- 2.2 Ensure MB ChB Progression Policies are up-to-date in the Programme Handbook, and that any changes are communicated to staff and students in a timely manner.
- 2.3 Provide a single point of contact for receiving and considering all documentation concerning students' academic progression on the MB ChB programme.
- 2.4 Provide a fair and transparent mechanism for considering all matters relating to students' academic progression and reach decisions based upon the evidence presented.
- 2.5 Ensure that the regulations for students' academic progression within the policies highlighted above are applied consistently and fairly.
- 2.6 Receive and monitor decisions made by **Progression Panels**. The remits of these Panels are summarised below; membership and procedures for these Panels are detailed in **Sections 4, 5 and 6**.
 - 2.6.1 **Pre-Examination Board Panels** will receive and consider information about students' academic progression before each Examination Board, including (i) outcomes of summative assessments, (ii) decisions from Mitigating Circumstances Committee (MCC), (iii) decisions made by the MB ChB Health & Conduct Committee (HCC) or Faculty Fitness to Practice Committee (FTP) that affect a student's progression on the MB ChB programme, and (iv) outcomes of Malpractice Committees, Appeals and University Student Disciplinary Panels (as appropriate). Decisions regarding students' academic progression will be reached based upon the evidence presented, and those decisions will be presented as recommendations to the relevant MB ChB Board of Examiners. Panel membership and procedures are detailed in **Section 5**

¹ Compliant with 'GMC Promoting Excellence; standards for medical education and training' (2016). R5.7. Assessments must be mapped to the curriculum and appropriately sequenced to match progression through the education and training pathway. Compliant with 'GMC Outcomes for Graduates' (2015).

2.6.2 **Progression Panels** will receive and consider information about students' academic progression throughout the academic year where there is a cause for concern^{2, 3}, reach a decision or give advice (as appropriate) based upon the evidence presented to it, and ensure that appropriate action is applied so that a student's progression meets the MB ChB Programme, University and GMC's criteria. Panel membership and procedures are detailed in **Section 6**. Matters for consideration include:

- a. The point at which a student should return to the Programme and what assessments they must take; for example, following (i) a period of interruption (subject to satisfactory clearance by the University's Occupational Health Service (OHS), if appropriate), (ii) their studies being discontinued temporarily because they have failed to meet specified attendance requirements, (iii) decisions made by the MB ChB Health & Conduct Committee (HCC) or Faculty Fitness to Practise Committee (FTP), where appropriate, (iv) a temporary suspension, or (v) successful appeals.
- b. Students requesting an interruption to their studies⁴.
- c. Any other questions concerning a student's progression that requires clarification.

Matters for noting will include students being declared not fit to study by OHS and/or suspended from study for other reasons⁵. Progression Panels may also refer a student for additional support or to HCC, if appropriate.

Decisions will be reported to the MB ChB Programme Committee, monitored by the MB ChB Student Progression Committee, and noted at the next Examination Board.

Appendix 1 summarises the processes and reporting structures, and impact on the student journey.

3. Membership of the Committee:

The Committee shall comprise the following⁶:

- Director for Student Progression, MB ChB Programme (DSP)
- A Year 1-2 MB ChB Lead or Deputy Lead
- A Year 3-5 MB ChB Lead or Deputy Lead

² Information specifically related to a student's progression can be received / requested from the Leads for Assessments, SWAPS, CMBE, PEP, PPDportfolio, European Studies, Intercalation; Chair MCC, HCC; Hospital Deans or their deputies; Occupational Health Service, DASS, or others, as appropriate, and will be treated in confidence.

³ This information could be anything that may affect a student's progression on the MB ChB programme and will be treated in confidence.

⁴ See 'Procedure for Managing Interruptions from the MB ChB Programme'

⁵ See 'University of Manchester, Faculty of Biology, Medicine and Health, Procedure for a Committee on Fitness to Practise,'

⁶ Compliant with 'GMC Promoting Excellence; standards for medical education and training' (2016). R2.12 Organisations must have systems to manage learners' progression, with input from a range of people, to inform decisions about their progression.

- MB ChB Programme Manager
- MB ChB Lead for Assessments
- A Medical Education Partner

The Committee will be chaired by the Director for Student Progression (DSP), MB ChB Programme, or their nominated deputy. The Coordinator & Secretary to the Committee will be the Progression Secretary. The Committee will normally meet three times per year. Formal minutes of the Committee will be submitted to the MB ChB Programme Committee for noting.

4. Progression Panels:

When considering matters of student progression as outlined in **Section 2.6**, Progression Panels (‘panels’) will be drawn from senior staff on the MB ChB Programme as detailed in **Sections 5 and 6**. Panels will be chaired by the Director for Student Progression or his/her nominated deputy. Attendance at Panel meetings can be by SKYPE (or other such format) if necessary. The Panels will act on behalf of the MB ChB Student Progression Committee, and will report back to the Committee.

5. Procedures for Pre-Examination Board Panels (see Section 2.6.1):

5.1 The Pre-Examination Board Panels will normally comprise four members as follows:

- Director for Student Progression (Chair) or their nominated deputy
- MB ChB Lead for Assessments, or their nominated deputy
- A Year 1-2 representative or a Year 3-5 representative, as appropriate
- A member of senior staff on the MB ChB Programme

A quorum of three will be required for any decisions. All members of the Panel will have a vote, including the Chair; if a decision is split, the Chair will have the deciding vote.

5.2 The Secretary will set the dates of the Panel meetings for the entire academic year and assemble the membership of each Panel from the Committee, as most appropriate to that Panel. Meetings will normally be scheduled after the relevant Mitigating Circumstances Committee (MCC) has met and before the relevant Examination Board.

5.3 The Secretary will assemble all relevant documentation ahead of each meeting. This documentation may include: (i) outcomes of summative assessments, (ii) decisions from MCC, (iii) decisions from MB ChB Health & Conduct Committee (HCC) or Faculty Fitness to Practice Committee (FTP) that affect a student’s progression on the MB ChB programme, and (iv) outcomes of Malpractice Committees, Appeals, and University Student Disciplinary Panels (as appropriate). Students will be referred to by their ID numbers.

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5.4 Ahead of the meeting, the Chair may also request additional information specifically related to a student's progression from other members of the MB ChB programme, or other staff, as appropriate⁷. This information will normally be provided in a written format. However, if the issues are complex, then attendance at the Panel either by the Chair or the Lead for that assessment / committee or their nominated deputy may be requested⁸.

5.5 The Panel will consider information about each student's academic progression and reach decisions based upon the evidence presented to it.

5.6 The Secretary will record discussions held and decisions made. Formal minutes of each Panel will be kept within the Division of Medical Education and decisions monitored by the MB ChB Student Progression Committee.

5.7 The Chair will report decisions regarding student progression as recommendations to the Chair of the Examination Board.

6. Progression Panels (see Section 2.6.2)

What follows is a description of the normal chronological process from student referral to final outcome. It also details how these Panels will interface with the MB ChB Health & Conduct Committee (HCC) and the Faculty Fitness to Practice Committee (FTP).

6.1. The Progression Panels will normally comprise five members as follows:

- Director for Student Progression (Chair) or their nominated deputy
- A Year 1-2 MB ChB Lead or Deputy Lead
- A Year 3-5 MB ChB Lead or Deputy Lead
- A Hospital Dean, or their nominated deputy
- A member of senior staff on the MB ChB Programme

A quorum of four will be required for any decisions. All members of the Panel will have a vote including the Chair; if a decision is split, the Chair will have the deciding vote.

NOTE: if a panel member is an Academic Advisor or a supervisor of a student under consideration, they can contribute to the discussions but will not formally be involved in the final decision.

6.2. The Secretary will set the dates of the Panel meetings for the entire academic year, and assemble membership of each Panel in advance of each meeting. Attendance can be by SKYPE (or other such format) if necessary.

⁷ Information specifically related to a student's progression can be received / requested from members of MMS; Leads for Assessments, SWAPS, CMBE, PEP, PPDportfolio, European Studies, Intercalation; Chair MCP, HCC; Hospital Deans or their deputies; Occupational Health Service, DASS, or others, as appropriate. This information will be treated in confidence.

⁸ This individual will report to the Panel only; they will not be involved in making a decision about a student's progression

6.3. Where members of the MB ChB programme or other staff are aware of matters that will affect a student's progression; or that a student's progression is a cause for concern⁹; they will complete a pro-forma (see **Appendix 2**) detailing the issues for consideration by the Panel and send it to the Secretary at least five working days before the next meeting. The referring body will notify the students that their case will be considered by the Student Progression Panel, if appropriate. Matters for consideration will include:

6.3.1. The point at which a student should return to the Programme and what assessments they must take; for example, following (i) a period of interruption (subject to satisfactory clearance by the University's Occupational Health Service (OHS), if appropriate), (ii) their studies being discontinued temporarily because they have failed to meet specified attendance requirements, (iii) decisions made by the HCC or FTP, where appropriate, (iv) a temporary suspension, or (v) successful appeals. Note: Panels cannot overturn any decisions made by these bodies; the Panel's role is to decide the point at which a student returns to the Programme and what assessments they must take.

6.3.2. Students requesting an interruption to their studies¹⁰. Such students should submit their request to the Panel on the appropriate pro forma (see **Appendix 3**).

6.3.3. Any other questions concerning the progression of a specific student that requires clarification.

Matters for noting will include students being declared not fit to study by OHS and/or suspended from study for other reasons¹¹. The Committee may also refer a student for additional support or to HCC, where appropriate.

6.4. The Chair (or his/her nominated deputy) will review the initial documentation and may, via the Secretary, request additional information specifically related to a student's progression from other members of the MB ChB programme, or other staff, as appropriate¹². This information should normally be provided as a written summary. However, if the issues are complex, then attendance at the Panel by an appropriate member of the MB ChB programme may be requested¹³.

6.5. The Secretary will collate all documentation relevant to a student's progression in advance of each meeting. Students will be referred to by their ID numbers.

6.6. The Panel will consider information about each student's academic progression and reach decisions (or give advice, as appropriate) based upon the evidence presented to it.

⁹ This information could be anything that may affect a student's progression on the programme and will be treated in confidence.

¹⁰ See 'Procedure for Managing Interruptions from the MB ChB Programme'

¹¹ See 'University of Manchester, Faculty of Biology, Medicine and Health, Procedure for a Committee on Fitness to Practise,'

¹² Information specifically related to a student's progression can be requested from Leads for Assessments, SWAPS, CMBE, PEP, PPDportfolio, European Studies, Intercalation; Chair MCC, HCC; Hospital Deans or their deputies; Occupational Health Service, DASS, or others, as appropriate. This information will be treated in confidence.

¹³ This individual will report to the Panel only; they will not be involved in making a decision about a student's progression.

6.7. The Secretary will record discussions held and decisions made. The Secretary will write to all concerned, including the student, with the Panel's decisions normally within five working days of the meeting. Records will be uploaded into the students' files on 1Med. Should the Panel require further evidence, it may defer its decision until such time as it deems fit.

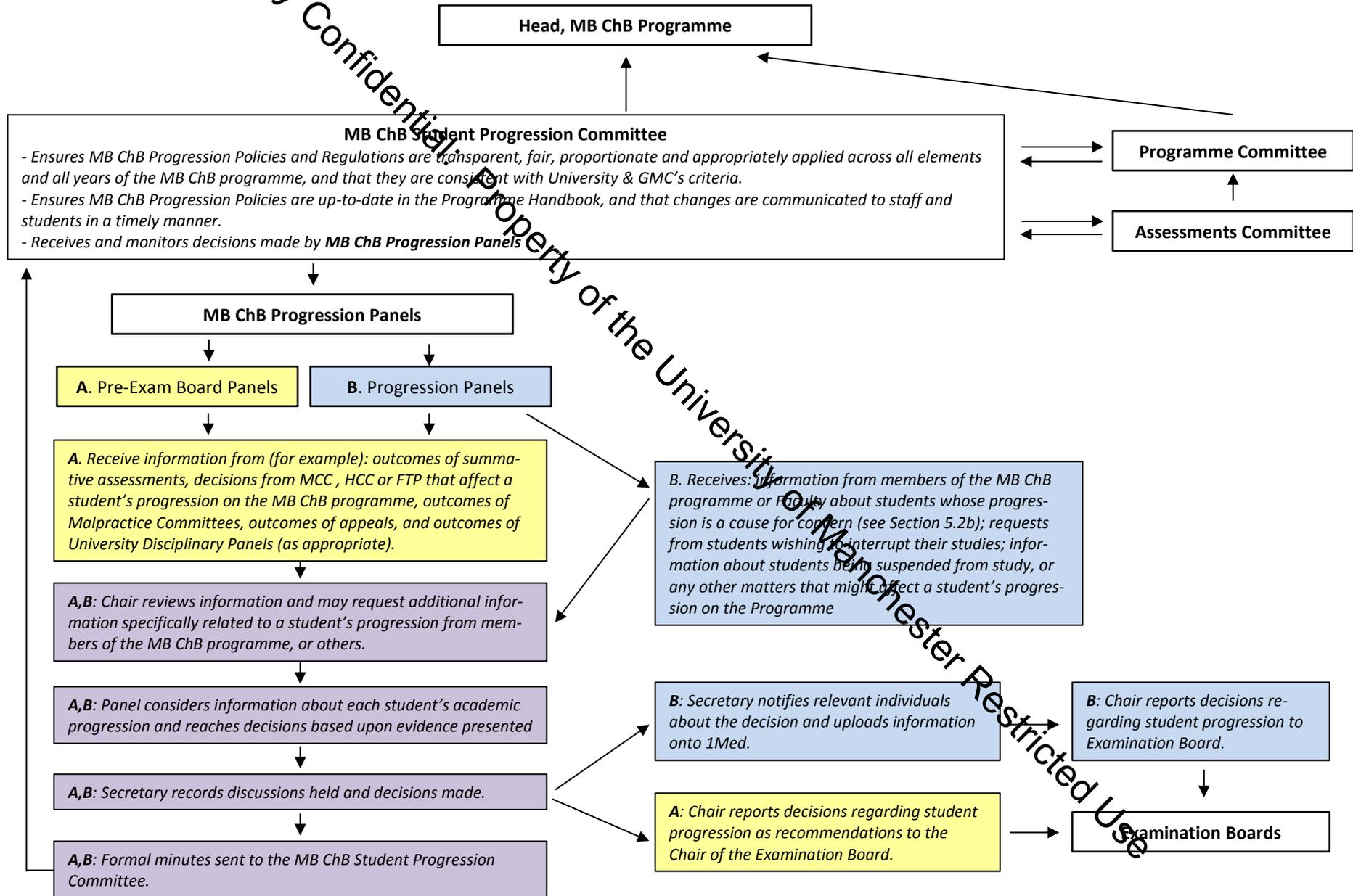
6.8. Formal minutes of each Panel will be kept within the Division of Medical Education; decisions will be reported to the MB ChB Programme Committee, monitored by the MB ChB Student Progression Committee and noted at the next relevant Examination Board.

6.9. Where urgent decisions are required, documentation detailing the issues for consideration can be sent to the Progression Secretary at any time, and marked 'urgent'. The documentation will be reviewed by the Chair (or their nominated deputy) who, if the decision is straightforward, will normally make a decision within three working days. For more complex cases, an extra-ordinary meeting will be convened (which may be via SKYPE or other such format), with decisions normally being made within five working days of the original notification. The decision will be disseminated as detailed in **Section 6.7** and **6.8**.

7. Appeals:

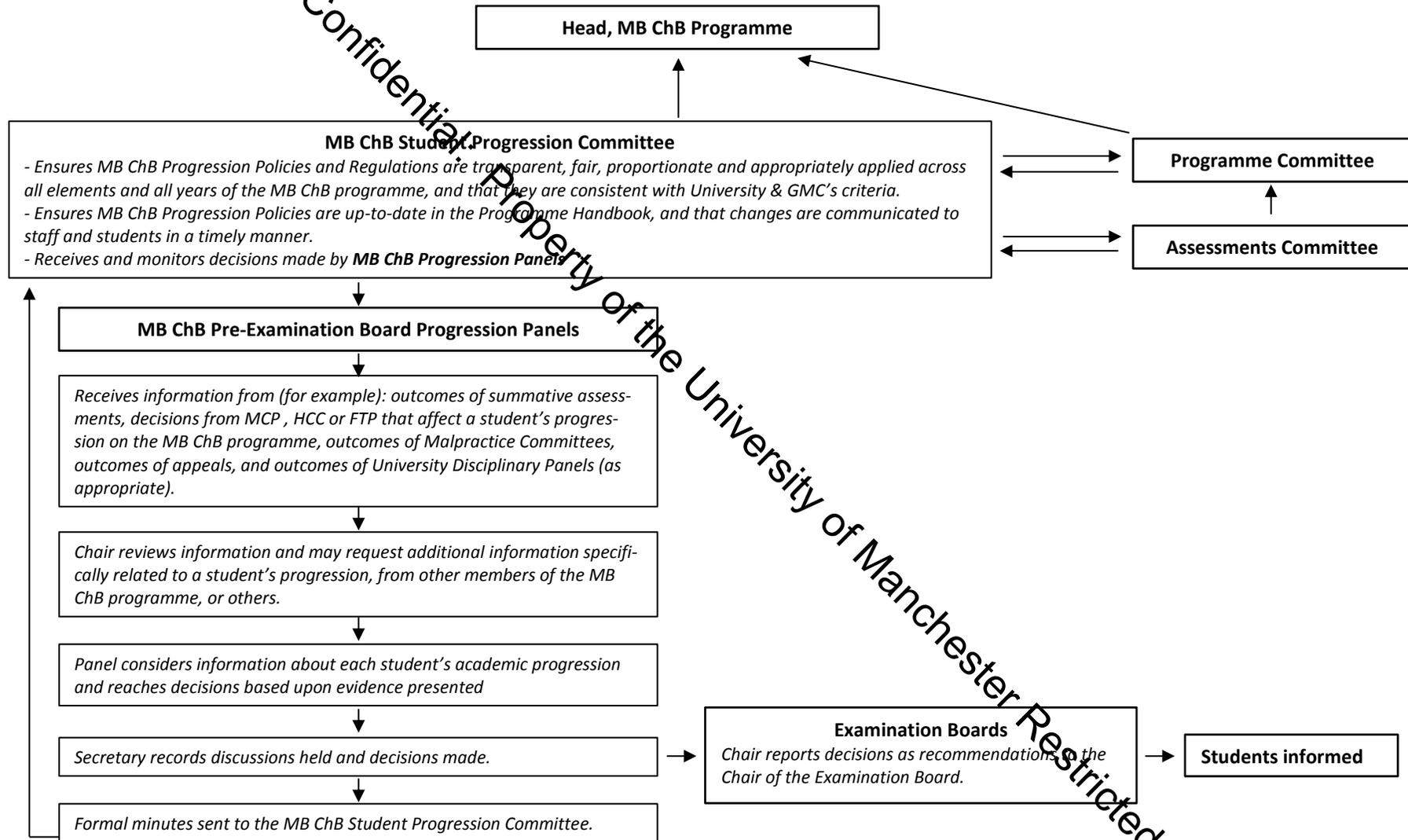
If students feel they may have grounds for appeal against a decision taken by the MB ChB Student Progression Committee regarding their progression on the Programme, they should in the first instance discuss the matter informally with the Head of the MB ChB Programme. If, after reasonable discussion, the student considers the situation unresolved, they should follow the formal appeal route under University General Regulation XIX Academic Appeals against a decision that is reached by the MB ChB Student Progression Committee or the Board of Examiners, and which affects their academic progress. This appeal must be made in writing via the appropriate form found at <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=978> and submitted to Kevin Hewitt, Teaching and Learning Advisor, Faculty of Medical & Human Sciences, University of Manchester, Room 3.23. 3rd Floor Simon Building, Brunswick Street, Manchester M13 9PT, within twenty working days of receipt of the letter from the Progression Committee or the Examination Board, as appropriate.

Appendix 1A. Summary of processes and reporting structures



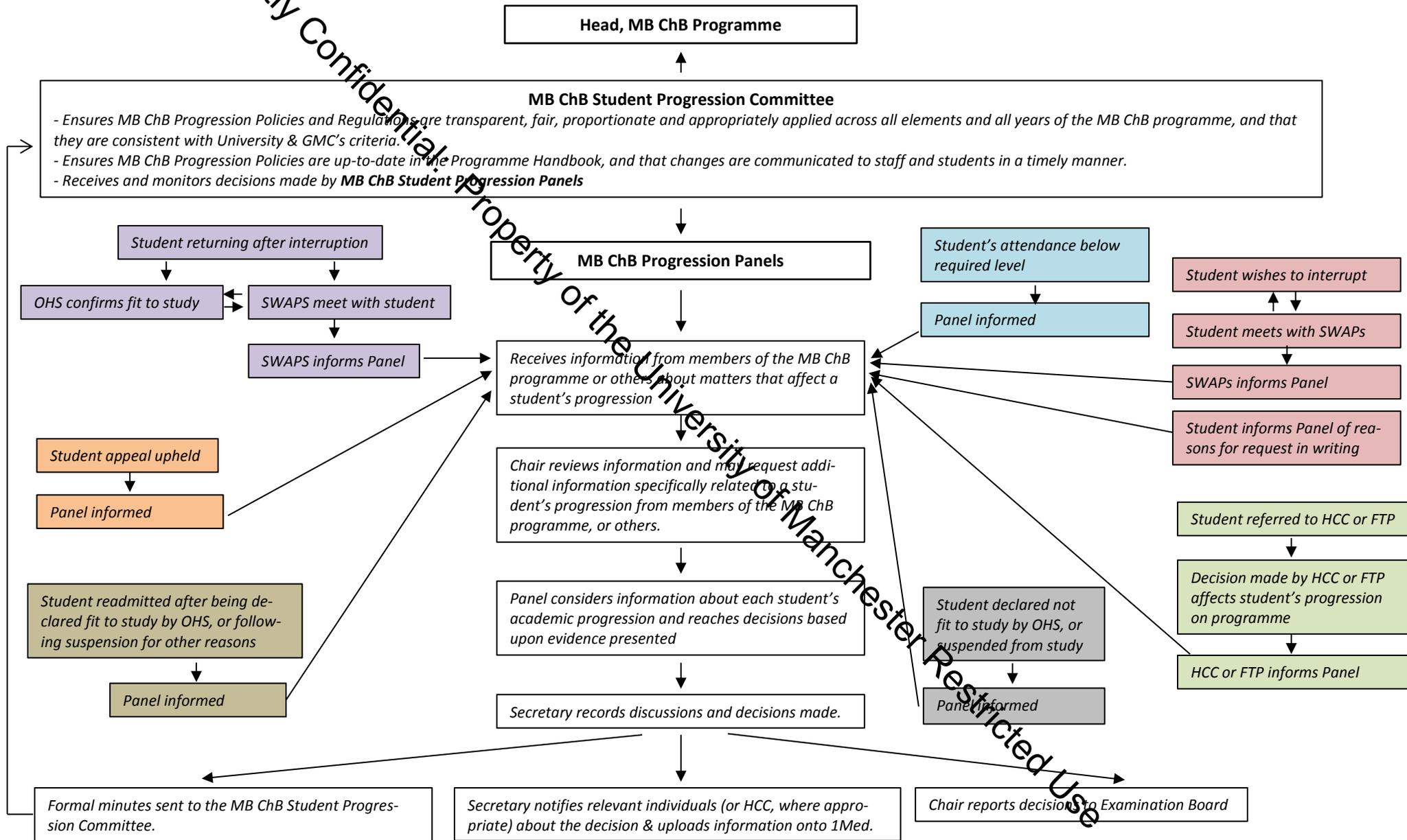
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Appendix 1B. Pre-Examination Board Panels - impact on the student journey (see Section 2.6.1 and Section 5)



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Appendix 1C. Student Progression Panels – impact on the student journey (examples) (see Section 2.6.2 and Section 6)



THE UNIVERSITY OF MANCHESTER
MB ChB PROGRESSION COMMITTEE

DATE:

Student:	ID, YEAR, BASE (if appropriate)
Panel:	CHAIR (Chair), Committee Members
In Attendance:	SECRETARY (Secretary)

Referral made by	
Name:	Date:

Reason for referral

Panel discussion

Decision

Outcome
<ul style="list-style-type: none"> • Teaching & Delivery Team/ SWAPS/ Base/ student informed • Information uploaded onto 1Med • Referral to OHS/ DASS/ SWAPS/ Chair of HCC • Other actions • NOTE: Decisions regarding student progression following referral by HCC or FTP should be sent to Chair of HCC or FTP (as appropriate) for communicating to student and completion of process.

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Interruption Approval Form

Faculty of Biology Medicine and Health
School of Medical Sciences
Division of Medical Education

MB ChB Programme

This form should be completed where a request for an interruption to a taught programme of study is sought.

All information on this form is treated as STRICTLY CONFIDENTIAL.

Before requesting an interruption to your programme of study it is important that you fully consider the implications of interrupting. You are strongly advised to seek help and support from the Student Welfare and Professionalism Support (SWAPS) Team in the Division of Medical Education before completing this form. Help and advice can also be obtained from the Student Guidance Service, the University Counselling Service or the Students' Union Advice Centre.

To be completed by the Student (Please PRINT)

Family Name:	Other Name(s):	Student Number:
Correspondence Address for contact during the period of interruption:		
Year of Programme:		
Are you in Receipt of a Scholarship? YES / NO If in Receipt of a Scholarship please indicate: Research Council / School / Other (please specify):		
Are you an international student on a UKVI Tier 4 Visa? YES / NO		
Reason for Interruption Request:		
<input type="checkbox"/> Financial problems <input type="checkbox"/> Health problems (<i>medical evidence must be supplied</i>) <input type="checkbox"/> Other personal or family problems <input type="checkbox"/> Employment		

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Last Date of Attendance: dd/mm/yy	
Requested Interruption Dates: From: dd/mm/yy To: dd/mm/yy	
Supporting Documentation Attached: YES / NO	Confidential Report Attached: YES / NO
Student Declaration I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of interrupting my current programme of study. I confirm that during the period of interruption (if granted), I undertake to maintain appropriate contact with the School.	
Signed:	Date:

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