

# **SCOTTISH GRADUATE ENTRY MEDICINE (SCOTGEM) MB ChB PROGRAMME** **REGULATIONS 2019-2020 (Version 1.2)**

## **1. Introduction**

1.1 The purpose of this document is to detail the regulations unique to the Scottish Graduate Entry Medicine programme (ScotGEM). The new and innovative ScotGEM programme is a joint four-year Bachelor of Medicine and Bachelor of Surgery (MB ChB) studied full time at the University of St Andrews and the University of Dundee. The ScotGEM programme includes extended placements across Scottish NHS Board areas and is operated in partnership with the University of the Highlands and Islands.

1.2 ScotGEM is subject to approval by the General Medical Council and the process for accreditation has started. You should be aware that this process may not be complete before the first cohort of students is matriculated but is expected prior to graduation of the first cohort of students in June 2022.

## **2. Governance**

2.1 ScotGEM will utilise existing management and governance structures across both Universities and both Schools of Medicine. In addition, new cross-institutional structures have been established to aid partnership working:

2.1.1 ScotGEM Strategic Board: To provide a strategic overview of the programme and make decisions regards governance, in addition to providing guidance and direction regards NHS partnership.

2.1.2 ScotGEM Programme Board: To provide operational overview and direction regards operational partnership.

2.1.3 ScotGEM Joint Assessment Board: To oversee operation of the overall assessment strategy, oversee creation of formative and summative assessment and convene ScotGEM Joint Exam Boards.

2.1.4 ScotGEM Joint Exam Board: To review data from each examination in order to assure the quality of assessment content, delivery and performance; and to review special considerations and overall performance prior to determination of degree classification and graduation.

2.1.5 ScotGEM Joint Progress Committee: To review students' academic engagement including re-engaging with studies following Leave of Absence and academic adjustments.

## **3. Definition of Primary Matriculation**

3.1 Students shall be registered at both the Universities of Dundee and St Andrews for the duration of the ScotGEM Programme. In this context, they will have access to the services offered by both Universities throughout their studies.

3.2 In addition, students will have an institution of Primary Matriculation for each year of the Programme. In Year 1 and Year 2, St Andrews will be the institution of Primary Matriculation, while in Year 3 and Year 4, Dundee will be the institution of Primary Matriculation. The rules and regulations of the Institution of Primary Matriculation apply to

all students, except where ScotGEM MB ChB Programme Regulations supersede local rules.

3.3 The ScotGEM MB ChB Programme Regulations will apply to students throughout the Programme. The most up to date Programme Regulations will apply, rather than the Programme Regulations in place at time of matriculation, without detriment to students.

#### **4. Information and communication**

4.1 The Universities make every effort to ensure that the information it provides on the ScotGEM website is accurate at the time of publication. All information that is subject to change after publication, such as course content, selection criteria, University processes and financial matters, is available and kept up-to-date on our website and communicated as appropriate: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/> and <https://www.dundee.ac.uk/study/ug/scotgem/>

4.2 Students are expected to familiarise themselves with the ScotGEM regulations and University policies at each institution, and to ensure that they follow the ScotGEM programme requirements.

4.3 ScotGEM applicants, entrants and students should note that information, communications and decisions will be shared between the Universities of St Andrews and Dundee, as well as with other partner organisations as appropriate to support the student's progress. This may include, but is not restricted to, information about an applicant's status, information about a student's hall of residence, contact details, academic progress and module results, any disciplinary or academic misconduct case involving the student.

4.4 The security of all information held at University of St Andrews is covered by Data Protection legislation, a guide to which can be found at: [www.st-andrews.ac.uk/students/rules/dataprotection/](http://www.st-andrews.ac.uk/students/rules/dataprotection/)

4.5 Security of all information at University of Dundee is also covered by Data Protection legislation, a guide to which can be found at: <https://www.dundee.ac.uk/information-governance/dataprotection/>

#### **5. Monitoring and review**

5.1 The ScotGEM Programme Regulations and policies are reviewed annually to ensure any changes in legislation, University regulations, or partnership arrangements are reflected and communicated.

#### **6. Related documents and information**

6.1 Information about applying to the Programme: [https://www.st-andrews.ac.uk/subjects/medicine/scotgem-MB\\_ChB/](https://www.st-andrews.ac.uk/subjects/medicine/scotgem-MB_ChB/)

6.2 Information about ScotGEM: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/>

6.3 University of St Andrews Undergraduate Course Catalogue: [www.st-andrews.ac.uk/coursecatalogue/ug/](http://www.st-andrews.ac.uk/coursecatalogue/ug/)

6.4 University of Dundee Undergraduate Course Catalogue: [www.dundee.ac.uk/study/ug/courses/a-z/](http://www.dundee.ac.uk/study/ug/courses/a-z/)

6.5 Student are also directed to: The ScotGEM Programme Guide for detailed structure of the ScotGEM programme: [http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2018/08/UG-teaching\\_ScotGEM\\_programme-guide.pdf](http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2018/08/UG-teaching_ScotGEM_programme-guide.pdf) , The ScotGEM Student Contract: [http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2018/06/Students\\_professionalism\\_ScotGEM-student-contract.pdf](http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2018/06/Students_professionalism_ScotGEM-student-contract.pdf) ; and the schools and facilities.

## **7. Admissions and Registration**

7.1 Applicants to the ScotGEM Programme apply to the University of St Andrews through the UCAS process. This programme is only open to applicants who are classed as Home/EU, RUK (rest of UK), or Islands (Channel Islands and Isle of Man) for fee purposes. Those who are classed as Overseas for fee purposes are not eligible to apply for this course. Transfer credits from other universities will not be accepted, nor will advanced standing credits be awarded. Applicants who are on, or have been on, a medicine degree course will not be considered, including any intercalating degree. Applications for deferred entry are not accepted. Candidates can make a maximum of 2 applications to ScotGEM.

7.2 Full detail of current entrance requirements are available here: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/>

7.3 The selection process for applicants to ScotGEM includes an assessment of all information on the application form including academic performance and predicted grades, completion of relevant medically related work experience, a reference and aptitude test results.

7.4 Based on the above information, applicants may be selected for interview. Interviews may be held in either Dundee or St Andrews.

7.5 Decisions to make offers will be based on the multiple mini interview system. Successful candidates may be given unconditional offers or conditional offers if they are still awaiting the outcomes for some entry requirements such as degree classification. Applicants will be notified of decisions via UCAS.

## **8. Occupational Health**

8.1 ScotGEM students may only access Occupational Health support, associated with their degree course, through a single portal at their Institution of Primary Matriculation. These services include support to students requiring occupational advice, treatment or assessment and inoculations and tests for communicable diseases in order to protect students, staff and NHS patients. Students who have been made an offer will be sent a

pre-entry questionnaire to allow Occupational Health to prepare a health record prior to matriculation.

8.2 Students will be required to demonstrate written evidence of BCG and MMR immunisation, as well as evidence of a blood test showing immunity to Chickenpox.

8.3 Students are strongly encouraged to have the first, and if possible the second, Hepatitis B vaccination before starting first year, as all students require Hep B immunisation in order to fully participate in clinical placements.

8.4 Remedial inoculations will be given during the first part of year one, if required and further clearance will be required for Exposure Prone Procedures (EPP). Further details can be found in the Programme Handbook.

## **9. Protecting Vulnerable Groups (PVG)**

9.1 In addition to any statement made during the UCAS application process, all undergraduate Medical Students are required to join the Protecting Vulnerable Groups (PVG) Scheme, for adults and children, operated by Disclosure Scotland. Students are advised to have all required information and identity documents available during Orientation Week; a list of which can be found in the Programme Handbook.

## **10 Registration**

10.1 All students must complete the matriculation process at the institution of Primary Matriculation in order to become registered students. This includes completion of the academic advising process, completion of Online Matriculation (including verification of personal details, confirmation of financial arrangements, and completion of the Matriculation Agreement) and attendance at the matriculation event during Orientation Week. Entrant students who fail to complete the matriculation process on time will be classed as “No show” and will be required to re-apply through the normal Admissions route. All students will be expected to follow the relevant matriculation procedures of the institution of Primary Matriculation in subsequent years of the Programme.

10.2 ScotGEM is a full-time degree programme only; it is not possible to enrol on a part-time basis.

10.3 Students have access to the same facilities and services that are available to other registered students at the Universities of St Andrews and Dundee throughout their degree programme, and are subject to the same rules and regulations as all other students.

## **11. Tuition Fees**

11.1 Tuition fees for 2018-2019 are available online at: <https://www.st-andrews.ac.uk/students/money/fees/feestable/>

11.2 Students will be liable for tuition fees at the University of St Andrews in Years 1 and 2 and at the University of Dundee in Years 3 and 4.

11.2 The ScotGEM programme is a graduate entry Medicine programme, which meets the criteria for tuition fee funding. For students assessed as Home (Scotland/EU) tuition fees will be paid by the Scottish Funding Council (SFC) directly to the University of Primary Matriculation, providing students' progress through the programme satisfactorily. Students with Home (Scotland/EU) fee status do not have to apply to SAAS for tuition fee funding. Students with a fee status of RUK or Islands should check eligibility with their funding body (e.g. Student Finance England).

11.3 Tuition fees for 2019-2020 are available online: For Years 1 and 2, at: <https://www.st-andrews.ac.uk/students/money/fees/feestable/> and for Years 3 and 4, at: <https://www.dundee.ac.uk/study/ug/scholarships-fees/undergraduate-fees/>

11.4 Aside from the tuition fees that are paid to the University, you will incur some additional costs in relation to your studies. Some of these costs are compulsory, others optional and a summary of compulsory additional costs associated with your degree programme can be found at: [https://www.st-andrews.ac.uk/subjects/medicine/scotgem-mbchb/additional\\_compulsory\\_costs](https://www.st-andrews.ac.uk/subjects/medicine/scotgem-mbchb/additional_compulsory_costs). In addition, all students will be liable for the 'General Council and Graduation Fee or Completion Fee', payable at first matriculation.

## **12. Location of study**

12.1 Teaching will take place in both the Universities of St Andrews and Dundee and information will be provided in advance through handbooks and teaching timetables. The ScotGEM programme is designed to allow students to participate in the comprehensive care of patients over time. To achieve this they will be required to undertake clinical and non-clinical placements. These will vary in duration and will require extended periods in placements out with Dundee and St Andrews. Careful consideration will be given to ensure that students with additional requirements undertake placements that maximise their experience.

## **13. Leave of Absence**

13.1 Students who wish to take a Leave of Absence on medical and/or personal grounds must obtain permission from the institution they are attending at the time (University of St Andrews or University of Dundee), and that institution's regulations will apply. All relevant information will be shared with the other institution for the completeness of records.

13.2 Normally, the institution which granted the Leave of Absence and to which the student is expected to return, will approve a student's request to return after a Leave of Absence. The regulations of that institution will apply, though the other institution will be consulted. Support is available to students throughout the Leave of Absence process (see also Appendix A: Student Support and Advice).

13.3 Due to the specific requirements of progression between the institutions, it will normally only be possible to take a Leave of Absence to the start of the following academic year.

13.4 Leave of absence may have implications for your tuition fee funding and eligibility for Scottish Government bursary. Further advice and support will be provided to students as required.

## **14. Re-engaging with studies**

14.1 In some circumstances, students may require to take Leave of Absence from the programme and return to their studies after a period of time away. The General Medical Council (GMC) mandates that students must keep their skills and knowledge up-to-date and that medical schools should not allow students to progress who cannot demonstrate this. Therefore if Leave of Absence extends beyond six months, evidence will be required that the student has retained both knowledge and competencies appropriate to their year of study. The specific requirement to demonstrate this will be considered on a case-by-case basis by the ScotGEM Joint Progress Committee. Outcomes may be:

14.1.1 Students returning from Leave of Absence due to personal reasons in years 2-4, who have therefore not attempted assessment for their current year of study, may be required to retake the end of year assessments (both written and practical) for the last year of study they fully completed. Failure to do so may result in the student being required to re-enter the programme at the year below where they left on leave of absence.

14.1.2 Students who have been required to take Leave of Absence due to the impact of academic adjustments must be able to demonstrate recent competency in both written and practical assessments. This may require a student to retake assessment for a component they had previously passed, should this have been more than six months ago.

14.1.3 Students returning from Leave of Absence on medical grounds may require an Occupational Health report.

14.1.4 A student who has been temporarily withdrawn from the course for a period of greater than one academic year may be required on return to enter an earlier year of the programme, even if this year(s) has previously been successfully completed.

## **15. Transfers**

15.1 Students admitted into ScotGEM may not normally transfer to a regular degree programme at either institution, though exceptional cases may be considered within the framework detailed below:

### **15.1.1 First year**

15.1.1.1 Transfer to an alternative degree programme is not possible prior to completion of the first year of the ScotGEM programme.

### **15.1.2 Second year**

15.1.2.1 Students who have completed year 1 and wish to apply to transfer to another degree programme at the University of St Andrews or Dundee must apply for transfer by the published deadline (for St Andrews, within 5 working days of the publication of Year 1 results).

15.1.2.2 Further opportunity to apply for transfer will be dependent on gaining credits in the reassessment diet. If no credits are gained in the reassessment diet there will be no opportunity for transfer.

15.1.2.3 Based on entry requirements for ScotGEM and credits obtained, relevant School(s) may choose to waive some, or all of the pre-requisites first year modules taken within their new programme. All applicants will be expected to demonstrate: Strong academic record in ScotGEM; Good reasons for seeking to transfer to their chosen degree programme; that they meet the Honours entry requirements for their intended degree programme.

15.1.2.4 Where a transfer application is successful, there is no guarantee that credit obtained in ScotGEM will transfer in full to an alternative degree programme. Students may require longer to complete programme requirements. Tuition fees for years completed in ScotGEM will not be refunded. Students in receipt of scholarships should also note that these may not be transferable.

### **15.1.3 Third year and fourth year**

15.1.3.1 Transfer to an alternative degree programme is not possible upon completion of the second year of the ScotGEM programme.

## **16. Academic Regulations**

### **16.1 Programme requirements**

16.1.1 The general requirements are 700 credits from an approved programme over four years of study, where 360 credits are from approved modules at the University of St Andrews (180 credits at SCQF level 8 and 180 credits at SCQF level 9) and 340 credits are from approved modules at the University of Dundee (180 credits at SCQF level 10 and 160 credits at SCQF level 11).

### **16.2 Progression Criteria**

16.2.1 In order to progress to the next year of the programme, students must pass all assessed components (i.e. written exams, portfolio and skills (OSCE)) associated with their current year of study. Progression on the programme is also dependent on

professionalism, and significant concerns may halt progression regardless of academic performance (see section 16.6 Professionalism and Fitness to Practise)

16.2.2 Students who fail a component (or components) on first attempt will be entitled to reassessment. Reassessment will place a cap upon the score a student can receive for that component. Students with outstanding reassessments may be allowed to engage with inductions for the next year of the programme. A fee will be incurred for requiring reassessment, which will be payable at the time of registration for the reassessment.

16.2.3 Students who do not pass a component (or components) upon reassessment may be entitled to repeat that academic year. Such students would be required to retake and pass all associated teaching and assessment, regardless of which component(s) they did not pass at reassessment. Students cannot normally retake more than one year of the programme.

16.2.4 Students who are required to repeat an academic year will be liable for tuition fees and may not be eligible for a Scottish Government Bursary.

### 16.3 Academic adjustment

16.3.1 Academic adjustments refer to any adjustment made to mitigate for a student's personal circumstances that might otherwise impact on their ability to engage or best represent their academic ability. Any academic adjustment is not a right, and will be granted only when the relevant committee judges admissible grounds and evidence for adjustment exists.

16.3.2 Academic adjustments include extensions for assignments, deferral of written or practical exams or special consideration of modules/assessment of the ScotGEM Joint Exam Board prior to graduation.

16.3.3 With the exception of minor extensions to coursework submissions (which must be requested via the Year Lead), all requests for academic adjustments must be formally submitted to the relevant committee. The Committee will consider all evidence (including previous adjustments) when reaching a decision. Once an academic adjustment has been applied, no further academic adjustments will be applied to the affected assessments without exceptional circumstances. All students must successfully pass all requirements to progress, regardless of academic adjustment.

### 16.4 Deferred assessments

16.4.1 Deferrals refer to the rescheduling of any aspect of an assessment beyond the normal reporting deadlines for the year. Awarding of deferred assessment is not a right, it must be requested and evidence to support the request provided. If requests for deferrals of any assessment are made and granted the assessment affected would normally be scheduled for the next available examination period for the programme:

16.4.1.1 Deferral of the mid-year assessment in Year 1 would result in the assessment being taken in the end of year programme diet.

16.4.1.2 Deferral of any end of year assessment(s) would result in the first attempt(s) being taken during the programme reassessment diet.

16.4.1.3 Deferral of any assessment(s) scheduled during the programme reassessment diet would result in the assessment(s) being taken during the main end of year programme diet for the next academic year. Such students would not be allowed to progress to the next year of study until all assessment was passed, and would therefore be required to take Leave of Absence and to resit all assessments for that year.

## 16.5 Special consideration

16.5.1 Special consideration of a module may be applied if a student has been unable to fully engage with their studies due to their personal circumstances; for the purposes of ScotGEM a module is a full year of study. This may only be applied to a maximum of one year, requires substantial evidence of disruption and there must be good reason why other academic adjustments (such as deferrals) or leave of absence were not requested. Special consideration of a module must be applied for prior to the release of year results, and retrospective application will not be considered unless there is exceptional circumstances approved by both Deans of Medicine (Universities of Dundee and St Andrews).

16.5.2 Upon special consideration of a year:

16.5.2.1 The performance of a student who passes all initial attempts at assessment will be reviewed prior to graduation by the ScotGEM Joint Exam Board. The Board will review the performance of the student both including and excluding the grade from the affected year and decide upon the appropriate recommendation for classification. Special circumstances will be taken into consideration for borderline students.

16.5.2.2 If a student who has special consideration for a year fails a component of assessment, they will be entitled to reassessment with no cap applied to their grade (i.e. their reassessment will be treated as if it is their first attempt). Their overall performance will be reviewed prior to graduation and a decision made upon classification by the ScotGEM Joint Exam Board.

16.5.2.3 If such a student subsequently does not pass reassessment, they will be entitled to retake assessment during the main end of year diet for the next academic year. The result of such further assessment will be capped at the equivalent to that of a pass (see Appendix B, Grade Conversion Table) and contribute to their degree classification as per normal. Such students would not be allowed to progress to the next year of study until all assessment was passed, and would therefore be required to take Leave of Absence.

## 16.6 Professionalism and Fitness to Practise

16.6.1 The GMC mandate that, in addition to academic performance, a student's graduation and qualification is dependent on being fit to practise.

16.6.2 Each institution has separate, but complementary, regulations for Fitness to Practise proceedings based on guidance from the GMC. Findings of a Fitness to Practise panel may include warnings, undertakings, conditions, suspensions or expulsion.

16.6.3 In the case of a student whose conduct, clinical ability, knowledge or health gives rise to concerns that patient safety or the student's personal well-being could be compromised, the relevant Dean of Medicine, following consultation with relevant clinical staff, may temporarily debar the student from all or any work on the course. Formal

Fitness to Practise processes will be the responsibility of the School in which the student is or was primarily matriculated when the situation commenced.

16.6.4 Students are referred to <https://www.gmc-uk.org/education/undergraduate/studentftp.asp>

## 16.7 Academic Intervention

16.7.1 The ScotGEM Programme operates an academic intervention process at an overall degree programme level. The principle is to help students recognise when their academic progress may be at risk, at a sufficiently early stage that they have opportunities to take action to address any underlying problems. Risks to studies include module results below those consistent with

satisfactory academic progress; failure to progress and in the most severe cases, termination of studies. The early academic intervention process will be concordant with that in use at the institution of Primary Matriculation. <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/EarlyAcademicIntervention.pdf>

## 16.8 Placement supervision and support

16.8.1 Students will be expected to undertake clinical and non-clinical placements during their studies. Many of these placements will be of significant durations and will require relocation to undertake the placement. Placements may take place in primary, secondary or community healthcare or social care settings. Students will receive information prior to their placement that outlines the learning opportunities and required outcomes. Students will also have a named supervisor for each placement and will continue to have access to student support services. Wherever feasible, students with additional support requirements will be assisted in ensuring a suitable placement is found that maximises their experience on placement.

## 16.9 Assessment and Feedback

16.9.1 Students' skills, knowledge and professionalism are assessed against the outcomes set by the GMC in the Outcomes for Graduates document ([https://www.gmc-uk.org/education/undergraduate/undergrad\\_outcomes.asp](https://www.gmc-uk.org/education/undergraduate/undergrad_outcomes.asp)). Details of these outcomes and the programme-specific outcomes can also be found in the ScotGEM Programme Guide: [http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2018/08/UG-teaching\\_ScotGEM\\_programme-guide.pdf](http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2018/08/UG-teaching_ScotGEM_programme-guide.pdf).

16.9.2 Professionalism is continually assessed via the Portfolio and lapses in professionalism may result in interview, enhanced supervision or other interventions designed to encourage reflection. Failure to engage with the system or failure to show improvement may result in debarment from the exams and/or Fitness to Practise proceedings.

16.9.3 A candidate shall be assessed at such times and by such means as the programme ScotGEM Joint Assessment Board may determine. Core summative assessments are split in to three components: knowledge-based exams (including written

and online assessments), practical exams (OSCE) and professionalism-based assessments (portfolio elements). Students will be required to meet the standard required in each component to progress to the next stage of the programme. Details of the assessment programme can be found in the ScotGEM handbook.

16.9.4 Students will receive feedback on all components of assessment. Students will also receive formative feedback opportunities throughout the programme.

16.9.5 Students who do not successfully complete an assessed component are entitled to reassessment. Students required to take reassessment exams will be required to pay a fee. For further information on reassessments, see section 16.2 Progression Criteria.

16.9.6 Students will also be required to take national medical assessments as defined and required by the General Medical Council.

## 16.10 Credit and grade transfer

16.10.1 No advanced standing or transfer credits may be applied to the ScotGEM degree.

16.10.2 All module results will be converted using an agreed Conversion Table and published to the student record at both institutions (see Appendix B: Grade Conversion Table).

## 16.11 Exit Awards

16.11.1 All students are admitted to the programme with the expectation that they will graduate with the Degree of MB ChB. If a student wishes to leave the course or is prevented from progressing and completing the course, the student will be eligible for the following exit awards:

16.11.1.1 After successful completion of Year One, a student would be eligible for the award of Certificate of Higher Education.

16.11.1.2 After successful completion of Year One and Year Two, a student would be eligible for the award of Bachelor of Science (BSc) (General) degree.

16.11.1.3 After successful completion of Years One, Two, and Three, a student would be eligible for the award of Bachelor of Science (BSc) (Hons) degree in Medical Health Sciences.

16.11.2 All module results will be converted using an agreed Conversion Table and published to the student record at both institutions (see Appendix B: Grade Conversion Table).

## 16.12 Classification

16.12.1 The ScotGEM Degree Classification Algorithm uses as the primary determinant of degree classification the weighted mean (and weighted median) of all grades awarded during all years of the ScotGEM degree programme. The recommended degree classification outcomes will be presented to the ScotGEM Joint Exam Board for consideration.

16.12.2 Only one decimal place is used in the calculations of means and medians.

16.12.3 The ScotGEM MB ChB can be awarded with following classifications: with Merit or with Distinction.

16.12.4 Where an assessed component is failed with right to re-assessment and passed at re-assessment, the capped (pass) re-assessment result is entered into the ScotGEM Degree Classification Algorithm (not the original failed grade).

16.12.5 Where a student has been required to retake a year they have failed upon reassessment, the average of the initial fail grade and their subsequent grade for the re-take year will be taken and entered into the ScotGEM Degree Classification Algorithm. 16.12.6 In the case where no credit is obtained at re-assessment for a failed assessed component, the original fail grade is entered into the ScotGEM Degree Classification Algorithm (see Appendix D).

16.12.7 Students with assessed components with Special Consideration applied will be considered for the better outcome by the ScotGEM Joint Exam Board.

16.12.8 The MB ChB can be awarded as with or without merit or distinction based on student performance across all four academic years of the course. Additionally, students may have individual year results recorded on their transcript as with or without merit or distinction. The grades required for awarding a merit or distinction are provided on the Degree Classification Algorithm (see Appendix D).

### 16.13 Educational Performance Measure (EPM) framework

16.13.1 All medical graduates in the UK are entitled to apply for foundation training. Part of this process requires assigning students a decile ranking during their final year of study at the point of application to the Foundation Programme, including those applying to the Academic Foundation Programme. The ranking process follows the Educational Performance Measure (EPM) framework and details of the weighting of different components of the course are outlined in the EPM ranking procedure (see Appendix C).

### 16.13 Award

16.13.1 Upon successful completion of the ScotGEM Programme, students will receive a joint MB ChB degree, detailed on one degree certificate bearing the crests and seals of both Universities of St Andrews and Dundee. Statutory approval to award the joint degree is being sought and cannot be guaranteed at this time. Both Universities of Dundee and St Andrews will notify students as soon as reasonably practicable if the degree cannot be established as intended. If a joint degree cannot be established, the degree will be awarded solely by the University of Dundee.

16.13.2 In addition, students will receive transcripts from each institution, detailing modules taken at both institutions.

16.13.3 The ScotGEM Graduation ceremony will rotate between St Andrews and Dundee.

## **17. Appendices**

- A. Student Support and advice
- B. Grade Conversion Scheme for ScotGEM
- C. Educational Performance (EPM) ranking statement
- D. Degree Classification Algorithm

## **Appendix A: Student Support and Advice**

### **Student Support and Advice**

1. The study of Medicine, as a professional discipline, places specific requirements on medical students and medical schools in that the GMC requires the School measures student achievement, conduct, health, knowledge, skills & attitudes (GMC Achieving Good Medical Practice).
2. In many cases health, welfare, professionalism and academic progress are linked or overlap. Providing support and advice is integral to the ScotGEM programme and there are a range of support structures designed to enhance health and wellbeing and to allow students to achieve their full potential.
3. All staff with direct student contact are able to signpost students to appropriate sources of support. Monitoring of attendance, low level concerns (e.g. lateness) and engagement with student led tasks allows opportunity for early supportive intervention by senior staff should concerns arise.
4. Every student will be allocated to a Personal Support Tutor on starting the course. The ScotGEM Personal Support Tutor will:
  - 4.1 Provide knowledgeable, individual counsel for students
  - 4.2 Support the student in regular and constructive self-assessment
  - 4.3 Support the student in goal setting
  - 4.4 Act as the student's advocate if required
  - 4.5 Empower the student to achieve their full potential
5. A mutually agreed record of meetings will be kept, allowing effective transfer of information and continuity of support. Please see "Who knows what about me?" for details about data sharing within the ScotGEM programme.
6. Personal Support Tutors will maintain contact with students throughout the four year course. As the student progresses and becomes increasingly independent some contact may be by email, phone or Skype.
7. Out with the immediate ScotGEM programme both Dundee University and the University of St Andrews have matured and established Student Support services able to offer advice on all aspects of student welfare separate from the Schools of Medicine. It is important that students with problems relating to health, money, work, bullying, homesickness, accommodation, family, or any other matter that affects University life seek help at an early stage. All matters discussed with Student Support Services will be dealt with confidentially and information will only be passed on to other members of staff with express permission and in accordance with the University Student Confidentiality Policy. It is required that students engage only with the service provided by the Institution of Primary Matriculation. Students on remote placement may engage with Support Services provided by ScotGEM partners in cases of immediate need however students are required to inform and engage with the Institution of Primary Matriculation as soon as is reasonable.

## Appendix B: Grade Conversion Scheme for ScotGEM

### Grade Conversion Scheme for ScotGEM

<b>Dundee Reporting Scale</b>	<b>Dundee Aggregation Scale</b>	<b>St Andrews Reporting Scale</b>	<b>Qualitative Reference Standard</b>
A1	23	20	Excellent/Outstanding
A2	22	19	
A3	21	18	
A4	20	17	
A5	19	16.5	
B1	18	16	Very good
B2	17	15	
B3	16	14	
C1	15	13	Good
C2	14	12	
C3	13	11	
D1	12	10	Satisfactory
D1	12	9	
D2	11	8	
D3	10	7	Marginal pass
M1	9	6	Marginal fail
M2	8	5	
M3	7	4	
CF	5	3	Clear fail
CF	4	2	
BF	2	1	Bad fail
QF	-	0	

## **Appendix C: Educational Performance Measure (EPM) ranking statement**

### **Educational Performance Measure (EPM) Ranking Statement**

1. The ScotGEM EPM decile ranking statement is informed by the UK Foundation Programme EPM framework: <http://www.foundationprogramme.nhs.uk/pages/fp-afp/applicant-guidance/SJT/EPM>
2. This document provides details of the ScotGEM MB ChB assessments used to determine an applicants' decile score and the policy on how repeat years and re-sit results are managed. EPM decile scores are calculated at the beginning of the final academic year using the process described below.
3. Summative end of year examination results (combined written, OSCE & Portfolio results) are used based upon the MB ChB degree classification process. Each year's summary result is weighted in approximate proportion to the MB ChB degree classification. As only three years assessments are available when the calculation is made the weighting in the EPM is as below:
  - 3.1 **Year 1**  
MB ChB degree classification: 20%  
Over-all contribution to EPM decile ranking: 30%
  - 3.2 **Year 2**  
MB ChB degree classification: 20%  
Over-all contribution to EPM decile ranking: 30%
  - 3.3 **Year 3**  
MB ChB degree classification: 30%  
Over-all contribution to EPM decile ranking: 40%
4. **Deferral & re-sit rules**
  - 4.1 The same rules are applied to EPM ranking as for the ScotGEM MB ChB degree classification.
    - 4.1.1 3rd year re-sit: A student failing any element of the re-sit exam diet is excluded from the ranking process post exam as they cannot proceed to apply to Foundation Training.
    - 4.1.2 3rd year assessment deferred: For each component of the assessment, any student deferring their first sitting to the year 3 re-sit diet for non-academic reasons are given an average mark for year 3 based on year 1-2 results. Students deferring on academic grounds will be given a grade of Dundee D3/St Andrews 7.

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## **Appendix D: Degree Classification Algorithm**

### **ScotGEM MB ChB Degree Classification Algorithm**

1. The degree classification is determined by the performance of a student across their four years of study on the MB ChB programme based on a combination of examination, Portfolio and awards of distinctions within each year of study.

2. Rules for deriving the final MB ChB ranking

2.1 For each year of study a numerical score is awarded for the knowledge-based examinations, OSCE and Portfolio examinations. Both the Universities of St Andrews and Dundee utilise different institutional Common Assessment Scales (CAS), but grades can be converted based on an accepted conversion table provided in the ScotGEM Programme Regulations document.

2.2 The overall credit weighted mean MB ChB score is derived by combining the four yearly scores using the following weighting:

Year 1:	20%
Year 2:	20%
Year 3:	30%
Year 4:	30%

2.3 The final numerical score is then converted to a grade according to the CAS.

3. Degree classification

3.1 Distinction: typically awarded to students who achieve distinction in at least three years of study, including year 4, and achieve an overall excellent/outstanding grade in all four years (i.e. an A grade on the Dundee CAS scale, or 16.5 or greater in the St Andrews scale).

3.2 Merit: typically awarded to students who achieve distinction in at least two years of study and achieve an overall excellent/outstanding grade at least three years of study (i.e. an A grade on the Dundee CAS scale, or 16.5 or greater in the St Andrews scale).

3.3 The ScotGEM Joint Exam Board will, however, have discretion to consider minor variations on the above.

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