



The University of Manchester

The University of Manchester

International Foundation Programme

Student Handbook

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

2022/23

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N.B. All the information in this handbook is correct at the time of writing (July 2022) and may be subject to amendment.

Important Note regarding the International Foundation Programme Handbook Content for Academic Year 2022-23

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

Due to the potential ongoing impact of the Covid-19 pandemic on Programme and University activities and operations in 2022-23, you should be aware that all activities, processes and policies are subject to review and modification should the need arise. Details of any changes or revised arrangements will be communicated to staff and students directly if this is necessary.

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

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

1. GENERAL OVERVIEW

1.1 Welcome to the programme

Dear Student

Welcome to the University of Manchester International Foundation Programme (IFP) for Medicine Dentistry and Pharmacy. The aim of the IFP is to prepare you for studying on the Manchester MB ChB, BDS and Pharmacy programmes. In this programme 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 IFP 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 content in biomedical 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 at Xaverian College to short clinical scenarios or cases that enable you to apply the relevant biomedical science. This combination of teaching methods is excellent preparation for your potential entry to the BDS, MB ChB and MPharm programmes.

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

Best wishes

Prof 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 International Foundation Programme (IFP), how it is organized, who does what, where students can go to for help etc. The Handbook is an important source of reference that you can refer to whenever you have queries about the Foundation Year; it details some important policies and procedures that are in your interest to be aware of. The School of Medical Sciences will assume that you are aware of these as they are detailed for you here.

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

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

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

1.3 Communication

1.3.1 Email

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

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

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

1.3.2 Personal contact details

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

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

1.4 University and Xaverian College Personnel contact details

University staff

Dr Harbans Sharma Course Co-Director harbans.sharma@manchester.ac.uk	Room G.500 0161 275 5152
Ms Anne Marie Smith Course Co-Director/Co-ordinator/Personal Tutor anne-marie.smith@manchester.ac.uk	Room G.500 0161 275 5167
Dr Hazel England Tutor/Lecturer hazel.england@manchester.ac.uk	Room G.038 0161 276 3352
Dr Jessica Clarke Tutor/Lecturer Jessica.Clarke@manchester.ac.uk	Room 3.06, CTF 0161 275 1208
Mr Andy Fan Programme Administrator foundationprogramme@manchester.ac.uk	Room G.019 0161 306 8757
Prof Elly Cartwright Academic Lead, Pre-medical & Pre-dental Programmes Elizabeth.cartwright@manchester.ac.uk	0161 275 1629

Xaverian College Staff

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

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Mick Crowe
Ed Hillman
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e.hillman@xaverian.ac.uk

Tom Lee
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Chemistry

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Zoe Riley
Ms Marianne Garside
College Counsellors

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M.Garside@xaverian.ac.uk

Ms Esther Knowles
College Chaplain

E.Knowles@xaverian.ac.uk

1.5 Dates for the University Academic Year 2022/23

Semester 1	
University's online induction week (not course-specific and attendance not compulsory)	12 th – 16 th September 2022
Foundation Programme Welcome Week (Attendance required on campus from 19 th September)	19 th - 23 rd September 2022
Teaching Period	26 th September - 16 th December 2022
Foundation Programme Reading Week and Xaverian College Half-Term Week (no attendance required at University or Xaverian College)	24 th – 28 th October, 2022
Winter Vacation (no attendance required)	Saturday 17 th December 2022 – Sunday 15 th January 2023
Revision/Exam/Non-teaching Period (attendance not required except for Exams Day)	16 th – 27 th January 2023
Foundation Programme Exams Day	Monday 23 rd January 2023

Semester 2	
Teaching Period	30 th January – 5 th May 2023
Xaverian College Half Term Week (College closed, but attendance will be required at University and possibly for the full week)	20 th – 24 th February 2023
Spring vacation (no attendance required)	Saturday 25 th March – Sunday 16 th April 2023
Last day of Foundation Programme teaching	Thursday 4 th May 2023
Revision/Exam/Non-teaching Period (attendance not required except for Exams Day)	6 th May 2023 onwards
Foundation Programme Exams Day	Monday 22 nd May 2023

1.6 Timetable for Examinations

SEMESTER 1

Friday 16th December 2022

Skills report submission via Blackboard

Monday 23rd January 2023

9.45am - 11.45 am

Biomedical sciences

2.00pm - 3.30 pm

Chemistry

SEMESTER 2

Thursday 4th May 2023

Skills report submission and Literature report submission via Blackboard

Monday 22nd May 2023

9.45am - 11.45 am

Biomedical sciences (2 hours)

2.00pm - 3.30 pm

Chemistry (1.5 hours)

RESIT exams - Monday 24th July 2023

9.45am – 11.45am

Biomedical sciences (2 hours)

2.00pm – 3.30pm

Chemistry (1.5 hours)

You will receive venue details for exams from the Assessments Office nearer to exam time.

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

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

ALL STUDENTS SHOULD HAVE A BASIC SCIENTIFIC CALCULATOR –

This should be one which cannot store text as these will not be allowed to be taken into the examination hall.

You are strongly advised to regularly check your university email for any exam requirement updates.

1.7 Typical Week and Semester Content Timetable

Time	Monday		Tuesday	Wednesday	Thursday	Friday	
09:00	Language/Academic Skills Groups B & C		Xaverian College				
09:30							
10:00		EBL 1 EBL Groups A & D		Xaverian College 9.45-13.00	EBL 2 EBL Groups A & D	Lecture	
10:30							
11:00							
11:30	Lab Skills						
12:00				Lecture			
12:30							
13:00					EBL 2 EBL Groups B & C		
13:30				Tutor Availability			
14:00	EBL 1 EBL Groups B & C			Xaverian College			
14:30						Tutor Availability	
15:00							
15:30	Language/Academic Skills Group A		Xaverian College	Language/ Academic Skills Group D			
16:00							
16:30							

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

You will also get access to an online timetable which can be amended each week to show updates.

Please note that although classes will usually follow the timetable on this page, there may be times when a particular session may need to start or end at a different time or even be rearranged.

It is therefore important to also keep checking your emails for updates as well as checking your online timetable which you will get access to.

For Lab Skills - You may be split into groups for different weeks and therefore you will not have Lab Skills every week. Start times for labs may also vary from week to week.

2. PROGRAMME OVERVIEW

2.1 Aims for the International Foundation Programme

- 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 School of Medical Sciences (SMS) International Foundation Programme is a one-year programme designed to prepare international students to study of our 5-year MB ChB Medicine (A106) and BDS Dentistry (A206) courses. The course is specifically provided to cater for applicants where their national qualifications would not make them eligible to apply directly to the Medicine and Dentistry programmes.

The programme aims to supplement and develop students' scientific knowledge and understanding as well as providing a foundation in the language, communication and study skills required to succeed on a clinical degree course.

Upon successful completion of the programme students are eligible to apply to either the MB ChB or BDS courses with a standard equivalent to conventional entry qualifications.

3.2 Programme structure

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

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

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

3.2.1 Study at Xaverian College

Biomedical Science

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

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

associated with them. The module also includes lectures on the cell cycles, stem cells, skeletal histology and a detailed study of homeostasis in mammals.

Chemistry

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

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

3.2.2 Study at the University

Enquiry Based Learning Sessions (EBL)

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 and dentistry. 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.

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

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.

Written report

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

- | | |
|-------------|-----|
| 1. abstract | 10% |
| 2. content | 30% |

3. use of literature	20%
4. organization of report	20%
5. presentation of report	20%

The 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 for the assessment.

Deadline for submission:
Thursday 4th May, 2023
Via Blackboard

Laboratory skills sessions

The course will give the students a basic grounding in skills including

- 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 hours)	Chemistry (1½ hours)	Skills Report 1	Literature Review
	Date: Monday 23 January 2023 Time: 9.45 am Venue: TBC	Date: Monday 23 January 2023 Time: 2.00 pm Venue: TBC	Due: Friday 16 December, 2022	
2	Biomedical Sciences (2 hours)	Chemistry (1½ hours)	Skills Report 2	
	Date: Monday 22 May 2023 Time: 9.45 am Venue: TBC	Date: Monday 22 May 2023 Time: 2.00 pm Venue: TBC	Due: Thursday 4 May 2023	Due: Thursday 4 May 2023
Resit Examinations	Biomedical Sciences Resit Paper (2 hours)	Chemistry Resit Paper (1½ hours)		
	Date: Monday 24 July 2023 Time: 9.45 am Venue: TBC	Date: Monday 24 July 2023 Time: 2.00 pm Venue: TBC		

3.3.1 Objectives of the assessments

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

3.3.2 General information

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

3.3.3 Requirements to complete the programme successfully

Pass marks, compensation rules and available qualifications:

Knowledge papers:

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

Practical skills:

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

Research assessment:

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

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

3.3.4 Compensation procedures:

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

3.3.5 Resit arrangements

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

3.3.6 Illness or personal circumstances that affect academic performance

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

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

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

3.3.7 Release of results and marks

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

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

3.3.8 Process for appeals

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

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

3.3.9 Students with disabilities

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

3.4 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.

3.4.1 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/>

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

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

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

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

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

4. STUDENT PROGRESSION

4.1 UCAS application for progression

All students on the International Foundation Programme need to apply for their undergraduate programme of choice (Medicine or Dentistry) via the UCAS system.

The deadline for entry to the full Medicine and Dentistry programmes in September 2022 is **15 October 2022**. Your form must be completed (including your references and personal statement) and submitted by 6pm on this date.

You can find guidance prior to your arrival [here](#). There will also be a session during Welcome Week to support you in completing your application.

4.2 Registration

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

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

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

4.3 Work and Attendance

You are required to attend the Programme during the semester dates published. You are expected to take full advantage of all available teaching and learning opportunities; you

must be prepared for changes to your published timetable. **We expect you to attend all timetabled sessions (and stay for the entire session).** You should also be prepared to attend meetings with members of staff, when required, sometimes at short notice. As such, **it is important to keep the University up to date with your contact details, and to check your University timetable and email account daily.**

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

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

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

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

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

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

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

Continued poor attendance, or absence without a valid reason, can reflect an underlying unprofessional attitude and can impede your progress on the MB ChB or BDS Programme. **If your attendance falls below the requirements for any given component then you will be**

given formal notice that you must discontinue your studies and are not permitted to sit the examinations. As a result of this, you may then be required to return to repeat a component or the entirety of the year or be excluded from the Programme.

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

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

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

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

4.3.1 Reporting Unexpected Absence

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

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

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

4.3.2 Mitigating Circumstances

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

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

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

4.3.3 Work and Attendance Regulations

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

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

4.3.4 Religious festivals

The School of Medical Sciences expects students to attend all components of the course. However, we recognise that there may be occasions when some students feel unable to attend due to observance of particular religious festivals. **To accommodate this, you are asked at the start of the academic year, to inform the School of Medical Sciences in writing of any date(s) when you intend to be absent from the University due to observance of religious holy day(s). The deadline for doing so is September 15th.** We are aware that precise dates may not be available at the beginning of each academic year, but it is important that you provide as much information as possible and then confirm the exact date with the School Office at the earliest opportunity. These dates will be noted and kept on your file. All absences will be recorded in the normal manner.

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

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

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

4.4 Conduct and health issues

4.4.1 Preparing for online teaching

Student 'Netiquette' for remotely-delivered teaching sessions

1. Be prepared – Online learning can be tiring

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

Before you being the session ask yourself – What do you need to allow you to be present for the whole session? Earphones to block background noise may be helpful.
Be aware of your background and lighting – try to provide a plain background.
Set up your workspace to be as physically comfortable and distraction free as possible for studying. Ensure notifications, such as emails are muted / turned off to avoid any distraction.

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

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

3. Use your full name as your Zoom ID

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

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

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

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

6. Be respectful – to peers and tutors

7. Chat function: only when asked by your tutor

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

8. Co-hosting and Recordings

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

9. Cameras: on

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

10. Clothing: on (!)

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

11. Microphone: on only when speaking

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

12. Eating and drinking

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

13. Time-keeping and attendance: will be noted

Attendance is marked in the session. If you are late, it can be disruptive for other members of the group, so please keep to the timings of the session – come a few minutes before the start so that you can ensure your camera/mic is working and that you can hear others. Your tutor will open the session 5 minutes before the start time. Please be aware for clinical teachers that they may be caught in NHS work. Many of our NHS teachers are juggling this role at the same time as clinical care. Please be patient with them if they are a few minutes late.

If you have no teacher turn up after 5 minutes from the start take please email your Programme Administrator. Please do not wait further.

14. Don't be afraid to ask for help

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

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

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

4.4.2 Conduct

See section 11.4

4.4.3 Health Issues

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

4.4.4 Drug and Alcohol abuse

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

However, you must realise that if abuse is recurrent and persistent, or if you behave violently because of drug or alcohol abuse (either inside or outside the University), then you may be deemed to be a risk to patients and may ultimately be referred the Health and Conduct Committee or Faculty Fitness to Practise Committee (see later section). You may also be asked to comply with monitoring arrangements, including regular meeting and random screening, for which you will be expected to pay.

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

4.4.5 Physical illness and Blood Borne Viruses

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

4.4.6 Psychiatric Illness

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

Although extremely uncommon, some psychiatric illnesses (e.g. a severe psychotic disorder which persists or relapses despite treatment) may cause a medical student to be a risk to

patients. If this is the case, a student would be referred for consideration at the Health and Conduct Committee or Faculty Fitness to Practise Committee (see later section). We must stress that this is an extremely uncommon event and every effort is made to ensure that a student is helped with appropriate treatment.

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

5.0 STUDENT SUPPORT AND GUIDANCE

5.1 Staff involved in supporting students

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

Your personal tutor

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

Your EBL tutor

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

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

5.2 Support for students with disabilities

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 University Disability Advisory and Support Service (DASS) to undertake an assessment.

If you want to book an appointment, have any questions about anything on this website, or simply want more information, there are a number of ways to get in touch with DASS.

The Disability Advisory and Support Service is open for calls Monday to Friday 10am to 4pm and the University of Manchester Assessment Centre Monday to Friday 9-4:

Tel (Disability Service) +44 (0)161 275 7512

Tel (Assessment Centre) +44 (0)161 275 0990

Mobile Number (Text only for d/Deaf students) 07899 658 790

Website: <http://www.dso.manchester.ac.uk/>

Email (Disability Service) dass@manchester.ac.uk

Email (Assessment Centre) assessments@manchester.ac.uk

You can also [come in and see us](#).

Connect with us on Twitter [@uomdass](#) for useful tweets about services for current & prospective disabled [@officialUoM](#) students! Contact us at dass@manchester.ac.uk to hear back from an adviser

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 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.

Services for Staff, Postgraduates and Undergraduates are provided on the 4th Floor Crawford House, Booth Street East, Manchester, M13 9QS

The service is open Monday to Friday, 9.00 am to 4.00 pm.

Tel: 0161 275 2858.

Website: <http://www.occhealth.manchester.ac.uk/>

5.31 Health and Safety

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

The University has also put together some general guidance around staying safe on campus that you may find helpful to read before you arrive in

Manchester: <https://www.welcome.manchester.ac.uk/welcome-and-induction/arriving-on-campus/staying-safe/>

The University of Manchester is required by law to maintain, so far as is reasonably practicable, healthy and safe conditions for everyone on the campus.

It is imperative that you carry out any health and safety instructions given to you by members of University staff.

The University provides mandatory health and safety training for all students which will be completed through a Blackboard-based online course by the end of October. Failure to successfully complete the course by the required deadline may result in you being excluded from practical classes. Exclusion from such classes will be treated in the same way as other missed attendances and can affect your progress on the Programme.

5.4 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 night time telephone advice and listening service (find the number on the back of your student ID)

5.4.1 Student Support and Advice Team

The Student Support & Advice team are based in the Atrium, which is located on the 1st floor of University Place. They have a Welcome desk where they aim to provide a one-stop shop for general student queries. They run campaigns and events throughout the year on a range of health and well-being issues. Their Student Advisers offer advice on a range of topics including finances, health & wellbeing, students can book one-to-one appointments with advisers or can attend weekly drop-in sessions.

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

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

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

5.4.2 Equality and Diversity

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

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

5.4.3 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/>

5.4.4 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/>

5.4.5 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.

5.4.6 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 Portering Staff.

5.5 MedSoc Society

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

Visit the webpage [Home \(manmedsoc.co.uk\)](http://manmedsoc.co.uk), [Facebook page](#) and follow them on twitter: [@ManMedSoc](#)

6. LEARNING RESOURCES

6.1 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, and usually the central username and password you use to log on.

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

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

Main Library

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

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

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

Stopford Library

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

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

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

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

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

Library News and Updates

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

Alan Gilbert Learning Commons

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

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

My Learning Essentials

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

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

6.2 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.

7. SUPPORT FOR INTERNATIONAL STUDENTS

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

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

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

8. GUIDE TO THE STOPFORD BUILDING

Please note due to COVID-19 that in 2022-23 restrictions may be in place or some spaces listed below may not be available to use within the Stopford Building due to social distancing.

Division of Medical Education Offices

The Division of Medical Education offices are located on the ground floor of the Stopford Building – proceed through the entry barriers and the reception desk is through the glass doors on your right. Meeting rooms such as the 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 (Chromo-Zone) for students. It is situated by lecture theatre 3.

Stopford Prayer Room

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

9. POLICIES, GUIDANCE AND FORMS

Please note that the following policies are in the process of being updated and these links will be updated when able.

- [Academic Appeals Procedure](#) (PDF)
- [A Guide to Occupational Health Clearance, Screening and Immunisations](#) (PDF)
- [Faculty of Biology, Medicine and Health Misuse of Non-Prescription Drugs and Alcohol: Student Policy and Procedures](#) (PDF)
- [Faculty of Biology, Medicine and Health Fitness to Practise Procedure](#) (PDF)
- [Faculty of Biology, Medicine and Health Guidance on Social Networking for Healthcare Students](#) (PDF)
- [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)
- [Mitigating Circumstances Process](#) (PDF)
- [Examinations and Assessments Policy for Students with a Temporary Injury or Contagious Illness](#) (PDF)
- [Student Netiquette for Remotely Delivered Teaching](#) (PDF)

- [Programme Student Agreement](#) (PDF)
- [Programme Parental Leave Guidance](#) (PDF)
- [Student Mental Health Policy: Guidance for Students](#) (PDF)
- [University of Manchester Accident – Incident Form](#) (MS Word)
- [University of Manchester Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study](#) (PDF)
- [University's Data Protection Policy](#) (PDF)
- [University of Manchester Student Complaints Procedure](#) (PDF)
- [University of Manchester Policy on Religious Observance for Students](#) (PDF)
- [MB ChB Programme Policy on Allocation to a Clinical Education Campus \(CEC\)](#) (PDF)
Medicine only

10. EXAMINATION AND ASSESSMENT REGULATION

University of Manchester Faculty of Biology, Medicine and Health International Foundation Programme

Regulations

The regulations governing examinations and assessment for the International Foundation 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 International Foundation 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 International Foundation 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 International Foundation Programme examination, or in any part thereof at his/her second opportunity shall not thereafter be admitted to courses and examinations in the International Foundation 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.

International Foundation Programme Examination

1. Before potential admission to the MB ChB/BDS programmes candidates must have demonstrated satisfactory attendance on the International Foundation Programme, University of Manchester and Xaverian College.
2. The subjects of the International Foundation Programme Examination will be:
 - a. Chemistry
 - b. Biomedical Sciences
 - c. Skills report
 - d. Literature review
 - e. Satisfactory interview
3. 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 at the end of the International Foundation Programme year.

Please contact the foundation programme team if you do not receive the details of the dates, times and details of examinations.

11. CONDUCT

[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.”

12. UK VISA REQUIREMENTS FOR INTERNATIONAL STUDENTS

All international students on the Programme must:

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

As a student sponsored by the University of Manchester for a Student 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 Student Visa 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.

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 Student Visa / 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 Student Visa / 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 Student Visa / Tier 4 visa will not cover you for this, however as an ongoing Student Visa / 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 Student Visa / Tier 4 medical student needs to extend their Student Visa / 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.