

Keele University
School of Medicine
Progress Committee

Membership, frequency & reporting

TITLE:	School of Medicine MB ChB Progress Committee
MEMBERSHIP: (To serve for 2010/11)	<p>Director of Undergraduate Programmes (Dr A Hassell) Chair, OR Director of Academic Undergraduate Studies (Dr C L Bashford) Chair Module 4 Joint Lead (Miss A K M Walsh) Deputy Chair Module 1 Joint Lead (Dr R Fricker-Gates) Deputy Chair Professor of Academic General Practice (Prof R K McKinley) Lecturer in Biomedical Science (Dr P Horrocks) Module 3 Joint Lead (Dr S P Williams) Families & Children Module Leader (Miss F O'Mahony) Lecturer in Academic Primary Care (Dr S Gibson) Lecturer in Academic General Practice (Dr S Gay) Director of Assessments (Dr M Cowling) Hospital Dean Shropshire (Dr J Jones) Senior Lecturer in Biomedical Sciences (Dr N Kuiper) Lecturer and Undergraduate Tutor Shropshire (Dr K Srinivasan)</p> <p>Academic Advisor, Manchester (Dr Jon Shaffer) – where issues concern validated course students</p> <p>Quorum: Chair + 4 from the above list + Student Support Representative</p>
FREQUENCY OF MEETINGS:	Monthly (Wednesday mornings) Extraordinary meetings to be called as necessary Meetings will be cancelled if insufficient business
ADMINISTERED BY:	Administrator (Student Support & Progress)
TERMS OF REFERENCE:	Attached

Terms of Reference: - School of Medicine MB ChB Progress Committee

To monitor student progress as directed by the provision of the University's Academic Regulations. In particular, to:

- a) Receive reports of students failing one or more assessment(s) at first attempt and determine the consequences of such failure for the students concerned.
- b) Receive reports of failure at second attempt of written and practical examinations and assessments and determine the consequences of such failure for the students concerned.
- c) Receive an account of the situation of students who, having interrupted their studies, are due to return, or have requested to return to their studies.

The Committee is not an examination appeals committee and cannot alter the marks awarded by the Board of Examiners.

Matters that can be considered

Students are invited to present to the Committee information in respect of mitigation, which may have influenced the individual's performance.

Areas of mitigation that may be considered by the Committee are:

- a) health matters which may have affected the student's performance
- b) personal circumstances which may have affected the student's performance

Note: students who are aware of mitigating circumstances at the time of the examination are required to submit documentary evidence either before or within five working days of the examination.

Where matters of health are provided as mitigation by the student, the Committee would require submission of supporting information by a registered health care professional. This information should be provided before the Committee meets.

The Committee normally makes decisions and communicates these with the students at the time of the meeting. However, should the Committee require further evidence, it may defer its decision and recommendations to the Faculty until such time as it deems fit.

The Committee will normally write to all students with the details of its decision and recommendations within five working days of the meeting.

Procedure

What follows is a description of the normal chronological process from student referral to final outcome:

- a) Progress Committees are organised by the Medical School administrative staff.
- b) All referrals to the Committee need to be made in the first instance by any member of the Committee through application to the Administrator for Student Support & Progress.

- c) The student will be informed in writing by the School administrative staff should they be referred to the Progress Committee. This letter will contain the reason(s) for the referral as well as the date and time of the Progress Committee.
- d) A report on the student's progress to date will be provided to the Committee by the School administrative office.
- e) A referred student should indicate to the School administrative office in writing his/her intention to attend.
- f) A referred student does not have to attend. The Committee will consider the reasons for referral and make a decision in absentia.

If a student chooses not to attend, or is not able to attend, written evidence of mitigating circumstances will be considered as supplied by the student. The Committee will generally not consider supporting statements from family or friends but will consider documentary evidence from general practitioners and other similar bodies. NB: In accordance with GMC recommendations, the School does NOT accept GP certification where the GP is a relative of the student concerned.

- g) It is strongly recommended that any student referred to the Committee seeks and obtains advice from the Director of Student Support.
- h) Students referred to the Committee should bring documentary evidence of mitigating circumstances to support their case.
- i) The Committee will meet in private to consider any documentation received in relation to the student's circumstances.
- j) The student is then asked to attend, accompanied by a friend for moral support, if desired. Any person attending with the student is not permitted to make representation or to intervene with the proceedings of the Committee. Legal representation will not be permitted.
- k) The student's situation is discussed in their presence, along with any new evidence of mitigation, which they may choose to submit (see guidelines on mitigating circumstances below)
- l) The student is normally asked to leave while the Committee considers the information presented.
- m) The Committee, having carefully considered the circumstances will reach a decision, which it will recommend to the School of Medicine. This may include exclusion from the Programme on grounds of either:
 - i) failure of written or practical examinations
 - ii) failure to comply with contents of the GMC document "Health and Conduct"
 - iii) failure to comply with the Programme and University regulations regarding work and attendance.The Committee may refer the student to the Fitness to Practise Committee.
- n) The student will be informed of this decision by a member of the Committee and this decision will be confirmed in writing within five working days of the meeting.

- o) The Director of Academic Services will be notified of the decision made by the School of Medicine.
- p) The student has the right of appeal against any decision reached. This appeal must be made in writing to the Director of Academic Services no later than 10 days from the receipt of the letter from the Committee and must be submitted on the approved Appeal Form. Appeals may only be made on one or both of the following grounds:
- i) procedural irregularity:
 - ii) extenuating circumstances, provided that these circumstances were not known by the Committee at the time it made its decision, that these circumstances can be substantiated, and that there is a valid reason for not notifying the Committee in advance in accordance with the relevant provisions of Regulation 8.

Internal Communication

- a) Members of the Committee will be provided with a list of students known to the School Office who are to be invited to attend the meeting, or whose case should be considered at the meeting.
- b) Copies of all letters to students resulting from the Progress Committee meeting will be forwarded to relevant members of the Committee.

Progress Committee Guidelines

The following are the guidelines for Progress Committee with regard to:

- unacceptable mitigation for poor performance and/or attendance
- point of return following Leave of Absence
- withdrawal from the course.

Unacceptable mitigation for performance and/or attendance

The following will NOT be accepted as mitigation for performance/attendance:

- Retrospective notification and/or certification of personal ill health.
- Retrospective consideration of ill health amongst family and/or friends.
- Attendance or timekeeping related to commuting.
- Retrospective consideration of long standing social and/or environmental factors.
- Undertaking paid employment and/or other non-curricular activities.
- On some occasions a student may agree a 'planned' absence with the School. Such agreed absences can never be used as mitigation.
- In the event of the death of a family member and/or friend, notification and certification are required for mitigation.

N.B. This list is not exhaustive.

Leave of Absence

Return points of entry for students having Leave of Absence will be decided on an individual basis by the Committee. When making its decision the Committee will take into consideration:

- a) the student's academic performance.
- b) the requirements of the course.

Normally when a student leaves the course part way through a year they will be expected to repeat the full year. Subsequent partial attendance must be agreed with the School and will be treated as an agreed absence.

Withdrawal

Withdrawing students will need to see the School of Medicine Student Support Service and will be asked to sign a document stating that it will not be possible for them to re-enter the MB ChB programme at Keele University and that they should be aware that it is unlikely that they would be admitted to study medicine at any other UK Medical School.