

The Academic Regulations Appendix 24: Regulatory Procedures for Bachelor of Medicine, Bachelor of Surgery and MSc Physician Associate Studies

2026-2027

The Academic Regulations

Appendix 24: Regulatory Procedures for Bachelor of Medicine, Bachelor of Surgery and MSc Physician Associate Studies

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Summary

This appendix should be read alongside the standard Edge Hill University Academic Regulations and applies to the following programmes only:

- Bachelor of Medicine, Bachelor of Surgery (MBChB),
- MBChB with Foundation Year
- MSc Physician Associate (PA) Studies

Unless specifically stated, each point is relevant to all programmes stated above. These specific stipulations have been approved during the university's validation procedures and can also be found within student handbooks and policies/guidance within the Undergraduate Medical School.

Glossary of Terms

Term	Meaning
MBChB	Abbreviation for Bachelor of Medicine and Bachelor of Surgery
Conferred	The granting of an award
Fit to sit	This refers to a student's engagement and ability to undertake formal assessments

Purpose

This policy combines the information from the operational regulatory annexes for the Bachelor of Medicine, Bachelor of Surgery (MBChB), MBChB with Foundation Year and MSc Physician Associate (PA) Studies programmes. The purpose of combining this information into one document is to provide easier access and clarity for students.

Regulations

Please note, the relevant main academic regulation is detailed in bold and italic above each point. The title, in purple text, also refers to the main regulations heading and area.

1. B3.3 and J3.9 Honours Classification

B3.3

Bachelor of Medicine, Bachelor of Surgery (MBChB) awards are not ordinarily granted with honours. Honours will be conferred upon those students in the top decile of the graduating cohort.

J3.9

For 360 credit classified Honours Degrees the following means will be used to determine the classification

- 1.1 Bachelor of Medicine, Bachelor of Surgery awards are not ordinarily granted with honours. Honours will be conferred upon those students in the top decile within each cohort. This calculation will be based upon overall performance within programme. Non-classified for Honours awards for MBChB students;
- 1.2 Honours will be conferred upon those students in the top decile of the graduating cohort, and this will be based on performance within programme.

Honours Calculation

- 1.3 The top ten percent of students in the graduating cohort will receive MBChB with Honours. This calculation will be based on the performance on summative assessments from years 2-5 of the programme. The weighting for each academic year is outlined in table one.
- 1.4 Table One: Year of study weighting for honours calculation.

Year of study	Percentage weighting
0	0%
1	0%
2	10%
3	20%
4	20%
5	50%

- 1.5 Within each year of study, the summative assessment components are weighted equally in the calculation of the performance for the year. The

performance calculation will be based on percentage score beyond the pass-mark for the individual assessment. An average of the score above the pass-mark for each year will be calculated from the assessments within that year. This allows comparison between different cohorts and different sittings, where students graduate in different cohorts from the cohort they commenced the programme with and where students undertake different sittings of an assessment as their first attempt.

1.6 Table 2: Assessment Components Included in Each Year Calculation.

Year of study	Assessments included
2	Written exam (W2), OSCE (O2), PAP (P2)
3	Written exam (W3), OSCE (O3), PAP (P3), Research exam (R3)
4	Written exam (W4), OSCE (O4), PAP (P4), Research report (R4)
5	AKT (W5), CPSA (O5), PSA (PS5), PAP (P5), SAMP-QIP (S5)

1.7 The formula for the calculation is:

$$= \left(\frac{W2 + O2 + P2}{3} \right) + \left(2 * \frac{W3 + O3 + P3 + R3}{4} \right) + \left(2 * \frac{W4 + O4 + P4 + R4}{4} \right) + \left(5 * \frac{W5 + O5 + PS5 + P5 + S5}{5} \right)$$

1.8 The scores calculated for the graduating cohort will then be ranked with the top 10% of the cohort being awarded MBChB with honours.

2. C10, C10.2, I4.2, I4.11 Maximum Periods of Registration

C10

Duration of Study: Specific exemptions: c. For the MBChB award, the standard full-time registration period is 5 years and the maximum is 8 years. Where the MBChB incorporates a Foundation Year, the standard registration period is 6 years and the maximum is 9 years.

C10.2

Validation panels may approve programmes with alternative minimum or maximum registration periods where this is justified through curriculum delivery methods, such as specifically designed accelerated routes, or the

level of student entry qualifications. Professional bodies may also impose specific requirements in relation to maximum registration periods.

MBChB and MBChB with foundation year:

- 2.1 For students on MBChB (A100), normally the maximum period of registration is 8 years. This allows for 5 year standard programme, 1 repeat year between year 0-4, an interruption and an additional repeat of year 5, as per GMC guidance.
- 2.2 For MBChB with Foundation Year (A110), normally the maximum registration is 9 years. This allows for FY year, 5 year standard programme, 1 repeat year of years 0-4, and an additional repeat of year 5, as per GMC guidance.
- 2.3 The above registration period does not include intercalation (stepping off programme for alternative study), but could include interruption depending on reasons for interrupting.
- 2.4 During the MBChB (A100) programme, in years 1-4 and years 0-4 (A110 students), students would be permitted one opportunity to interrupt studies and or opportunity to repeat a year due academic failure. Students in Y5 of the MBChB programme would be granted one further opportunity to repeat the year for academic failure, when related exclusively to the national assessments, which include the mandated MLA components (CPSA and AKT) and the PSA.

MSc Physician Associate:

- 2.5 For the MSc PA Studies, the standard full-time registration period is 2 years and the maximum is 3 years. Normally during the PA programme, students would be permitted one opportunity to interrupt studies and one opportunity to repeat a year due academic failure.

3. Repeat Year

I4.2

A full-time student who has failed at progression may, at the discretion of the Progression Board and subject to the provisions laid out in Appendix 10, be permitted to undertake a Repeat Year. Where a Repeat Year is not permitted by the University / rejected by the student, the student may be allowed to remain registered for the target award and to repeat failed module(s) (or approved alternatives) as a part-time student subject to H12.8, H12.9 and H12.10. The associated learning agreement will specify an attendance requirement in these circumstances. In exercising this discretion, Boards must have regard to any programme specific

constraints approved at validation. For some professionally accredited programmes, this may mean that a repeat year and/or part-time registration are not permitted. In these instances the University may, where appropriate, enable students to complete outstanding reassessment as an External Candidate. Where a student has already completed a level of study as an External Candidate, the discretion to offer a second year as an External Candidate for that level rests with the Progression Board, even where reassessment opportunities remain available.

14.11

The opportunity to repeat a year is normally only available once within stage two of a staged programme or otherwise within the duration of a programme registration (see Appendix 10). For the MBChB programme, the opportunity to repeat the year is only available once within years 1-4 of the programme. A further repeat year may be permitted in the final year to allow a further two attempts at the Medical Licencing Assessment.

- 3.1 Any students repeating a year must resit all assessment elements. This includes any passed elements from the year being repeated. For elements previously passed two attempts are permitted within the year of study. Any assessment failed at previous attempt, only one further attempt is permitted even within the repeat year of study.
- 3.2 For students with any upheld mitigation, a reassessment attempt would be available at the next opportunity. This next opportunity to undertake the assessment may be within the next academic year. For students on the MBChB and MSc Physician Associate programme, external student status is normally not permitted. They must repeat the year of study in full attendance.

4. C13, H3.4, 14.2 Attendance Requirements

C1

For full-time undergraduate students, attendance at designated learning activities of programmes and modules is expected. Notification of illness and requests for leave of absence should be submitted to a nominated member of staff (usually the Programme Leader) in accordance with locally published procedures. Unauthorised absence may affect student financial support and, if prolonged, may lead to a requirement for a student to withdraw. Programmes that confer a licence to practise may require a specific attendance level in order to meet the award requirements. Individual modules or programmes may incorporate a specific participation requirement as part of the assessed learning outcomes for successful completion of a module and/or programme.

Academic penalties for non-attendance may therefore apply. Justification will be confirmed at validation.

H3.4

Where an attendance requirement is specified in order to pass a module/year of study, this must be approved at validation as part of the assessment strategy.

I4.2

A full-time student who has failed at progression may, at the discretion of the Progression Board and subject to the provisions laid out in Appendix 10, be permitted to undertake a Repeat Year. Where a Repeat Year is not permitted by the University / rejected by the student, the student may be allowed to remain registered for the target award and to repeat failed module(s) (or approved alternatives) as a part-time student subject to H12.8, H12.9 and H12.10. The associated learning agreement will specify an attendance requirement in these circumstances. In exercising this discretion, Boards must have regard to any programme specific constraints approved at validation. For some professionally accredited programmes, this may mean that a repeat year and/or part-time registration are not permitted. In these instances the University may, where appropriate, enable students to complete outstanding reassessment as an External Candidate. Where a student has already completed a level of study as an External Candidate, the discretion to offer a second year as an External Candidate for that level rests with the Progression Board, even where reassessment opportunities remain available.

5. C13, H3.4, I4.2 Attendance Requirements

- 5.1 Attendance requirements are detailed the Medical School- Attendance and Absence Policy 8a and MSc Physician Associate Attendance and Absence Policy 8b.

[MBChB Absence and Attendance \(MED08a Policy\)](#)

- 5.2 Unsatisfactory attendance may lead to a student failing the Professionalism Assessment Panel (PAP), and thus may affect student progression on programme.

6. F6: Medical Fitness

F6.1

Some programmes (such as Initial Teacher Education and those for Health Professionals) require medical clearance in line with statutory, regulatory or professional body requirements in force at the time. Failure to meet the requirements may disbar a student from entry.

F6.2

Students may be required to certify continuing fitness on an annual basis in line with professional body requirements.

Students must refer to the Medical School fit to sit process regarding their engagement and ability to undertake formal assessments. See Annexe A (below)

7. H3.5 and H3.6 Mark Schemes

H3.5

The University operates a standard marks scheme to denote student performance in modules/year of study

H3.6

The overall module mark will normally be an aggregation of the marks achieved for individual elements in proportions agreed at validation.

7.1 H3.5 and H3.6 Student marks are based on the following criteria:

Examinations/OSCE:- Pass marks for examinations and OSCEs are set using a standard setting method. The pass mark is set as a result of this process.

7.2 Additionally, specified tasks will be required to meet pass/fail criteria.

8. H12 Reassessment

H12.2

One further reassessment or repeat opportunity may be offered at the discretion of Progression and Award Boards unless prohibited by professional body and/or course specific requirements approved at validation. This will be determined on the basis of the Board's judgement of the student's overall ability to progress, taking account of any recommendations from module/year of study Boards. Chair's Action may be applied where appropriate to exercise this function.

8.1 H12.2 Students unable to complete the assessment at the first assessment point and have approved personal circumstances in place would be deferred to the reassessment point. For students unable to complete at the reassessment point there is no further opportunity for reassessment after this point and a repeat year may be considered by the assessment board.

8.2 Students are not allowed to progress to the subsequent year of study or for award with failed or outstanding deferral or reassessment.

H12.3

Reassessment of placement modules will be considered by Progression and Award Boards and will be determined on the basis of the Board's judgement of the student's overall ability to progress on the specified programme. Where this is not deemed appropriate, the student may be transferred to an alternative programme which does not require a placement.

- 8.3 H12.3 Assessment of professionalism within the programme will be via a professionalism assessment panel (PAP), which is marked pass or fail. Students must have a satisfactory performance at PAP to be entered into summative written examination and OSCE assessments. Failure at PAP may impact a student's ability to progress within programme. The number of PAPs within the academic year will be detailed in student handbooks. Students must note, that a reassessment attempt at PAP may be within a repeat year.
- 8.4 For MSc Physician Associate students in year 2, students must pass all summative assessments to graduate with an MSc Physician Associate Studies award to qualify as eligible to sit the required nationally required Physician Associate Registration Assessment (PARA), which is confirmed by the University.
- 8.5 For MBChB students, in years 1 to 4: students must have a satisfactory professionalism assessment panel (PAP) to be entered into the written examination and OSCE assessments.
- 8.6 In year 5, students must pass all final year summative assessments to graduate with an MBChB award

Key to Relevant Documents

This policy refers to the following documents, which you may find useful.

- [The Academic Regulations](#)
- [Medical School policies and guidance documents](#)
- [Medical School - Attendance and Absence Policy](#)
- [MSc Physician Associate Attendance and Absence Policy](#)

Annexes

Annexe A: Medical Fit to Sit Process

F6.1

Some programmes (such as Initial Teacher Education and those for Health Professionals) require medical clearance in line with statutory, regulatory or professional body requirements in force at the time. Failure to meet the requirements may disbar a student from entry.

F6.2

Students may be required to certify continuing fitness on an annual basis in line with professional body requirements.

Students must refer to the Medical School fit to sit process regarding their engagement and ability to undertake formal assessments.

1. Fit to Sit

- 1.1. Where a student believes that they are not 'Fit to Sit', they can advise the school up to five days prior to a formal written or practical examination (timed assessments) date. Students should provide the reason why and an impact statement, which will be shared with the Medical school Student Support Team. Students should then submit a personal circumstances (PC) form, with appropriate evidence.
- 1.2. Where a student advises the University within the period outlined in Section 1.1 there may be no requirement to provide evidence.
- 1.3. Where the student notifies the school within the defined period and is successful in their PC application, the student's attempt for that assessment will be deferred to the next available assessment point. Students are reminded that within the MBChB and PA programmes that there are only two available attempts at an assessment within an academic year, therefore the next available attempt may be the next academic year as part of a repeat year of study.

- 1.4. For the purposes of record keeping, a 'deferral' will be recorded against the student's academic profile for the assessment in question.
- 1.5. This policy is not intended for use where students have long-term health and/or support needs; advice for such cases should be sought from Student Wellbeing, Inclusion and medical school student support, to ensure more targeted and appropriate support.
- 1.6. This policy is intended for use with written and clinical assessments. It is not relevant for coursework, the University extension and PC processes support these assessments.

2. Exceptional Personal Circumstances

- 2.1. It is accepted that students can be impacted by exceptional personal circumstances, which may prevent them from engaging as expected with assessment and with the corresponding Fit to Sit declaration process, as outlined in Section 1. Where this is the case, the student should contact the school to highlight such circumstances and apply for exceptional personal circumstances, under the following criteria:
- 2.2. Where a student has previously received a deferred attempt through a Fit to Sit declaration and has personal circumstances, which prevented normal engagement with assessment at the next attempt;
- 2.3. Where exceptional personal circumstances have prevented normal engagement with the University and thus the student has been unable to attempt the assessment and unable, due to the personal circumstances, to declare themselves unfit to sit for an assessment, in line with the process outlined in Section 1.
- 2.4. Where students have previously received a deferred attempt (through Fit to Sit or PC), and they experience additional personal extenuating circumstances (Section 2.1.1), students must submit personal circumstances via the forms University website, including submitting relevant and appropriate evidence.
- 2.5. In all cases, students are strongly recommended to make contact with the appropriate University staff prior to submission of a personal circumstances. This recommendation is intended to ensure that students in such situations can be counselled appropriately and with due regard to the University's duty of care. Students are advised that this initial contact can be with a personal academic tutor, the programme lead, year lead, student support lead or the University student wellbeing team.
- 2.6. Following initial discussion with University staff as outlined in Section 2.4, students should complete and submit the personal circumstances form as early as possible and include evidence which outlines the circumstances preventing earlier engagement with these processes.

- 2.7. Accompanying evidence is required for all personal circumstances submissions, as per guidance. Students should consult the published guidance about acceptable/inappropriate documentation (this list is non-exhaustive). It is the applicant's responsibility to arrange and submit supporting evidence. Inappropriate evidence will not be accepted and may result in the rejection of a personal circumstances application.
- 2.8. On receipt of personal circumstances, such cases will be reviewed as cases submitted following the conclusion of assessment periods (as outlined in Section 2.2). The head of school will convene a small group to consider all cases, to ensure a consistency of approach.
- 2.9. In all cases considered under Section 2.8, a maximum of two attempts per assessment will be available where a student has utilised Fit to Sit (Section 1) and/or exceptional personal circumstances (Section 2).

3. Duty of Care

- 3.1. Where a student discloses complex mental or physical health challenges and/or severe and complex life circumstances through completion of Fit to Sit and a personal circumstances form, this information will be shared with the school student support team. Where there is no existing relationship with the student, the team will contact the student to offer follow up support.
- 3.2. It is acknowledged that on occasion there may be situations which are outside the scope of this policy and criteria but may warrant consideration due to the nature of the student's circumstances. In such cases the head of school has discretion to review and take appropriate decisions as necessary.
- 3.3. Where students consider that there has been a procedural irregularity in the consideration of their application, this should be addressed by submitting an Academic Appeal.

End matter

Item	Information
Title	Appendix 24: Regulatory Procedures for Bachelor of Medicine, Bachelor of Surgery and MSc Physician Associate Studies
Policy Owner	Director of Academic Registry
Policy Manager	Senior Registrar: Records, Assessments & Awards
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