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Welcome/Introduction

Welcome to Leicester Medical School. We are very pleased to have you join us to undertake your training as a doctor. The Medical School is well established, with a recognised tradition of producing high quality graduates who work as caring and successful doctors. Our aim is to provide you with a wide range of varied, interesting and valuable learning opportunities, which have been designed to foster the development of the skills, understanding and attributes required of caring, competent, effective and safe future doctors. We aim to provide the full range of support necessary, both educational and pastoral, for you to achieve your goal of qualifying as a doctor.

This handbook provides a general overview of the MBChB course. It is supported by a collection of further documents, referred to throughout this document, that provide specific details of course content, pastoral care, assessment practices and professionalism for medical students. This overview document can be referred to throughout your registration on the course and you will be provided with additional documentation of relevance to particular parts of the course at the appropriate time.

Induction

Your Induction Week Programme will provide you with the opportunity to undertake the necessary administrative tasks required to register as a student on the MBChB course at Leicester. In addition, you will have orientation sessions, allowing you to familiarise yourself with both the Medical School and the University. Finally you will be introduced to the curriculum, assessment, the support available to you, your special responsibilities as a medical student as well as to key members of staff.

Special Equipment (if applicable)

You will need:

- a white coat for use in the Dissecting Room. You will be denied access to the DR without one.
- a dissecting kit (from semester 2).
- a stethoscope
- a non-programmable calculator

Note: Non-programmable calculators approved for use in written examinations in 2017/18 will be specified on the Student and Academic Services website (see Exams Guide)

For International Students

International students should contact the Beverley Ireland, Medical School Office, (bi6@le.ac.uk) in the first instance if they arrive late.

Medical School Details

A brief departmental description and its history can be found on the website for Leicester Medical School Description of the Medical School

The Medical School is primarily located in the Centre for Medicine (CFM) All administrative functions relating to medical students are fulfilled from here. Medical School Communications:

Staff List and Key Contacts

Office hours for the Medical Student Enquiries Office are displayed in the door. This office is normally open during normal office hours (i.e. 9am – 5pm).
You will be allocated a personal tutor and be provided with their contact details so that you know how to contact them. They will know who you are too so you can expect to hear from them shortly after you register to arrange to meet. Each Phase of the course has a head as has each of years 1 to 3. Any of these individuals will be happy to help you in the event you are unable to contact your Personal Tutor at short notice.

The School offers a Pastoral Support Unit which offers support for students who encounter complex challenging circumstances. In addition, the Unit can be contacted regarding urgent matters if your personal tutor is unavailable.

Academic staff members with responsibility for course components (Unit Leads) provide contact details in Unit handbooks and / or can be contacted via the Medical Student Enquiries Office.

The Head of School can be contacted via his personal assistant, Ms Louise Goddard (lg2@le.ac.uk).

### Staff List and Key Contacts

- A full staff list for the Medical School can be found at [Medical School Staff](#).

#### Key members of staff are listed below:

<table>
<thead>
<tr>
<th>Duties</th>
<th>Member of staff</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of School</strong></td>
<td>Prof Richard Holland</td>
<td>via Medical Student Enquiries Office <a href="mailto:lg2@le.ac.uk">lg2@le.ac.uk</a></td>
</tr>
<tr>
<td><strong>Programme contacts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Deputy Head of Medical School</td>
<td>Dr Judith West</td>
<td>via Medical Student Enquiries Office <a href="mailto:jvw4@le.ac.uk">jvw4@le.ac.uk</a></td>
</tr>
<tr>
<td>• Head of Phase 1</td>
<td>Dr Laura Mongan</td>
<td>via Medical Student Enquiries Office <a href="mailto:lcm3@le.ac.uk">lcm3@le.ac.uk</a></td>
</tr>
<tr>
<td>• Head of Phase 2</td>
<td>Dr Adrian Stanley</td>
<td>via Medical Student Enquiries Office <a href="mailto:as90@le.ac.uk">as90@le.ac.uk</a></td>
</tr>
<tr>
<td>• Head of Year 1</td>
<td>Dr Steve Ennion</td>
<td>via Medical Student Enquiries Office <a href="mailto:se15@le.ac.uk">se15@le.ac.uk</a></td>
</tr>
<tr>
<td>• Head of Year 2</td>
<td>Dr Diane Hudman</td>
<td>via Medical Student Enquiries Office <a href="mailto:dh35@le.ac.uk">dh35@le.ac.uk</a></td>
</tr>
<tr>
<td>• Head of Year 3</td>
<td>Dr Anjum Doshani</td>
<td>via Medical Student Enquiries Office <a href="mailto:ad468@le.ac.uk">ad468@le.ac.uk</a></td>
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<tr>
<td></td>
<td>Dr Dan Kinnair</td>
<td></td>
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### Officers and Tutors:

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastoral Support Lead</td>
<td>Dr Sophie Parkinson</td>
<td><a href="mailto:psu@le.ac.uk">psu@le.ac.uk</a></td>
</tr>
<tr>
<td>Assessment Head of Assessment</td>
<td>Dr Rachel Westacott</td>
<td><a href="mailto:rjw25@le.ac.uk">rjw25@le.ac.uk</a></td>
</tr>
<tr>
<td>Phase 1 Assessment Lead</td>
<td>Dr Caroline Woodley</td>
<td><a href="mailto:caw41@le.ac.uk">caw41@le.ac.uk</a></td>
</tr>
<tr>
<td>AccessAbility Tutor</td>
<td>Dr Diane Hudman</td>
<td><a href="mailto:dh35@le.ac.uk">dh35@le.ac.uk</a></td>
</tr>
<tr>
<td>Alternative Examination Arrangements Admin</td>
<td>Mrs Sarah Robinson</td>
<td><a href="mailto:sfab1@le.ac.uk">sfab1@le.ac.uk</a></td>
</tr>
<tr>
<td>Senior Tutor</td>
<td>Dr Steve Ennion</td>
<td><a href="mailto:Se15@le.ac.uk">Se15@le.ac.uk</a></td>
</tr>
<tr>
<td>Equal Opportunities Officer</td>
<td>Dr Mike Mulheran</td>
<td><a href="mailto:mm22@le.ac.uk">mm22@le.ac.uk</a></td>
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</tbody>
</table>

### Administrative Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Manager</td>
<td>Mrs Sarah Parton</td>
<td><a href="mailto:sp462@le.ac.uk">sp462@le.ac.uk</a></td>
</tr>
<tr>
<td>Student Records Officer</td>
<td>Ms Beverley Ireland</td>
<td><a href="mailto:bi6@le.ac.uk">bi6@le.ac.uk</a></td>
</tr>
<tr>
<td>Phase 1 – Administrator</td>
<td>Mr Mitesh Vaghela</td>
<td><a href="mailto:phase1@le.ac.uk">phase1@le.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Mr Jay Gohil</td>
<td><a href="mailto:Phase1@le.ac.uk">Phase1@le.ac.uk</a></td>
</tr>
</tbody>
</table>

### Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord ([My Student Record](#)) using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

Please inform Ms Beverley Ireland ([bi6@le.ac.uk](mailto:bi6@le.ac.uk)) of any changes to your contact details.
Medical School Facilities

The Medical Student Enquiries Office is situated on the Ground Floor, of the Centre for Medicine, room 0.28. It is where to come for all matters relating to the course, such as picking up workbooks and other materials and handing in completed work for assessment. Staff here will also be able to tell you about practical matters, and will point you in the correct direction for other queries.

A range of seminar rooms is provided in the Centre for Medicine as is a lecture theatre.

There is a café on the ground floor called the Atrium. You may purchase hot and cold drinks and a variety of snacks here. The Atrium is normally open from 30am – 5.30pm in term time.

While you are welcome to bring water into the Lecture Theatres, Computer Rooms, seminar rooms or other facilities, please do not bring hot drinks into these rooms. Lockers are available in the dissection room, so please leave your laboratory coat there – lab coats should only be worn when working in the DR or other lab space.

The Dissecting Room

As a medical student at Leicester you have the privilege to work with cadavers from whom you will learn anatomy. As part of Induction Week, you will receive induction to the DR and clear guidance for your conduct while working in the DR. You must act in a professional manner at all times and treat the cadavers with utmost respect and consideration.

The Dissection Room is located on the lower ground floor of the Maurice Shock Building. The work done in the Dissection Room regulated by the Human Tissue Act and is done under a Human Tissue Authority license. For this reason, access to the DR is strictly controlled and restricted to authorised individuals only. Please do not facilitate the entry of unauthorised individuals.

The most recent inspection report by the Human Tissue Authority (2012) stated that Inspectors were “impressed by the dedication and professionalism shown by staff who work under the licence”.

The dissecting room is equipped with large video screens, audio equipment and computers which allow display of dissections to be viewed. Most recently the acquisition of a sectioned human cadaver, along with its CT and MRI images, will allow enhanced learning and teaching of cross-sectional anatomy. Dissection manuals and a collection of atlases of anatomy are available for consultation in the DR. A collection of additional teaching and learning resources, including skeletons, anatomical models and charts is also held in the DR.

Learn at Leicester

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information
- Sharpen your mathematics and statistics skills

You can access all of this by visiting: Learn at Leicester
University Library

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

• access to a huge range of specialist digital and print information resources for your subject;
• help in finding and using information - online, face to face and by telephone;
• individual and group study space;
• PCs and wireless networking for your own device throughout the David Wilson Library;
• services for distance learners.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at The Library.

To get started, visit www.le.ac.uk/library.

Follow us on Twitter @UoLDWL and Facebook Facebook - David Wilson Library

For information about your subject, please visit The Library - Medicine

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit IT4STUDENTS for more information about:

• Student email: access your email and calendar anywhere; on your laptop or mobile device
• Printing: print from any device to a University printer
• Microsoft Office: available at no cost whilst you study at the University
• IT Help: visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
• IT Training: You can use Microsoft Imagine Academy (log in required) on the IT Services website for online training in Office
• Wifi: free access to eduroam wifi on campus, in student accommodation or at other universities
• PCs on campus: there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
• OneDrive: the online storage location for all your files
• Blackboard Virtual Learning Environment: support and information for all your courses
• Leicester Digital Library: access to journals, databases and electronic books online

Student Learning Development

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: Succeed in Your Studies.

Students’ Union Education Unit (ED)

Education help and advice is provided by the Students’ Union (SU) for all students.
We offer a free, confidential and friendly service to provide support and guidance to you about your circumstances. For example, you may need help putting together an appeal or complaint (academic and non-academic), mitigating circumstances form, or have other course/exam queries. Visit our website Student Union Education Support for more information on the service, including useful resources such as step-by-step guides to processes you may need to follow.

There are many other support services available, and we also provide guidance on who you can speak to from other Students’ Union, University, Student-Led and Community services that may be able to help you. These come together under the LeicsTalk service, visit Student Union - Let’s Talk for more information and a list of these services.

Contacting ED:

There are many ways to get support from the ED unit, and you can choose whichever suits your needs most:

- **Drop-in or book an appointment:** ED is based in the Students’ Union Percy Gee building, see the building map [here](#). Opening hours are 10.00am to 4.00pm, Mon – Fri.
- **Email:** educationunit@le.ac.uk
- **Phone:** +44 (0)116 223 1132
- **Online chat facilities** are also available for appointments and drop-in sessions:
  - Facebook – [Facebook - Talk to Ed](#) (Drop in on Wednesdays, 3:30pm-4:30pm)
  - Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

Learn a New Language with **Languages at Leicester**

There are many benefits to learning a new language. Not only could you enhance your career prospects and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the Languages at Leicester Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages.

We offer **16 different languages** including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.

Find out more about Languages at Leicester, including fees and term dates at: [Languages at Leicester](#).

The successful completion of a Languages at Leicester course will appear on your Higher Education Achievement Report (HEAR) when you graduate. For further details about the HEAR, please visit: [LaL Achievement Report](#).

Contact: Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | [Languages at Leicester](#)

**University Regulations**

Senate Regulations ([Senate Regulations](#)) contain rules and other important information about being an undergraduate or taught postgraduate student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

The Quick Guide to Student Responsibilities ([Student Responsibilities](#)) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:
• attendance
• submission of work by set deadlines
• term time employment (full-time students – Home/EU and International)
• illness or other circumstances impacting upon studies
• maintaining your personal details
• the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

**Student Responsibilities**

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

• the Student Charter
• the Regulations governing Student Discipline
• the Student Code of Social Responsibility
• the Code of Practice governing Freedom of Speech
• the University’s regulatory statement concerning Harassment and Discrimination

These can be found at [Senate Regulations](#).

**Attendance and Engagement Requirements**

Attendance and engagement with your course is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations (see Senate Regulation 4). Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

Details of Medical School procedures for the management of leave and absence are given in the document MBChB Attendance and Leave, which can be found on the departmental webpages by following the link here: [Medical School Regulations](#).

**Neglect of Academic Obligations**

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University’s regulations (see Senate Regulation 4 ‘Neglect of academic obligations’). In the most serious of cases of neglect the University has the right to terminate a student’s course.
Examination Regulations

If your course involves any exams you must ensure that you are familiar with the University's Examination Regulations (UoL Exam Regulations). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the Students' Guide to Exams (Exams Guide).

Course details

Programme and Module Specifications

An outline specification for the MBChB is available here.

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the units that make up the course. Each unit has its own specification that formally records that module's aims, teaching and learning methods. The outline programme specification also directs you to a link to details of how you will be assessed against the learning outcomes of the course.

Details of the units that comprise the MBChB programme are detailed in curriculum guides (linked from within the programme specification), firstly the “Phase 1 Curriculum Guide” to which you have access now, and a corresponding document with which you will be issued when you embark on Phase 2 (full-time clinical education) of your studies in year 3 of your studies.

Teaching Timetable

In Phase 1 of the course, you will be issued with a teaching timetable at the start of each semester which you can access through MyStudentRecord. Each Unit handbook will include a detailed schedule of activities.

You will be notified of any timetable alterations via your personalised timetable which will be supported by notices via Blackboard and / or email to your student email account.

In Phase 2 of the course you will be notified of your course commitments by the block coordinators.

Coursework Submission

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see Senate Regulation 7 or Late Submission). Any assessed coursework is normally submitted to the Medical Student Enquiries Office. You will be notified of appropriate deadlines in good time.
Change of Course

Discuss your options with your personal tutor, or another appropriate member of staff in your department, if you are considering a change of course. Changes of course require approval by your department and will only be allowed in certain circumstances.

See www.le.ac.uk/sas/courses/transfercourse or www.le.ac.uk/sas/courses/transfermodule for details of the procedures involved and deadlines that apply.

Course changes

At the University of Leicester we are always trying to improve our teaching in response to the demands of employers, advances in subject knowledge and the responses of our students. As a result, it may be necessary on occasion to make some alterations to particular aspects of a course or module. Further information on the types of changes we might make can be found in our terms and conditions under item 6. Variation here:

Terms and Conditions of your Offer

When changes occur, the university will ensure that where necessary you are consulted with and have as much notice as possible. You will be contacted no later than 25 days before the relevant change is due to take place. Should you have any questions about changes to your course or modules, please speak with your personal tutor or course director in the first instance.

Marking and Assessment Practices

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.

The External Examiners for your courses are listed at:

External Examiners

Feedback and the Return of Work from Staff

Coursework

The Medical School complies with the University’s policy for the return of marked coursework (see Return of Marked Work for details of the full policy:

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.

Examinations

The Medical School complies with the University’s policy for the return feedback on examinations (see Return of Marked Work for details of the full policy:
General principles:

- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Departments will arrange for feedback on examination performance to be provided.

You will receive written feedback on submitted coursework. In addition you will receive quantitative feedback on your performance in summative written and clinical examinations. Formative assessment opportunities with feedback will be provided at frequent and regular intervals, in a variety of settings (e.g. classroom, bedside) throughout the course. The nature of this feedback can vary and can include both verbal and written feedback. Informal feedback opportunities from both tutors and peers occur daily during group work activities.

Your personal tutor will be happy to see you to discuss the feedback on summative assessments as part of your programmed schedule of meetings with them. But, you are welcome to make an appointment to see your personal tutor, Phase team or a member of the Academic Support Unit at any time if you have any concerns about your progress and/or performance.

Examination results will normally be issued electronically via MyStudentRecord.

Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in Senate Regulation 5: Regulations governing undergraduate programmes of study. Alternatively, refer to the Student and Academic Services website for information about degree classification and progression:

Course Progression

Any specific progression requirements for your course are stated in its programme specification (see Programme Specification). Progression regulations for the MBChB are provided in the Medical School Regulations page here.

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing styles’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
• the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: Plagiarism.

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see Senate Regulation 11 ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion’).

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: Plagiarism Tutorial.

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: Succeed in your Studies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. If you are on a Joint or Major/Minor programme you may find that your subjects use different referencing styles and it is important that you use the correct ones. To find out which referencing style each department uses, and for information and help on each referencing style, please visit Referencing Style.

Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

Mitigating Circumstances

The University considers a mitigating circumstance to be a recognisably serious or significant event, affecting a student’s health or personal life which is beyond the student’s control. The events are sufficiently serious enough in nature to result in the student being unable to attend, complete, or submit an assessment on time.

If you submit or attend an assessment on time, you cannot then request mitigating circumstances on the basis that your standard of performance in the assessment may have been affected unless you submit evidence that your judgement was affected in reaching the decision on whether to attend or submit.

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to undertake assessments. Tell your department(s) or Distance Learning Hub about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate).
as soon as possible. The deadline for submission of a mitigating circumstances claim will be no later than seven calendar days after the assessment deadline to which it relates.

See Mitigating Circumstances Regulations for full details of the mitigating circumstances regulations and policy, including the University’s definition of a mitigating circumstance and what is deemed as an acceptable reason. Full details of implementation of Senate Regulations on Mitigating Circumstances for the MBChB are available at the link here: MBChB Mitigating Circumstances Regulations.

The Medical School will make reasonable adjustments to assessment arrangements for students who have notified it of long-term medical conditions or disability. Full details of implementation of Senate Regulations for students with long term conditions / disability are given in the document, “Guidance for Students on Medical School processes for the consideration, management and administration of requests for Alternative Examination Arrangements” available at the link here: Medical School Regulations.

**Ethical Approval of Student Projects**

Where ethical approval may be required for research work, state the process by which students apply for and receive such approval;

The University Protocol for Ethical Approval of student work is available at:

Protocol for Ethical Approval

**Personal Support for Students**

**Medical School Student Support Arrangements**

From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Medical School’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: UoL Personal Tutors

In addition, the Medical School operates a comprehensive student support service, discharged through the Pastoral Support Unit (psu@le.ac.uk). This Unit is staffed by individuals with significant experience of managing students who encounter complex challenging circumstances. Details of the Unit are listed under the Support heading at Medical School Regulations

The Pastoral Support Unit also acts as a point of contact for students in need of urgent attention should a personal tutor be unavailable.

Students are very welcome to approach staff other than their personal tutor, for example the Deputy Head of School or Phase Leads, to discuss personal matters if necessary.

**Equal Opportunities**

The Medical School Equal Opportunities Officer is Dr Mike Mulheran.

Students who have a concern about an Equalities issue or incident in either the Medical School or the University can report this in one of three ways:

- A student can inform the designated Equality and Diversity Representative on the Staff Student Committee who will report the matter to the SSC for attention and action.
- A student can contact the Medical School Equality Officer directly, who will liaise with the University Equality Office and report the matter through the College Equality Committee.
• A student can speak to a personal tutor or a member of the Pastoral Support team about an Equality or Diversity issue and request that the Equality Officer is informed and takes action.

University Student Support Arrangements

Student Services Centre

Your Student Services Centre brings together a range of key services to help make the most of your time at university.

Visit the Centre to access careers advice, health and well-being services, information about part-time work, fee and accommodation payments, new/replacement ID cards, visa and immigration support... and much more!

Our experienced and helpful staff are available Monday to Friday in the Charles Wilson Building.

AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students’ Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library
Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessable@le.ac.uk | AccessAbility

Student Welfare Centre

The Student Welfare Service offers wide ranging practical support, advice, and information for all students.

Information, advice and guidance is available on finance issues, budgeting, benefits, personal issues, visa renewal and immigration.

The Student Welfare Service also provides information to students about scholarships, grants, hardship awards and emergency loans, all of which require applications and assessments.

Contact: Student Welfare Service, Student Services Centre, Charles Wilson Building
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | UoL Student Welfare

Counselling and Wellbeing Service

This Service offers a range of expertise and support for the psychological aspects of health and wellbeing.

Services on offer include:

Student Counselling Support

Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

For information see our website: UoL Student Counselling
Contact: Student Counselling and Wellbeing Service  
+44 (0)116 223 1780 | wellbeing@le.ac.uk

**Student Mental Wellbeing Support**
Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

Contact: Student Counselling and Wellbeing Service, Student Services Centre, Charles Wilson Building  
+44 (0)116 223 1780 | wellbeing@le.ac.uk

**Student Support Mental Wellbeing**

**Student Healthy Living Service**
The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

Contact: Student Healthy Living Service  
+(0)116 223 1268 | healthyliving@le.ac.uk | Healthy Living for Students

**Health Care and Registering with a Doctor**
Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre ([Victoria Park Health Centre](#)) has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.

If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: [Registering with a GP](#)

**Careers and Skills Development**

**Career Development Service**

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive,
through to your graduation and beyond providing you with the skills and knowledge to manage your own career development and succeed on whichever path you choose. In fact our team are delighted to have been awarded twice by graduate employers for having the best strategy for preparing students for work after university.

We work closely with your department to support you in achieving the Leicester Award; an inspirational personal development programme. By attaining this award you will not only receive an official certificate and recognition on your final degree transcript but you will also develop the skills and experience that you need to get that first job out of university and unlock exclusive employer and further study opportunities to fast track your career. Even if you’re not sure what it is you want to do yet, we’ll help you identify your personal strengths and what you need to develop to be ahead of the crowd.

It’s your career development journey and you decide where it is that you want to go. By working with us you make sure that you’re giving yourself the best possible chance to get there. We’ve got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

We’re here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building. Here you can book one-to-one appointments with our career consultants for support with career planning, job hunting, CVs, applications and mock interviews or contact us on the details below.

When you arrive at Leicester you’ll have access to MyCareers: MyCareers, our career management system, by simply using your university username to login. This is the gateway to:

- Booking to attend Careers Fairs and meeting employers who are coming on campus
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Student Services Centre, for opportunities on campus and in the city.

**Contact the Career Development Service:**

0116 252 2004 | careershelp@le.ac.uk | Careers
@uolcds | fb.com/uolcds

**Feedback from Students**

**Student Feedback Questionnaires**

All Phase 1 units are evaluated. You will be asked to complete an electronic feedback form shortly after you complete each unit. The resulting data is pooled and fed anonymously to the Unit Evaluation Group, which in turn requests a response to the feedback from each unit leader. The Unit Evaluation Group reports, via the Curriculum Executive, to the Learning and Teaching Committee. Any action taken will be reported back to students via Blackboard. Remember that your feedback need not wait until a unit has been completed. Unit leaders welcome informal constructive feedback and may be able to make helpful changes as each unit proceeds. Clinical placements are also evaluated. Data from this process is fed back anonymously to the Trusts where it contributes to the quality assurance process on SIFT contracts and feeds into consultant appraisal.

**Student Staff Committees**

The Medical School operates a Student Staff Committee in accordance with procedures set out in the Code of Practice on the Work of Student Staff Committee.

The Student Staff Liaison Committee is composed of equal numbers of staff and students. Two 5-year course students represent each intake year at Leicester. The Committee meets once a term and is the forum at which you may raise matters formally with the Medical School. It considers any matter of concern to staff and
students and reports to the College Academic Committee. Elections for representatives are organised early in the course, and as required thereafter, by the Medical Students’ Society. Requests for agenda items are circulated prior to each meeting and minutes are posted on student notice boards and on Blackboard. Get to know your representatives, but remember that you may also raise issues directly with appropriate Medical School staff identified in the previous section.

Medical School Prizes

A large number of prizes is available to students throughout the course.

Phase 1 Prizes

- Phase 1 Prize
- Sir Robert Kilpatrick Prize
- BMA Prize
- Tresidder Prize
- Ballantine Prize
- Amir Gulamhusein Prize
- Noel Everson Surgical Prize

Phase 2 Prizes

- Philip Hammersley Gold Medal
- BMA Prize for Clinical Excellence
- Prize for Academic Excellence
- GlaxoSmithKline Child Health Prize
- Arthur Watts Prize in Clinical Methods
- The Reverend Derek Hole Prize in Cardiovascular Medicine
- Arthritis Research UK Medical Student Prize
- John MacVicar Prize and Medal
- Keeler Prize
- Sydney Brandon Prize
- John and Hilary Hearnshaw Diabetes Prize
- Frank Harris Prize
- Nephrology Prize
- Peter Bell Surgical Prize

Societies

You are joining a very large group of students. Leicester Medical School has well over a thousand students. The medical student community is one of the most tight-knit and supportive and a very important part of your introduction to your medical career. Friends you make at Medical School will last for life.

The Medical Students’ Society: Representatives from the Medical Students’ Society (LUSUMA) will play a major part in Induction Week and help you to settle in and learn about the opportunities open to you. They will introduce you to the enormous range of student groups and activities in which you may participate. Log on to www.lusuma.com to learn about LUSUMA and its many representatives.

Medics’ Welfare: Medics’ Welfare was conceived by medical students and is run by them (1) to provide a confidential listening ear, (2) to match students who are struggling academically with students from years above who are keen to tutor, and (3) to confidentially link those struggling with specific life issues to others coping with
the same issues. At the core of Medics’ Welfare is a team of approximately six medical students in different years of the course. They each believe that if you have a personal, health, or academic difficulty to deal with whilst at medical school then asking for support is no weakness, but rather a sign of strength and responsibility. Phone: 07816 012933 (Phase 1) or 07531 102810 (Phase 2) or e-mail them on medicswelfare.phase1@hotmail.com

Other Medical Societies: Early in the course representatives from a number of societies will make you aware of their activities and how you can join in if you wish. These include: MEDSIN through which you can arrange to study for a month abroad, help the homeless in Leicester, and contribute to a project providing sex education in local schools; MARROW though which you can help to recruit students to the Bone Marrow Register and provide hope to people with diseases like leukaemia; and CMF and LUMIS, Christian and Muslim medical student societies respectively.

Alumni: All Leicester graduates are automatically members of the Leicester Alumni Association. Further details of the association are available at UoL Alumni

The British Medical Association: The BMA is the organisation that represents doctors and medical students throughout their working lives providing support, information and advice on a variety of matters from your first house job to your professional employment contracts. It offers a wide variety of services to its student members including the monthly Student BMJ (a journal covering medical topics but also advising on how to survive medical school, emotionally and financially) and the Student BMA News which details the activities of the Medical Students Committee (MSC). The MSC consists of representatives from medical schools across the country and campaigns about student issues on your behalf. You will be informed of the name of your Leicester MSC representative, and of the student chairperson of your local Intra-School Committee.

Safety and Security

The Centre for Medicine is a non-smoking building. Smoking is not permitted in any room or area, including the toilets or entrance areas. Smoke detectors are fitted to the building.

Information regarding safety in the DR (Maurice Shock Building) and in the clinical environment will be provided in induction programmes.

Identity badges will be issued during Induction Week, once you have registered. This badge entitles you not only to access to the buildings you need to access for teaching and learning, including the CfM and Maurice Shock Building, but acts a means by which you can be identified by patients and staff members in the clinical environment. It also allows you to tap to register for attendance. You should keep it safe.

The building has a sophisticated fire alarm system. This is tested weekly on Tuesday Morning at 09:00 when you will hear a short continuous tone and voice, which you should ignore. In the case of a fire you will hear a louder multi-tone and voice which persists. You must then:

EVACUATE THE BUILDING IMMEDIATELY

DO NOT STOP TO COLLECT BELONGINGS

DO NOT USE THE LIFTS - LEAVE THE BUILDING BY THE NEAREST STAIRCASE

THE EXTERNAL DOORS AT THE BOTTOM OF EACH STAIRCASE WILL UNLOCK AUTOMATICALLY TO ALLOW YOU OUT
Personal Belongings

Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: Coded Cycle Scheme

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see Appeals - Complaints. These pages should be read in conjunction with the University’s Regulations governing student appeals (Senate Regulation 10) and Regulations governing student complaints (Senate Regulation 12).