

# MB ChB Programme Agreement

Academic Year 2020/21

Communication related to this document should be sent to:  
Mrs Alison Howard, MB ChB Programme Manager,  
Division of Medical Education, School of Medical Sciences  
University of Manchester, Stopford Building, Oxford Road, Manchester, M13 9LT

## 1. Introduction

This MB ChB Programme Agreement documents the expectations and responsibilities for the University of Manchester, the Division of Medical Education and its students. It is important that you have a clear understanding of the duties and expectations that studying for a degree in medicine at this University entails. This Agreement has three main sections:

- Section 2: Your responsibilities and expectations of you as a medical student
- Section 3: The responsibilities of the MB ChB Programme
- Section 4: Declaration

All applicants who are offered a place on the MB ChB Programme will be sent a copy of this Agreement before the start of academic studies in Year 1. Foundation Year students will be sent a copy before the start of the Foundation Year. Students transferring from other universities or programmes in Year 3 will also be sent a copy of the Agreement before the start of the academic year. All new Foundation Year, Year 1 and Year 3 students will be required to acknowledge the declaration before they commence their studies. This is done by completing registration.

## 2. Your Responsibilities and Expectations of You as a Medical Student

You have chosen to pursue a career in medicine and also chosen to study medicine at the University of Manchester. The Manchester MB ChB Programme has a flexible studying and educational framework to enable all students to undertake their studies. There are, however, certain elements of the programme and certain rules and regulations where the room for flexibility is limited by external agencies, such as the General Medical Council (GMC), and the need for students to demonstrate those qualities is essential for them to perform as doctors. These are known as Programme Competencies.

Programme Competencies include:

- Knowledge, Skills and Attributes
- Character
- Health
- Interpersonal Attributes / Social Attributes / Cultural Awareness
- Attendance

### **Knowledge, Skills and Attributes**

MB ChB students at Manchester must meet the academic requirements of the programme, so that they can prove they have the knowledge needed to function safely as a doctor.

### **Character**

MB ChB students at Manchester must demonstrate their suitability to enter the medical profession by behaving in an appropriate manner both within and away from the learning environment.

### **Health**

MB ChB students at Manchester must be able to progress through their medical studies in a timely manner. In addition, they must be able to interact appropriately with patients and staff. If ill-health prevents either satisfactory progress or suitable interactions, students must declare the medical problem or be prepared to accept that others may draw their ill-health to the University's attention. Students must cooperate with any advice received from Occupational Health.

### **Interpersonal & Social Attributes**

MB ChB students at Manchester must communicate effectively with patients, families, peers, colleagues and other health care professionals; work with others effectively and take directions; manage their time in terms of studies and other demands (e.g. submitting assignments and attending/securing necessary appointments); show respect for the dignity of every person they meet; and recognise cultural and spiritual issues and respond respectfully.

Effective communication also means that it is your responsibility and in your best interests to check your University emails and 1Med notifications on a daily basis during term times and regularly during holiday periods for important information relating to the Programme. Failure to do so will be considered unprofessional and cannot be used as mitigation.

### **Attendance and punctuality**

The GMC has set a requirement that to qualify as a doctor you need to have trained for a specified number of hours across your medical school and F1 years. To achieve this requires full attendance of the course. There is an absolute minimum attendance of 80% for each component of the programme, acceptable only where valid and approved mitigation exists. MB ChB students at Manchester must therefore make every attempt to attend all their teaching at the scheduled times. They must inform the University of any disability or ill-health that could affect their ability to complete any component or activity within the programme.

### **Expectations of You as a Medical Student**

By taking on a career in medicine, medical students are accepting a lifestyle that is very different from that of other students and it is important to know that your life will be impacted both while you are on the undergraduate programme, when you take on your training post and beyond. For example, you may

have to move around the country to get the job you want or to move up the ladder and you will work unusual hours such as nights or “on call”. Life as a medical student and as a medic is different to other academic programmes of study and careers and we expect our students to have considered this before accepting to study on the MB ChB Programme and entering the field of medicine.

An important feature of the Manchester MB ChB Programme is that you are educated and train in the NHS and in order to get the most out of your learning opportunities we expect you to work and study in the same sort of way as you will be working throughout your career. Medicine is a full time course and to get the best out of the Programme students will need to travel to hospitals and GP surgeries. By accepting a place on the MB ChB at Manchester, students are accepting our rules and regulations and the structure of our Programme. This includes accepting that for Years 3-5 we will be allocating students to one of our four clinical education campuses in Manchester (Oxford Road/Wythenshawe), Salford or Preston and each of their associated district hospitals and placements.

Very occasionally students find that after they join the MB ChB Programme at Manchester their situation changes in a way that makes it important they are based at a specific sector teaching hospital. These are called "mitigating circumstances". We understand that mitigating circumstances can occur and use the same criteria for deciding if the reasons warrant special treatment as those used by the UK Foundation Programme Office, and Medical Schools Council, who are responsible for allocating you to your first job as a qualified doctor. By using the same rules we ensure our policies are consistent with those that will apply once you have graduated. You can find the current Foundation Programme rules at:

[https://www.foundationprogramme.nhs.uk/wp-content/uploads/sites/2/2019/11/UKFP-2020-Special-Circumstances\\_Applicant-Guidance.pdf](https://www.foundationprogramme.nhs.uk/wp-content/uploads/sites/2/2019/11/UKFP-2020-Special-Circumstances_Applicant-Guidance.pdf)

Where students have mitigating circumstances (as detailed in the *Policy on Allocation to Clinical Education Campus in Years 3-5 Academic Year 2020-21*) which make it very difficult to attend one or more of the clinical education campuses, the MB ChB Programme will take this into consideration where possible. All students will be asked to undertake an on-line questionnaire giving them an opportunity to state if there are any mitigating circumstances which need to be taken into account.

For further information of what is expected of you as a medical student, please refer to the following:

2.1 The University of Manchester’s Student Charter

<http://www.yoursay.manchester.ac.uk/student-charter/>

This Charter provides an overview of the Manchester experience and refers to regulations, policies and procedures at the University; it is not a detailed personal agreement or contract.

2.2 The GMC’s guidance in:

2.2.1 ‘*Professional Behaviour and Fitness to Practise: guidance for medical schools and their students*’

[http://www.gmc-uk.org/education/undergraduate/professional\\_behaviour.asp](http://www.gmc-uk.org/education/undergraduate/professional_behaviour.asp)

This guidance outlines the specific responsibilities of medical students which differ in a number of ways from the responsibilities of students on other university programmes.

### 2.2.2 *'Achieving Good Medical Practice: Guidance for Medical Students*

[http://www.gmc-uk.org/education/undergraduate/achieving\\_good\\_medical\\_practice.asp](http://www.gmc-uk.org/education/undergraduate/achieving_good_medical_practice.asp)

These are the standards for qualified doctors which you must uphold on graduation.

Although the responsibilities of medical students are recognised to be different from those of qualified doctors, the GMC has indicated clearly that medical students must learn to behave appropriately, so that they are accustomed to the highest standards of integrity, professional behaviour and practice on qualification.

### 2.3 The MB ChB Programme Handbook

The Programme Handbook will be made available via our Welcome Website and you will be able to view this once you have completed online University registration for the Programme, via the link below. The Handbook includes specific regulations, requirements and procedures about teaching, learning and assessments throughout the MB ChB Programme.

[www.mbchbhandbook.manchester.ac.uk](http://www.mbchbhandbook.manchester.ac.uk)

### 2.4 Faculty of Medicine, Biology and Health Sciences rules and regulations, including:

2.4.1 Communication and Dress Code

2.4.2 Social Networking

2.4.3 Misuse of Non-Prescription Drugs and Alcohol

[www.mbchbhandbook.manchester.ac.uk/policies-guidance](http://www.mbchbhandbook.manchester.ac.uk/policies-guidance)

### 2.5 Regulations, requirements and policies in the health care services where you have placements.

These will be provided to you by our clinical placement organisers.

Serious and/or persistent failure to meet these expectations will result in action being taken through the MB ChB Health and Conduct Committee and/or the University of Manchester's student disciplinary procedures and/or the University's Fitness to Practise procedures. You will also be required to confirm your own fitness to practise on graduation before being granted provisional GMC registration.

### 3. The Responsibilities of the MB ChB Programme

The responsibilities of the MB ChB Programme at Manchester are to provide you with education, training and facilities through which you can achieve an undergraduate medical qualification.

3.1 The MB ChB Programme will comply with the GMC's standards in '*Promoting Excellence: standards for medical education and training*'

<http://www.gmc-uk.org/education/standards.asp>

3.2 The MB ChB Programme will comply with the quality assurance processes of the University of Manchester and the GMC.

3.3 The MB ChB Programme will inform students within a reasonable time period of any substantial changes to the curriculum, structure of the programme and any other significant alterations other than minor timetabling changes, which will affect the student.

### 4. Student Declaration

#### **Abiding by the Terms of this MB ChB Programme Agreement**

Students for entry to the MB ChB Programme at Manchester should be aware that by accepting an offer of a place and registering they are agreeing to abide by the terms of this Agreement.

You should keep a copy of this Agreement and the declaration for your own records.