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Regulations for the Conferment of the Award of Bachelor of Medicine Bachelor of Surgery

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1. Preamble

- 1.1. The Academic Board of Canterbury Christ Church University and the Senate of the University of Kent have established the Kent and Medway Medical School (KMMS) and hold joint responsibility for the academic standards of all Awards made to students... All awards made under these Regulations will be joint awards of Canterbury Christ Church University and the University of Kent [hereafter, 'the Universities'].
- 1.2. No amendment to these Regulations may be made except with the explicit joint approval of both Universities.
- 1.3. The Academic Board of Canterbury Christ Church University and the Senate of the University of Kent acting together can, in exceptional circumstances, set aside any aspect of these regulations.

2. Scope of the Regulations

- 2.1. This document sets out the Regulations for the conferment of the following awards delivered by the Kent and Medway Medical School (KMMS):
 - a. Bachelor of Medicine Bachelor of Surgery (BMBS)
 - b. Bachelor of Medical Science (BMedSci)
 - c. Diploma of Higher Education in Medical Science (Dip HE Medical Science)
 - d. Certificate of Higher Education in Medical Science (Cert HE Medical Science)
- 2.2. The BMedSci, Dip HE in Medical Science, and Cert HE in Medical Science are only available as exit awards for students registered with KMMS for the award of BMBS.
- 2.3. The awards will be made by the Universities jointly on the decision of the Progression and Award Board of Examiners [hereafter Board of Examiners], set up under these Regulations.
- 2.4. The Board of Examiners will decide about the conferment of academic awards. Their decisions will be annually reported to the KMMS Education and Research Board, the Academic Board of Canterbury Christ Church University, and the Education Board on behalf of Senate at The University of Kent.

- 2.5. No body other than the Board of Examiners has authority to decide the conferment of an award of BMBS.
- 2.6. The Regulations are consistent with the guidelines of the General Medical Council, as they were when these Regulations were approved.
- 2.7. These Regulations are additional to the Regulation and Credit Framework of Canterbury Christ Church University and the Regulations for Taught Programmes of Study and the Credit Framework of the University of Kent, which set out the respective regulatory frameworks of the Universities.
- 2.8. The Regulations apply to all students registered on the Programme of Study for the BMBS, delivered by KMMS irrespective of the date of registration. Where there is a previously approved Regulation that confers any additional rights on a student due to the date of the student's initial registration, and continuing registration on the Programme, the student may rely upon the previously approved Regulation.
- 2.9. The Universities may jointly approve and publish operational procedural documents supporting the implementation of these Regulations. If there is any conflict between these Regulations and the procedural documents, these Regulations have precedence subject to any interpretation being in favour of the student.
- 2.10. These Regulations should be read alongside KMMS Policies and Procedures, available on the [KMMS website](#)

3. General Regulations

Award of Bachelor of Medicine Bachelor of Surgery

- 3.1. The award of BMBS is comprised of 780 credits and is awarded at Level 7.
- 3.2. The programme comprises five stages, each consisting of a set of programme components that a student must satisfy before they can progress into the next stage of the Programme or graduate with an award.
- 3.3. The credit structure of the BMBS award is as follows:
 - a. Stage 1 comprises 60 credits at Level 4 and 60 Credits at Level 5
 - b. Stage 2 comprises 120 credits at Level 5
 - c. Stage 3 comprises 180 credits at Level 6

- d. Stage 4 comprises 180 credits at Level 6
- e. Stage 5 comprises 180 credits at Level 7.

3.4. To qualify for the BMBS a student must:

- a. complete satisfactorily the requirements of the award on which they are registered
- b. pass 780 credits of which:
 - 180 credits are at Level 7
 - 360 credits are at Level 6
 - 180 credits are at Level 5
 - 60 credits are at Level 4.

3.5. To qualify for a BMBS with Distinction the following three criteria must all be met by the student:

- a. achieve a distinction in final year/stage 5
- b. achieve an average distinction mark across stages 1-4
- c. do not drop below 5 percentage points from the distinction mark in any year/stage during years/stages 1-4.

The criterion to be awarded a distinction in a module is a mark of 25% or more above the standard set mark for the module. Students referred in any failed component of the module cannot achieve a distinction for the overall module grade or a degree with distinction.

Award of Bachelor of Medical Science

3.6. On completion of stage 3, a student may exit the Programme with a BMedSci. To qualify a student must pass at least 360 credits of which:

- a. at least 120 credits are at Level 6 and form part of the BMBS programme
- b. at least 120 credits are at Level 5
- c. all credits are at Level 4 or above.

3.7. To qualify for a BMedSci with Distinction the student must meet the following criteria:

- a. achieve an average distinction mark across the completed stages
- b. do not drop below 5 percentage points from the distinction mark in any completed stage
- c. have not failed any stage during the degree programme.

3.8. The BMedSci will not be awarded as an Ordinary Degree or Unclassified Degree, and no Ordinary Degree or Unclassified Degree may be awarded as an exit award from the Programme.

Award of Dip HE in Medical Science

- 3.9. On completion of stage 2 a student may exit the Programme with a Dip HE in Medical Science. To qualify a student must pass 240 credits of which:
- a. at least 120 credits are at Level 5
 - b. all credits are at Level 4 or above.

3.10. The Dip HE in Medical Science is not classified.

Award of Cert HE in Medical Science

- 3.11. On completion of stage 1 a student may exit the Programme with a Cert HE in Medical Science. To qualify a student must pass 120 credits of which:
- a. all credits are at Level 4 or above.

3.12. The Cert HE in Medical Science is not classified.

Intercalated degrees

3.13. A student who has completed stage 3 of the Programme may, with permission, undertake an intercalated bachelor's degree or an intercalated Master's degree before entering stage 4.

3.14. A student who has completed stage 4 of the Programme may, with permission, undertake an intercalated bachelor's degree, a Master's degree, or a degree of Doctor of Philosophy before entering stage 5.

Period of Registration

3.15. The standard maximum period of registration for the BMBS is ten years.

3.16. The maximum period is extended to eleven years for students undertaking an intercalated Bachelor's or Master's degree.

3.17. The maximum period is extended to thirteen years for students undertaking an intercalated doctorate.

3.18. All maximum registration periods exclude interruptions arising from protected characteristics under the Equality Act 2010.

3.19. Students who exceed the maximum period of registration will not be permitted to continue and will be eligible for the appropriate exit award based

on the credit passed.

Exclusion Due to Academic Failure

3.20. Exclusion criteria from the KMMS BMBS degree due to failure:

- a. The maximum amount of stage failures a student can have in the five-year programme is two failed academic years (stages). They will be excluded from the programme upon failing a third academic year (stage).

OR

- b. A student will be excluded from the programme if they fail the same stage twice.

Periods of Interruption

3.21. Any authorised interruption must be dealt with in line with the KMMS Interruption of Studies Procedures.

3.22. A student may not undertake any teaching and/or assessment opportunities during the period of interruption.

Language of delivery

3.23. Teaching and assessment on the BMBS Programme will be delivered in English.

Mode of Study

3.24. The BMBS Programme will be studied in full-time mode, and no student will be admitted to or permitted to study on the Programme on a part-time basis.

4. General Assessment Regulations

Assessment Definitions

4.1. For the purposes of assessment, the following applies:

- a. Assessment: the process of determining that a student has demonstrated achievement of the learning outcomes for a module and for the Programme.
- b. Component of Assessment: an element of assessment for a module that produces a single mark or grade.

- c. Criterion: a reference point on which a component of assessment is assessed. Some components of assessment have multiple criteria that, in addition to contributing to the overall grade, are extracted and analysed separately.
- d. Sequential testing: A process where sequence one is the first formal assessment opportunity using an Applied Knowledge Test (AKT) or Objective Structured Clinical Examination (OSCE), and sequence two is the second or additional assessment opportunity.
- e. Referred: When a student has taken, but not passed, all or part of a modules assessment and the student has a further opportunity to undertake an assessment criterion in that module.
- f. Reassessment: a second opportunity to undertake assessment for a criterion in a module which has been referred.
- g. Reassessment of a stage: a second opportunity to undertake a stage of the programme that has not been passed.
- h. Deferred: where a student is given a new assessment opportunity due to approved extenuating circumstances, with the main/previous attempt not used or not counting.
- i. Fail: where the assessment for that module has not been passed and the student has no further opportunities for reassessment.

Assessment

- 4.2. To pass a module and achieve the associated credit, a student must pass all criteria for the assessment components of that module.
- 4.3. Where continuous (e-portfolio) or a sequential testing process are used as criteria for assessment, no reassessment opportunities are offered to pass a module.
- 4.4. Where there is only a single sitting of an assessment, students will be permitted an in-year reassessment opportunity if they do not pass on the first attempt.

- 4.5. Except where specifically provided otherwise, a student is not permitted to repeat a component of assessment for the purposes of improving the awarded mark or grade if it has already been passed. This is also the case if a student has exempted the second sequence of the AKT/OSCE process in a particular year, since by achieving exemption, they have also passed the AKT/OSCE.
- 4.6. A module may be given the grade of Distinction if the module assessment criteria produces marks and where a standard setting process has been used to set the standard, as set out in the [KMMS Assessment Strategy](#). If a module only produces an outcome grade of pass or fail, then a grade of Distinction is not awarded in such a module.
- 4.7. Where standard setting methods are used to determine the pass mark for components of assessment, the standard setting process will incorporate the setting of grade boundaries for pass marks and will be published with the students' individual results.
- 4.8. When a student passes a module following reassessment of a referred component, the module grade will be capped at the pass grade. When a student receives approved mitigation for the component, the previous assessment will not count as an attempt and the grade or mark will not be capped.
- 4.9. When mitigation is approved for an AKT the student has attempted, that attempt will not be included in the module grade calculation. For sequential AKTs when sequence 1 is post hoc mitigated additional questions will be included in sequence 2. If a sequence 2 AKT is post-hoc mitigated the student will have an incomplete mark for the assessment and will be unable to progress.
- 4.10. Where an assessment in a module is deferred due to the mitigation of extenuating circumstances and the student passes the assessment and module, as if as a first assessment, the grade or mark will not be capped.
- 4.11. Where a component of assessment, such as a log or e-portfolio, contains multiple activities or criteria, there will be clear, transparent, and reliable processes outlined in the [KMMS Assessment Strategy](#) or module handbook, which sets out how these activities will combine to produce a grade or mark for the component of assessment and under what circumstances a student will be permitted to remedy a deficiency for those multiple activities.

Module Reassessment

4.12. Module Reassessment is only applicable in assessment components that do not use the sequential testing processes. Where the Board of Examiners determines that a student has not passed the module, the student will be permitted to undertake reassessment in all referred components of assessment that have not been passed, because:

- a. the module pass grade or mark has not been achieved, or because all components of assessment must be passed;
OR
- b. a student has a right to a reassessment in all referred components of assessment.

Progression

4.13. A student who is not eligible for progression and who has exhausted their opportunities for reassessment of a stage, will be deemed to have failed the Programme, and may be eligible for an exit Award.

4.14. Where it is so determined through the application of the KMMS Mitigation of Extenuating Circumstances Procedure that a student is unable to complete a stage and progress to the next stage of the Programme or be awarded the BMBS due to extenuating circumstances, the student will be permitted to retake the whole stage.

Submission of Work for Assessment

4.15. A student must submit all work for assessment in the manner and by the date previously notified to them unless an extension of time has been granted in line with the KMMS Mitigation of Extenuating Circumstances Procedures.

4.16. Failure to submit work for assessment (other than where mitigation of extenuating circumstances is granted in line with the KMMS Mitigation of Extenuating Circumstances Procedures), will be deemed to constitute failure in that assessment and a mark of 0 will be recorded. The relevant module will therefore be failed.

Regulations relating to formal examinations, including Objective Structured Clinical Examinations (OSCEs)

- 4.17. Students must comply with the requirements set out in the KMMS Assessment guide for students.
- 4.18. Failure to attend an examination (other than where mitigation of extenuating circumstances is granted in line with KMMS Mitigation of Extenuating Circumstances Procedure), will be deemed to constitute failure in that examination and a mark of 0 will be recorded.
- 4.19. Where an examination is scheduled over more than one day, a student will be required to attend on all scheduled days, and failure to do so, (other than where mitigation of extenuating circumstances is granted in line with the KMMS Mitigation of Extenuating Circumstances Procedure), will be deemed to constitute failure in that examination and a mark of 0 will be recorded. The relevant module will also be failed.

Academic Misconduct

- 4.20. Students are required to act with honesty and integrity in fulfilling requirements in relation to assessment of their academic progress. Where it is suspected that a potential breach of the Academic Misconduct Policy has occurred the case will be referred under those procedures.
- 4.21. The Universities reserve the right to investigate an allegation of academic misconduct made following a student receiving their award. In such cases, the University will investigate the allegation under the procedures above to determine what action should be taken and reserve the right to revoke the award.

5. Board of Examiners

- 5.1. There will be a Board of Examiners, which will:
- a. consider the overall profile of marks for each student and recommend students for awards or make recommendations for a course of action in the case of failure
 - b. make recommendations about students, not in their final year, about progression or make recommendations for a course of action in the case of a student not being eligible to progress to the next level

- c. confirm arrangements regarding the timing of reassessment, where applicable and where required (in Finals module in final year)
- d. ensure that the assessment process is operated in a fair and reliable manner making use of agreed degree classification criteria and in line with these Regulations and the [KMMS Assessment Strategy](#)
- e. assure the appropriate standards for the awards
- f. consider any issues relating to the delivery of modules
- g. confirm the numerical or graded mark achieved by students on modules
- h. confirm the module profile for each student and that each module has been passed or failed
- i. confirm the award of Distinction for a module (where applicable)
- j. confirm that a student may be awarded a BMBS with Distinction or a BMedSci with Distinction on completion of Stage Four through achieving a result as per the criteria for Distinction specified
- k. award credit where students have passed a module
- l. take account of the decisions made in line with the KMMS Mitigation of Extenuating Circumstances Procedures
- m. where appropriate, to nominate students for prizes and awards
- n. where it is impracticable for students to be reassessed in the same criteria or elements and by the same methods as at the first attempt, the Board of Examiners may make such special arrangements as it deems appropriate to conduct the reassessment.

5.2. The Board of Examiners must only recommend the conferment of the Award of BMBS where there are no concerns regarding fitness to practise.

Scaling of marks

5.3. The Board of Examiners may permit the scaling of marks as a tool to rectify a significant error in the assessment process.

- 5.4. The process of scaling marks to rectify a significant error in the assessment process does not relate to standard setting for assessments, which occurs prior to the Board of Examiners.
- 5.5. The scaling of marks should only be considered where there is significant error in the assessment process, which is clearly identified, which would mean that the assessment type or delivery was flawed, and when all other means to rectify the problem have been explored and discounted.
- 5.6. Scaling can take place in either direction but when scaling down, the student will be offered the opportunity to accept the scaled mark or to be reassessed in the assessment which will be treated as a first assessment attempt. A student must be informed of their pre- and post-scale mark before they make their decision.
- 5.7. The scaling of marks must always maintain the ranked position of each student within a specific assessment. Norm-referencing is not permitted as a means of marking assessment.
- 5.8. Prior to the scaling of marks by Boards of Examiners, the method that is intended to be employed must be agreed by the relevant Chair of the Board of Examiners and the External Examiner(s).
- 5.9. Scaling must not advantage or disadvantage a subset of students. Any scaling function applied to a set of marks must not be used in a way that reverses the rank order of any pair of students.
- 5.10. The definition of any scaling function used must encompass the full range of raw marks from 0 to 100% for example, 'Add 3 marks to all students' or 'multiply all marks by a factor of 0.75'. It would not be acceptable to partially scale, for example, 'add three marks to all fails.'
- 5.11. Scaling must apply to all students undertaking the same assessment at the same time. The use of scaling must be made transparent to students. The details must be recorded in the Board of Examiner minutes and students fully informed.
- 5.12. Scaling can be applied to any work, not just an examination, where there has been a flaw in the assessment process.
- 5.13. Examples of where scaling might be applied are as follows:

- a misprinted examination paper
- an incorrect formula in an examination paper
- in a practical examination, an instrumental malfunction not obvious at the time of the examination
- a mistake in an examination paper
- the incorrect length of time given to complete an examination.

5.14. The approaches used to scale the marks should be discussed at the Board of Examiners, clearly documented in the Board of Examiner minutes and students fully informed of its use.

Chair's action

- 5.15. A Board of Examiners can delegate authority to the Chair, following appropriate involvement by the External Examiner, where:
- a. there has been full discussion of an assessment matter, and a full course of action has been identified and agreed, and the Chair is asked to confirm that the assessment process is complete
 - b. after the Board, clear evidence of an administrative error has been discovered
 - c. after the Board, a student presents substantive evidence to support a request for Mitigation of Extenuating Circumstances
 - d. there has been an academic appeal which has been upheld.

5.16. All Chair's Actions must be minuted and reported to the next meeting of the Board of Examiners.

6. External Examiners

- 6.1. External Examiners for the Programme are, in their expert judgment, required to report whether:
- a. KMMS is maintaining the threshold academic standards for its awards in accordance with the frameworks for higher education qualifications and applicable subject benchmark statements
 - b. the assessment process measures student achievement rigorously and fairly against the intended outcomes of the Programme and is conducted in line these Regulations and the [KMMS Assessment Strategy](#)
 - c. the academic standards and the achievements of students are comparable with those in other higher education institutions of which the

External Examiners have experience.

- 6.2. External Examiners are required to attend meetings of Boards of Examiners at which decisions are to be made about recommendations for awards.
- 6.3. The outcome of a Module will not be changed at a meeting of a Board of Examiners because of review by an External Examiner of one or more components of assessment, unless the assessed work of all students undertaking the component(s) of assessment is reconsidered.
- 6.4. An External Examiner must endorse the outcomes of assessments before the publication of progression results.
- 6.5. In circumstances where an External Examiner is unwilling to endorse a pass list or similar document:
 - a. attempts must be made by the relevant Board of Examiners to address the concerns of the External Examiner, and the outcome will be reported to the External Examiner, to the relevant Board of Examiners and to the KMMS Education and Research Board;
 - b. where the concern cannot be resolved by the relevant Board of Examiners, the External Examiner will be required to make a written report to the Vice-Chancellors of the Universities, or their nominees, acting jointly, who will resolve the matter on behalf of the Academic Board of Canterbury Christ Church University and the Senate of the University of Kent.
- 6.6. The independence of External Examiners in making judgements about the examination process and award of qualifications is guaranteed, and no External Examiner will be dismissed for exercising judgement.

7. Exclusion from the Programme

- 7.1. In addition to exclusion due to failure, a student may be excluded, either temporarily or permanently, from the Programme for reasons of fitness to practise or academic discipline or misconduct, in line with the KMMS Low-Level Concerns, Fitness to Study, and Fitness to Practise Policy, and KMMS Non-Academic Discipline Procedures.
- 7.2. A student excluded for reasons of fitness to practise has the right to appeal against the decision under the procedures set out in the Low-Level Concerns,

Fitness to Study, and Fitness to Practise procedures.

- 7.3. A student excluded for reasons of academic discipline or misconduct has the right to appeal the decision as described in the relevant policy.
- 7.4. Where a student has been excluded from the Programme for a temporary period, the submission of assessed work and attendance at examinations are not permitted.
- 7.5. Where a student has been excluded permanently from the Programme for reasons of fitness for practice, the student's details will be submitted to a national database in line with the KMMS Low-Level Concerns, Fitness to Study, and Fitness to Practise Policy.

8. Academic appeals

- 8.1. An academic appeal is defined as a request for a review of the decision-making of an academic or professional body charged with making academic decisions on progression, assessment, mitigating circumstances, academic conduct, or awards, including a Board of Examiners, a Mitigating Circumstances Panel, or an Academic Misconduct Committee.
- 8.2. A student may not appeal against the academic judgement of the examiners or panel members.
- 8.3. A student may appeal against a decision of an academic body under the grounds described within the KMMS Appeals procedures.
- 8.4. A student may appeal against the decision of a Fitness to Practise Panel under the grounds described within the KMMS Low-Level Concerns, Fitness to Study, and Fitness to Practise procedures.

9. Posthumous awards

- 9.1. Where a student has died before completion of the programme, the Board of Examiners may approve a Posthumous Award, if it is satisfied that the evidence indicates that the Award would have been passed.
- 9.2. The decision will be reported to the KMMS Education and Research Board and the Academic Board of Canterbury Christ Church University and the Senate of the University of Kent.

