

MANCHESTER
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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*

2019/20

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***N.B.** All the information in this handbook is correct at the time of writing (August, 2019) and may be subject to amendment.*

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. Pre-Dentists should also read the Dental handbook handed out at registration.

The information in the handbook is correct as of August this year. Please check the notice board (outside G.500, Stopford Building) and 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 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

	<u>Room / Tel</u>
Professor Douglas Corfield Head of the Division of Medical Education	0161 275 7792
Dr Harbans Sharma Course Co-Director harbans.sharma@manchester.ac.uk	G.500 0161 275 5152
Ms Anne Marie Smith Course Co-Director/Co-ordinator/Personal Tutor anne-marie.smith@manchester.ac.uk	G.500 0161 275 5167
Dr Hazel England Lecturer hazel.england@manchester.ac.uk	G.922 0161 276 3352
Dr Ellie Cartwright Lead, Pre-medical & Pre-dental elizabeth.cartwright@manchester.ac.uk	0161 275 1619
Mr Tom Allanson, Programme administrator foundationprogramme@manchester.ac.uk	0161 275 2250

Xaverian College

Lower Park Road College Office
Victoria Park
Manchester M14 5RB
college@xaverian.ac.uk

Tel: 0161 224 1781
Fax: 0161 248 9039

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

Xaverian College teaching staff

Mr Ray Ski	Head of Science	r.ski@xaverian.ac.uk
Personal tutor / Academic tutor		
Mr Michael Crowe	Biology	m.crowe@xaverian.ac.uk
TBC	Biology	
TBC	Chemistry	
TBC	Chemistry	
Mrs Kath Hall	College Counsellor	k.hall@xaverian.ac.uk
Mr Peter Linford	College Chaplain	p.linford@xaverian.ac.uk

1.5 Dates for the University Academic Year 2019/2020

Semester 1

Attendance:	16th September 2019 - 13th December 2019
Winter vacation:	17th December 2019 - 12th January 2020
Exams:	20 th January 2020

Semester 2

Attendance:	27 th January 2020 – 27 th March 2020
Spring vacation:	28 th March 2020 - 19 th April 2020
Attendance:	20 th April 2020 – 24 th April 2020
Exams:	18 th May 2020

Reading Week: w/c 28th October 2019

This is an ideal opportunity to catch up on material you have not been able to complete or to revise subject areas studied to date. You do not have to attend the university or college this week.

TIMETABLE FOR EXAMINATIONS

SEMESTER 1

Friday December 13, 2019

Skills report submission

Monday, January 20 2020

9.45am - 11.45 am

Paper 1 Biomedical sciences

2.00pm - 3.30 pm

Paper 2 Chemistry

SEMESTER II

Thursday 23 April, 2020

Skills report submission and Literature report

Monday, May 18 2020

9.45am - 11.45 am

Paper 1 Biomedical sciences

2.00pm - 3.30 pm

Paper 2 Chemistry

RESIT

Monday 27 July 2020

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.

The cost of the re-sit is £75 and this is payable on-line 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

1.6 Generic Weekly timetable

SEMESTERS I and II					
<u>GENERIC WEEKLY TIMETABLE FOR FOUNDATION COURSE</u>					
<u>TIME</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
9.00-9.30			XAVERIAN		
9.30-10.00					
10.00-10.30	EBL SESSION 1				EBL SESSION 2
10.30-11.00		XAVERIAN			
11.00-11.30					
11.30-11.45		XAVERIAN			LECTURE
11.45-12.00					
12.00-12.30	LABORATORY SKILLS		R & R	LECTURE	
12.30-13.00					
13.00-13.30					
13.30-14.00					
14.00-14.30		XAVERIAN		XAVERIAN	
14.30-15.00	TUTOR AVAILABILITY				
15.00-15.30					
15.30-16.00					

TIMETABLE FOR SEMESTER 1 – A104 Foundation Year Programme 2019-2020

		UoM	Xaverian	Xaverian	Xaverian	UoM	Xaverian	UoM	UoM	
DATE	THEME	PROBLEM	MONDAY 12.00-14.00	TUESDAY 10.30 and 11.45	TUESDAY 14.00 and 15.00	WEDNESDAY 9.00 and 11.45	THURSDAY 11.30 and 12.30	THURSDAY 14.00 and 15.00	FRIDAY 10.00 - 11.00	FRIDAY 11.30 - 12.30
23-Sep	Molecules, Cells & Systems	Case 1	Solutions and Dilutions	1. Atomic structure (1) 2. Atomic structure (2)	1. Biological molecules (1) 2. Biological molecules (2)	1. Biological molecules (3) 2. Biological molecules (4)	Health challenges	1. Atomic structure (3) 2. Bonding (1)	Writing & Presenting	Overview of the Human Body
30-Sep		Case 2	Self-Study	1. Bonding (2) 2. Shapes of molecules	1. Cytology (1) 2. Cytology (2)	1. Cell transport (1) 2. Cell transport (2)	Microscopy in Medicine	1. The Mole (1) 2. The Mole (2)	History of Medicine	Drug Development
07-Oct		Case 3	Microscopic examination of different cells	1. The Mole (3) 2. Mole calculations	1. Fluid & electrolyte balance 2. Enzymes (1)	1. Enzymes (2) 2. Microorganisms	Global Health	1. Titration practical 2. Titration practical	Drug calculations	Infection control & antibiotics
14-Oct		Case 4	Drug Dilutions	1. Kinetics (1) 2. Kinetics (2)	1. Bacterial & viral diseases 2. Cellular respiration & Energetics (1)	1. Enzymes practical 2. Enzymes practical	Drug Absorption	1. Kinetics practical 2. Kinetics practical	Blood related diseases	How drugs are metabolized in the body
21-Oct		Case 5	Blood Manipulation	No Lectures Mid Semester Assessment	No Lectures Mid Semester Assessment	No Lectures Mid Semester Assessment	Haematology	Tutor feedback meeting	Communication and professional issues	Communication and professional issues
28-Oct	Reading Week									
04-Nov	Tissues and Organs	Case 6 Nutrition	Microbiology & infection	1. Thermodynamics (1) 2. Thermodynamics (2)	1. Cellular respiration & Energetics (2) 2. Homeostasis	1. Endocrine system 2. Hormones	GI Tract	1. Thermodynamics (3) 2. Equilibria (1)	Drinking alcohol is beneficial	Diseases of the bowel
11-Nov		Case 6 Nutrition	Blood - staining & typing	1. Equilibria (2) 2. Introduction to organic chemistry	1. Digestive system 2. Digestion & Metabolism	1. Digestive system diseases 2. Vitamins	Nutrition	1. Nomenclature and Isomerism (1) 2. Nomenclature and Isomerism (2)	Obesity and anorexia are self-inflicted diseases	Nutrition in a clinical setting
18-Nov		Case 7 Energy and muscle	Effect of exercise on BP	1. Petroleum and alkanes (1) 2. Petroleum and alkanes (2)	1. Blood and blood disorders 2. Circulatory system	1. Skeletal muscle (1) 2. Skeletal muscle (2)	Energy, Force & Movement	1. Alkenes (1) 2. Alkenes (2)	There has been no change in the practice of dentistry in the last 50 years	How important is gut bacteria
25-Nov		Case 7 Energy and muscle	Healthy muscles	1. Aromatic compounds (1) 2. Aromatic compounds (2)	1. Heart structure & function 2. Electrical regulation of the heart	1. Lung structure & function 2. Control of breathing	Physiology of Muscles	1. Transition metals (1) 2. Transition metals (2)	Organ donation	Well being
02-Dec		Case 8 Heart	Heart and ECG	1. Chelation chemistry 2. Group I/II	1. Heart dissection practical 2. Heart dissection practical	1. Lymphatic system 2. A & P of blood vessels	Lungs & respiration	1. Transition metal practical 2. Transition metal practical	Everything you do and are is given to you by your parents	The human body with MRI
09-Dec		Case 8 Heart	Heart diseases	1. Group VII 2. Group VII	1. Immunology (1) 2. Immunology (2)	1. Autoimmune Diseases 2. Exam Review	Cardiovascular system	1. Exam Review 2. Exam Review	The human body needs no more than 4 hours sleep per night to function optimally	Body under pressure

TIMETABLE FOR SEMESTER 2 – A104 Foundation Year Programme 2019 – 2020

DATE	PROBLEM	UoM	Xaverian	Xaverian	Xaverian	UoM	Xaverian	UoM	UoM
		MONDAY	TUESDAY	TUESDAY	WEDNESDAY	THURSDAY	THURSDAY	FRIDAY	FRIDAY
		12.00 - 14.00	10.30 and 11.45	14.00 and 15.00	09.00 and 11.45	12.00 – 1.00	14.00 and 15.00	10.00 - 11.00	11.30 - 12.30
27-Jan	Case 1 DNA	PCR/DNA - Skill	1. Oxidation & Reduction (1) 2. Oxidation & Reduction (2)	1. Nucleic acids & DNA replication 2. Transcription & translation	1. Regulation of gene expression 2. Mutations	Clinical genetics	1. Electrode potentials (1) 2. Electrode potentials (2)	Artificial conception is a parents right	Biology of cancer
03-Feb	Case 2 Biology of Cancer	Self-Study	1. Electrode potentials (3) 2. Acids & bases (1)	1. Genetic inheritance 1 2. Genetic inheritance 2	1. Genetic disease 2. Mitosis	Forensic Medicine	1. Acids & bases (2) 2. Acids & bases (3)	Exam Feedback	Exam Feedback
10-Feb	Case 3 Stem cells	CPR - Skill	1. Buffers 2. Haloalkanes (1)	1. Meiosis 2. Reproduction (1)	1. Reproduction (2) 2. Stem cells	Optics	1. Haloalkanes (2) 2. Alcohols (1)	Addicts are controlled by their own brain	Sun and skin
17-Feb	Case 4 Kidney	Lecture –Effects of drugs & alcohol on the body	College Closed	College Closed	College Closed	A & E	College Closed	There is a life-style link with health & disease	Stem cell research and tissue regeneration
24-Feb	Case 5 Ear, Liver	Optics and ear	1. Alcohols (2) 2. Carbonyl groups (1)	1. Action potentials 2. Nervous system (1)	1. Nervous system (2) 2. Synapses and drugs	Ear & Hearing	1. Carbonyl groups (2) 2. Amines (1)	Extremes of body tolerance	Cancer treatment options
02-Mar	Case 5 Ear, Liver	Poster preparation	1. Amines (2) 2. Amino acids	1. Ear & Hearing 2. Optics & eye	1. Liver 2. Liver Diseases	Viral infections	1. Polymers (1) 2. Polymers (2)	A mother's "womb" is just an incubator	Ear disorders
09-Mar	Case 6 Bone	Poster Presentation	1. Mass spectrometry (1) 2. Mass spectrometry (2)	1. Skeletal histology & physiology 2. Calcium & metabolism	1. Renal system & excretion (1) 2. Renal system & excretion (2)	Clinical radionuclide Imaging	1. Infra red spectroscopy 2. NMR spectroscopy (1)	Alternative medicine	Organ donation
16-Mar	Case 6 Bone	Organs of the body	1. NMR spectroscopy (2) 2. Structure determination questions	1. Control of blood glucose & diabetes 2. Osmoregulation	1. Thermoregulation 2. Control of blood pH	Psychology of Diseases	1. Organic practical (1) 2. Organic practical (2)	Personalized medicine	Orthopaedic surgery
23-Mar	Case 7 Diabetes	Self-Study	1. Preparation of Aspirin (1) 2. Preparation of Aspirin (2)	1. Metabolic control (1) 2. Metabolic control (2)	1. Clinical trials 2. Epidemiology	Control of Blood glucose	1. Chemistry calculations (1) 2. Chemistry calculations (2)	Social media	Treatment of diabetes
20-Apr	Case 8 Communication in medicine	Communication Skills 1.00 – 4.00	1. Preparation of Aspirin (3) 2. Preparation of Aspirin (4)	Exam Review Exam Review	Exam Review Exam Review	Placental Transfer	Exam Review Exam Review	Revision	Revision
27-Apr		Revision	Revision	Revision	Revision	Revision	Revision	Revision	Revision

2. PROGRAMME OVERVIEW

2.1 Our Aims for Foundation Year in Medicine and Dentistry

- i. Meet the need of international students from a range of backgrounds to continue onto either the MB ChB Medicine or the BDS Dentistry degree programmes.
- 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.
- iii. Enable 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.
- v. Provide tuition in English language and study skills to enable the students to have the best start on their chosen programme.

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 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)

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.

EBL

In EBL group work there are several things happening simultaneously:

Group Skills

- 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

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 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.

- Learning to prepare the material for an audiovisual presentation i.e. taking into consideration the visual impact of (bw vs. colour), density of information on a slide, table vs. graphical, histograms vs. pie charts and any other such factors.

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%

Two copies of the report have to be submitted; an electronic copy to be emailed to either: anne-marie.smith@manchester.ac.uk or harbans.sharma@manchester.ac.uk and a hard copy.

The reports that you submit for assessment will be checked for plagiarism using the universities 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.

<h2>Deadline for submission: 23rd April 2020</h2>

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. A maximum of 5 A4 pages including the diagrams should be produced.

3.3 Assessments

Semester	Paper		Skills	Research
1 *	Biomedical Sciences 2 papers (2 hours) Date: Jan 20, 2020 Time: 9.45 am Venue: tbc	Chemistry Paper (1½ hours) Date: Jan 20, 2020 Time: 2.00 pm Venue: tbc	Skills Report 1	Literature review
2	Biomedical Sciences 2 papers (2 hours) Date: May 18, 2020 Time: 9.45 am Venue: tbc	Chemistry Paper (1½ hours) Date: May 18, 2020 Time: 2.00 pm Venue: tbc	Skills Report 2	
Resit Examinations	Biomedical Sciences Resit Paper (2 hours) Date: July 27, 2020 Time: 9.45 am Venue: tbc	Chemistry Resit Paper (1½ hours) Date: July 27, 2020 Time: 2.00 pm Venue: tbc		

* **Note for pre-dental students:** A student scoring less than 50% marks in Semester I will be asked to attend the Division of Dentistry Progress Committee

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: (See Table A)

- Two papers at the end of each semester (January and May) testing Xaverian 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: (See Table A)

- 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: (See Table A)

- 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.

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 in 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 are the consequences of failing to take the assessment or examination. 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 Divisional Support Office. 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 Programmel 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 MBChB 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/BDS student you must complete School and University registration at the start of each academic year. This is vital. Registration is the formal mechanism through which you are recognised as a student of the University.

You can and must academically register before the start of the semester, even if you are not able to register financially at the same time.

Please note: if you do not complete your financial registration by the end of September you may incur a late payment charge.

If you are not fully registered with the University, you are not insured and therefore you would be undertaking laboratory work or on NHS premises without the permission of the University of Manchester. Details about registration, including fees etc, are sent out before the start of the session. Your registration is conditional on two key factors, Criminal Records Bureau (or equivalent) clearance and necessary vaccinations. Dental students see Dental handbook.

4.2 Work and Attendance

You will be expected to attend all timetabled sessions unless there is a good reason (eg illness) why you cannot. This is compulsory and an attendance record will be kept for all sessions. If you are prevented from attending any of these sessions you must immediately report your absence to the course-coordinator, provide a written explanation of the reasons for your absence together with any supporting papers (e.g. fitness note from the doctor) and give it to your tutor.

Candidates whose attendance of the compulsory elements of the programme is less than 80% may be refused permission to sit the prescribed examinations.

If you fail to attend 5 sessions of any component of the course, you will receive an email warning from the Course Director. If there is no improvement in attendance you will be asked to attend a formal meeting and failure to improve could result in you being called to the MB ChB Health and Conduct Committee or BDS Progress Committee. 80% attendance is normally considered the minimum requirement for allowing the student to sit the end of Semester II examinations.

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.

4.2.1 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 in more detail in the next section.
- **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 very good reason then you must inform your programme director. Pre-Medical 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-medical** 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.

4.2.2 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 6th.** Give a copy to your course tutor. 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 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 Conduct

See section 11.4

4.4.2 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.

4.4.3 Drug and Alcohol abuse

Instances of drug or alcohol abuse are taken seriously by the University. If you are involved in either, it is important that you recognise that you have a problem and 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.

4.4.4 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.

4.4.5 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]

4.4.6 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. 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 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 Guidance Service

The **Central Student Guidance Service** is a confidential service of information and advice available to discuss with you any matters that may be affecting your academic progress. There are currently three part-time advisers who all combine their post as adviser with a post as lecturer in an academic department. For general enquiries and to make an appointment to see an adviser, you can either phone or call into Reception. Reception is the yellow desk at the far end of the Atrium in the Student Advice and Information Hub, 1st Floor, University Place Tel: 0161 275 3033. For general enquiries (not to make appointments) you can also email the Service at sgs@manchester.ac.uk. Reception is open throughout the year (reduced hours during vacations): Monday - Friday 10:00am - 4:00pm

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 details on advice for students on equality and diversity matters can be found on the Equality and Diversity website:

<http://www.campus.manchester.ac.uk/equalityanddiversity/>

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 students 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. More information about MedSoc can be found on their website at <http://www.manmedsoc.com/>

7. LEARNING RESOURCES

7.1 Libraries and computer facilities

[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, the ID number on the card, your Library PIN, the central username and password you use to log on, or a combination of these.

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 Blackboard includes an online [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 on floor 2 of the blue area and journals are available on floor 1 of the green area in the clinical sciences sequence. 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 online journals.

The Main Library also houses the majority of the University's collection of printed periodicals. Most of the periodicals you will want to use are on the ground floor of the green area in the medical, dental or biological sciences sequences. The psychology and nursing periodicals are shelved on the ground floor of the purple area.

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. The My Library tab in [My Manchester](#) has quick links to the Library’s resources and services. As above please check [Locations and Opening Hours](#) for opening hours and additional information.

Library News and Updates

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

Alan Gilbert Learning Commons

The [Alan Gilbert Learning Commons](#) is a state-of-the-art learning environment with 24/7 opening hours throughout term-time. The Learning Commons has flexible open learning spaces with multimedia facilities, computer clusters and 30 bookable group study rooms with whiteboards and media screens.

There is a series of training workshops covering a variety of academic and transferable skills hosted in the training room at the Learning Commons. These workshops include training on revision/study skills, note-taking and other topics and have been developed by Learning Commons staff in partnership with other teams across the University. Full details of training sessions are available in the [MyLearningEssentials Calendar](#).

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 [Student Immigration 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 or email visa@manchester.ac.uk.

[The International Society](#) also offers advice, information and a social base for international students: 0161 275 4959 or email info@internationalsociety.org.uk.

9. Quick guide to the Stopford Building

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.

10. Important Policies, Guidance and Forms

- [A Guide to Occupational Health Clearance Screening Immunisations](#) (PDF)
- [Academic Appeals Procedure](#) (PDF)
- [Complaints Procedure](#) (PDF)
- [Drugs and Alcohol Policy](#) (PDF)
- [Faculty of Biology, Medicine and Health Fitness to Practise Procedure](#) (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 Health and Conduct Committee Regulations](#) (PDF) – ***Applies to BDS also***
- [MB ChB Mitigating Circumstances Process](#) (PDF) – ***Applies to BDS also***
- [MB ChB Programme Policy on Allocation to a Clinical Education Campus](#) (PDF)
- [Social Networking](#) (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](#)

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. Examination details will be posted on the notice boards outside room G.500 Office. No member of academic staff, the Division of Medical Education Office or the University Examinations Office will give any information about examinations over the telephone or by email.

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 Programme students and will communicate with any students that have checks outstanding by the beginning of term. The teaching delivery team will process the initial check for Year 3 direct entry students.

Applicants are required to keep their disclosure certificate when received from DBS. 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 <http://documents.manchester.ac.uk/display.aspx?DocID=17995>) 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 MB ChB Health and Conduct Committee for consideration.

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. The Programme will consider whether any action is required and you may be referred to the MB ChB Health and Conduct 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 fifth 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, the Programme will facilitate and process the application, but you must cover the cost, which in August 2018 was £49.00 (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;
- 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.