LEICESTER MEDICAL SCHOOL

MB ChB

PERMANENT WITHDRAWAL AND COURSE TERMINATION
A number of students will experience personal, health or financial problems during the course. The Medical School seeks to provide support through the Pastoral Support Service within the School and the University. For students experiencing problems of this nature there are a range of options available. These will vary depending on individual circumstances. The majority of students will continue on the course with appropriate support. Some students will take a period of Suspension of Studies. This is outlined in the guidance on Suspension of Studies. Some students will have concerns about their career intentions and may wish to transfer to another course within the University. The Medical School will provide support and career advice and students will be referred to the appropriate University services. It is acknowledged that even with the support outlined above there will be a small number of students who decide not to continue on the course and will therefore permanently withdraw from the MBChB course. These guidelines indicate the procedures that should be followed. This part of the guidance is for students who choose to permanently withdraw from the MBChB course.

It is expected that in all cases of personal or health issues the Pastoral Support Unit will have been involved. In all cases the decision requires the approval of the Director of Undergraduate Medical Education.

Students are required to complete a Permanent Withdrawal form. This is to be found at the University WEB-page: [http://www2.le.ac.uk/offices/sas2/studentrecord/withdrawal/permanent](http://www2.le.ac.uk/offices/sas2/studentrecord/withdrawal/permanent)

The student will submit the form to the Director of Undergraduate Medical Education.

At the conclusion of the above process the student will receive formal notification in which the following will be outlined:

I. That the permanent withdrawal request has been approved as from a specified date
II. That the student has access to appropriate support to manage this process up until a specified time.
III. That the student has access to appropriate career advice and guidance
IV. Some students will be eligible for the degree of BMedSci (see relevant regulations). Students will be given a deadline for the acceptance of this degree.
If a student makes a request for permanent withdrawal, and is not attending the course, he/she is required to complete a permanent withdrawal form. The Director of Undergraduate Medical Education will define the time period within which the form must be returned. Students will normally be given four weeks. If the form is not returned within this time period then the student will be deemed to have permanently withdrawn.

Once a student has permanently withdrawn from the course he/she will not be allowed to return to the course at a future date. This will be communicated to the student in writing.

GUIDANCE FOR STUDENTS WHOSE MBChB COURSE IS TERMINATED BY THE UNIVERSITY

The guidance below is for students whose course is terminated for academic or fitness to practise reasons. Students whose course is terminated should note the following:

1. If the student decides to appeal course termination then the student should not contact members of academic staff within the Medical School. Such students may contact the Pastoral Support Team Secretary - Sheila Preston [ssu@le.ac.uk, tel 0116 252 3336]. The Pastoral Support Team are members of the University and since it is the University that has terminated the student’s course, they are not able to help with the construction of an appeal. They are more than happy however to do their best to help students through what is inevitably a difficult time.

2. If a student has any questions or uncertainties about the mechanism of the appeal process, he/she may contact Ms Helen Pascoe [hlp2@le.ac.uk or tel 0116 2231578].

3. If a student would like help with constructing their appeal [content, proof-reading, etc] then he/she may contact either Alysoun Hancock [amh52@le.ac.uk tel 0116 223 1132] or Ian Bruce [irb2@le.ac.uk tel 0116 223 1228] in the Students’ Union office [educationoffice@le.ac.uk<mailto:educationoffice@le.ac.uk>]. Alysoun and Ian are employed by the Students’ Union to assist students.
1. The MBChB course is integrated and the assessments are therefore integrated. The course is not modular and it is not possible therefore to award ‘credits’ or ‘points’ as the course progresses. Nor is it possible to state that a student has ‘passed a unit’. If a student requests it then the Medical School will provide the student with the timetable that the student has attended and passed the relevant summative examination. For Phase 1 of the course the relevant summative examination is the PPE (this tests knowledge across all of Phase 1). For Phase 2 of the course the relevant summative examination is the FPE (this tests knowledge across all of Phase 2).

2. Students who are course terminated after failing a resit examination can at their request be provided with generic feedback from that examination. For example “you failed the resit examination because you failed both the written and OSCE assessments” or “you failed the resit examination because you failed the written assessment”. Students who are course terminated will not be provided with any additional feedback. If a student is permitted to repeat a year after appealing course termination then such a student will receive the same feedback that students who have failed a first sit examination.

3. Students who withdraw from the MBChB course whist awaiting the outcome of a Fitness to Practise investigation or Student Disciplinary Hearing must be aware that in the interests of patient safety and in accordance with Tomorrow’s Doctors that the University of Leicester Medical School is required to provide the GMC and other medical schools with information/concerns about a student’s fitness to practise (see student agreement).