

**medway** school of pharmacy

# **ACADEMIC REGULATIONS**

## **Master of Pharmacy (MPharm) with or without a Foundation year**

**Effective from September 2019**

## 1. INTRODUCTION

- 1.1 This document sets out the Academic Regulations for the Master of Pharmacy (MPharm), with or without a Foundation year. This programme of study is delivered by the Medway School of Pharmacy and leads to a joint award from the University of Greenwich and the University of Kent. These Regulations apply to all students registered on the MPharm programme, regardless of their University of registration. ***These regulations supersede any previous regulations for the MPharm programme with or without a Foundation year.***
- 1.2 These Regulations set out the requirements for the assessment and progression of students, the awarding of credit and the classification of academic awards. They are subject to the approval of the senior academic bodies of both institutions (the University of Greenwich's Academic Council and the University of Kent's Senate).
- 1.3 Hereinafter in these Regulations 'the Universities' shall be taken to refer to the University of Greenwich and the University of Kent, who hold conjoint responsibility for the Medway School of Pharmacy.

## 2. MINIMUM AND MAXIMUM REGISTRATION PERIODS

- 2.1 The period of registration normally permitted for the Medway School of Pharmacy's MPharm programme (whether undertaken full-time or part-time) shall be:

	Minimum	Maximum
Certificate of Higher Education	1 year	6 years
Diploma of Higher Education	2 years	6 years
Non-honours Degree (Full-time)	3 years	6 years
Honours Degree (Full-time)	3 years	6 years
MPharm (Full-time)	4 years	6 years
MPharm including Foundation year (Full-time)	5 years	6 years

- 2.2 These time limits include any period of intermission and any period of time in which a student is repeating part of the programme of study. **The GPhC states that an MPharm degree and pre-registration training must both be completed within eight years to be eligible for entry to their register.**

## 3. PROGRAMME STRUCTURE, THE AWARD OF CREDIT AND PROGRESSION

- 3.1 The MPharm programme comprises an approved set of **modules** and is divided into four **stages**, for the MPharm programme without the Foundation year and five stages for the MPharm programme with the Foundation year. Each module is at a specified **level** and a student is awarded a specified number of **credits at that level** following successful completion of the module.
- 3.2 A student who successfully demonstrates via assessment that they have achieved the specified learning outcomes for a module will be awarded the number and level of credits prescribed for the module. Assessment methods vary between modules and assessment is designed so that achievement of the pass mark or above will

demonstrate achievement of learning outcomes. Elements of assessment may be formative or summative in nature.

- 3.3 For each module, for the award of credit a student is required to achieve at least the module pass mark in each component part (i.e. coursework and examination) of the summative assessments, with the exception of the Sustained Research Project and the final year Electives, which require an overall pass. For all modules at Levels 3, 4 and 5 the pass mark is 40%. For all Level 6 and 7 modules the pass mark is 50%.

**Competency assessments** (Pharmaceutical Calculations, Closed-book MCQ, Professional portfolio, Objective Structured Clinical Examinations [OSCEs] and Dispensing): In order to ensure safe practice, these assessments are on a pass/fail basis (see **section 3.5.12**)

- 3.4 Students must achieve specified requirements in each stage before being permitted to progress to the next stage. Each stage will consist of modules amounting to 120 credits. In order to be eligible for the award of the MPharm or of an exit award of CertHE, DipHE, BSc or BSc (Hons), a student must obtain at least the minimum number of credits required for that award at the specified levels. These requirements are set out in **section 4** and **section 8**.
- 3.5 Failure and the Retrieval of Credit

### Referral

- 3.5.1 Where a student has failed one or more modules and is not permitted to progress to the next stage of the programme, the Progression and Award Board/ Board of Examiners may permit the student to undertake further assessment in failed modules. The opportunity to undertake further assessment following the failure of a module is known as **referral**.
- 3.5.2 Depending on the scale of failure, only one further assessment opportunity in failed modules will normally be permitted (with the exception noted at 3.5.5 below), to a maximum of two attempts in total.
- 3.5.3 Where the credit for a failed module is retrieved via referral, due to a **failed examination**, the overall mark awarded for the module will be capped at the pass mark
- 3.5.4 Where the credit for a failed module is retrieved via referral, due to a **failed overall coursework mark**, the overall coursework mark awarded for the module will be capped at the pass mark.
- 3.5.5 In Stage 3 and below, where the student has failed no more than 40 credits and attained an overall stage mark of 50% or more, the Progression and Award Board/Board of Examiners may permit a third attempt.
- 3.5.6 In Stage 4, students shall normally have an opportunity for reassessment **once only**, and not before the final Progression and Award Board/Board of Examiners has met.
- 3.5.7 Where a student has failed more than two modules at the first opportunity, and attained an overall stage mark of less than 30% without presenting acceptable evidence of mitigating circumstances, s/he will normally be required to withdraw from the programme for reasons of **unacceptable academic performance**.
- 3.5.8 Students are not permitted to progress to the next stage of the programme unless all of the credits required for the previous stage of the programme have been achieved. Where a student is required to be reassessed in a module, this will take place at the next available opportunity, and before progressing to the next stage of the programme.
- 3.5.9 There will be two opportunities for each assessments in each academic year. The second opportunity will be after the Progression and Award Board/Board of Examiners

has met. Where a student has not achieved the required credits, in any academic year, they will be required to retake any failed module in full (defined as full attendance to all teaching classes and completion of all assessments).

- 3.5.10 A student may not be reassessed in elements that are no longer current. The Progression and Award Board/Board of Examiners may require the student to sit the equivalent of the failed elements in full attendance (defined as full attendance to all teaching classes and completion of all assessments).
- 3.5.11 The use of mechanisms that allow for the award of credit based on the near failure of a limited number of modules ('**compensation**') or, very exceptionally, below that level ('**condonement**') **will not be permitted with respect to modules taken at any stage of the MPharm programme**. This is due to the importance of ensuring that successful students possess the firm foundation of knowledge and skills that is required for upholding patient and public safety.
- 3.5.12 **Competency assessments** (Pharmaceutical Calculations, Closed-book MCQ, Professional portfolio, Objective Structured Clinical Examinations [OSCEs] and Dispensing): Students who demonstrate unsafe practice(s) which potentially pose(s) a risk to patients or the public will automatically fail that assessment and will be referred for reassessment at the next opportunity. Competency assessments will be offered on a pass/fail basis only to reflect this requirement for safety. All competency assessments must be passed for a student to be awarded the MPharm.

### Deferral

- 3.5.13 The Progression and Award Board/The Board of Examiners will take into account the advice of its Mitigating Circumstances Panel to determine whether the student will be allowed to re-sit any assessment or examination as if for the first time and without the penalty of a capped mark. This is known as **deferral**.

### Failure to Progress

- 3.5.14 Students who have exhausted all attempts permitted by the Progression and Award Board/Board of Examiners and still fail to meet the requirements for progression will be required to withdraw from the programme. Students in this position who satisfy the requirements specified in **section 8** of these Regulations may be awarded an appropriate exit award.

## 4. PROGRESSION REQUIREMENTS

- 4.1 Credits will be awarded for modules which have been passed as specified in **section 3**, thus indicating that the student has met the learning outcomes.

### MPharm Stage 0 (Foundation year)

- 4.2 In order to progress to Stage 1 of the MPharm programme, a student **must** achieve a minimum of **60% in each module**, successfully **pass a selection event** and demonstrate professional requirements; **satisfactory Disclosure and Barring Service (DBS)** checks (or equivalent for international students), full health and vaccination declaration (with supporting evidence) and Fitness to Practise Declaration.

### MPharm Stage 1

- 4.3 In order to progress to Stage 2 of the programme, a student will be required to gain 120 credits at Level 4 and pass all Stage 1 modules.

### **MPharm Stage 2**

- 4.4 In order to progress to Stage 3 of the programme, a student will be required to gain 120 credits at Level 5 and pass all Stage 2 modules.

### **MPharm Stage 3**

- 4.5 In order to progress to Stage 4 of the programme, a student will be required to gain 120 credits at Level 6 and pass all Stage 3 modules.

### **MPharm Stage 4**

- 4.6 In order to qualify for the award of the MPharm, a student will be required to gain 120 credits at Level 7 and pass all Stage 4 modules.

## **5. THE SUBJECT ASSESSMENT PANEL (SAP)**

- 5.1 The purpose of the Subject Assessment Panel (SAP) is to confirm the marks for a student cohort on the range of modules that falls under its purview. These marks go forward into the students' profiles, for consideration at the Progression and Award Board.
- 5.2 It is the responsibility of the relevant **Module Convenor to ensure that the data submitted are accurate and complete**. The Chair of the Panel must be satisfied, **before the meeting of the Panel** that all module results are available and have been checked. The SAP report must be authorised as accurate by the Chair.
- 5.3 The SAP is responsible for overseeing the performance of students on individual modules and considering, in the light of any comments from Module Convenors and External Examiners, whether any changes might be required to the marks awarded or to the modules in the future.
- 5.4 The functions and terms of reference of the Subject Assessment Panel are as follows:
- To consider and review the nature of assessments and examinations for a group of modules within the Panel's subject area;
  - To receive and consider comments from External Examiners and Module Convenors on the student cohort's performance on individual modules;
  - To confirm as appropriate the marks for the modules under its purview.
- 5.5 The Subject Assessment Panel shall therefore decide the final result of the marks allocated to the students on the modules within which they have been assessed. Comment from the External Examiner(s) on the standard of marking may result in the adjustment of the marks for the whole cohort, but on no account should this be used to modify the marks of individual students without consideration of the marks for the whole cohort.
- 5.6 The Medway School of Pharmacy must ensure that formal written records of the proceedings of each Subject Assessment Panel are maintained.
- 5.7 **Composition of the Subject Assessment Panel**
- The Subject Assessment Panel shall consist of the following:
- The Head of the Medway School of Pharmacy (Chair) or nominee;

- Teaching staff for the modules under consideration by the Panel, as internal examiners;
- Participating External Examiner(s) for all Level 5, Level 6 and level 7 modules: at least one External Examiner must have commented on standards, although s/he need not have been in attendance.

## 6. THE PROGRESSION AND AWARD BOARD/BOARD OF EXAMINERS

- 6.1 The responsibility for the assessment of a student's performance is delegated by the senior academic bodies of the Universities (the Academic Council and the Senate) to the Progression and Award Board/Board of Examiners.
- 6.2 The Progression and Award Board/Board of Examiners shall decide the final result of the process of assessment for each student. The decisions of the Board shall not be subject to any further approval within the Universities. The decisions of the Board shall be recorded and results made available as soon as possible after the meeting.
- 6.3 The Medway School of Pharmacy must ensure that formal written records of the proceedings of each Progression and Award Board/Board of Examiners are maintained.
- 6.4 The Progression and Award Board/Board of Examiners is responsible for ensuring that standards are maintained and that all the requirements for assessments that contribute to the conferment of an academic award, as laid down in the Programme Specification and in the Regulations of any other appropriate awarding or accrediting body, are complied with.
- 6.5 **Delegation of Responsibility by the Progression and Award Board/ Board of Examiners**
- The Progression and Award Board/Board of Examiners may delegate to other sub-committees or individuals such functions as may be appropriate; for example, final decisions on the acceptance or rejection of claims of mitigating circumstances may be delegated to a Panel. Any progression implications will nevertheless remain the remit of the Progression and Award Board/Board of Examiners.
- 6.6 It is the responsibility of the Programme Leader and Module Conveners, working in conjunction with those responsible for student records, to ensure that the data submitted to the Progression and Award Board/Board of Examiners are accurate and complete. The Chair of the Board must be satisfied, **before the meeting of the Board**, that all module results and records of mitigating circumstances related to the students to be considered, are available, so that each student's profile is reviewed in full at the meeting.
- 6.7 Recommendations for the award of credit, the referral, deferral and progression of students and the conferment of academic awards shall be made to the Universities by the Progression and Award Board/Board of Examiners. The functions and terms of reference of the Board are as follows:
- To oversee progression and award procedures in the MPharm programme to maintain standards;
  - To ensure compliance with the requirements for progression and awards ;
  - To examine individual student assessment profiles;
  - To review and make decisions on the progression of students and on reassessment in the light of overall performance, where necessary taking mitigating circumstances into account;
  - To make decisions on awards;
  - To authorise the decisions made, including certifying the results through the

signature of the Chair, the University Officer and the External Examiners and through the minuting of key decisions in relation to progression, reassessment in the light of overall performance and consideration of any mitigating circumstances.

Exceptionally it may be necessary to use Chair's action to finalise a decision, and in such circumstances the Chair should normally consult the External Examiners. The decisions made by Chair's action must be recorded and presented for information at the next meeting of the Progression and Award Board/Board of Examiners.

#### **6.8 Composition of the Progression and Award Board/Board of Examiners**

The Progression and Award Board/Board of Examiners shall consist of the following:

- Head of the Medway School of Pharmacy (Chair) or nominee
- The appropriate Programme Leader(s)
- All Module Conveners or their deputy
- Representative members of teaching staff as internal examiners
- At least one External Examiner
- A Minuting Officer
- A University Officer who is knowledgeable of and able to give advice regarding the application of these Regulations, who acts as the guardian of the Regulations on behalf of the Universities.

The proceedings of a Board shall not be invalidated by the absence of any internal staff member designated by the Chair as a member of the Board.

#### **6.9 Student Membership**

In normal circumstances, no student should be a member of a Progression and Award Board/Board of Examiners or attend an examiners' meeting. If, however, a person who is otherwise qualified to be an examiner for a programme (for example, as a member of staff or as an approved External Examiner) is coincidentally registered as a student on another programme of study, in either of the Universities or elsewhere, that should not in itself disqualify that person from carrying out normal examining commitments.

#### **6.10 Declaration of Personal or Actual Interest**

The Progression and Award Board/Board of Examiners shall be advised if any member has a personal or professional connection with any of the students being considered. The Chair has discretion to request anyone declaring an interest to retire from the meeting at the point at which discussion of the student's profile takes place.

### **7. EXTERNAL EXAMINING AND THE ASSURANCE OF STANDARDS**

The essential role for External Examiners appointed by the Universities shall be to provide independent, informative comment and recommendations upon whether or not:

- i. The universities are maintaining the academic standards set for their awards in the Medway School of Pharmacy;
- ii. The assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme and is conducted in line with the policies and regulations agreed between the two universities for the Medway School of Pharmacy;
- iii. The academic standards and the achievements of students of the Medway School of Pharmacy are comparable with those in other UK higher education institutions of which the External Examiners have experience;
- iv. In providing an oversight of standards, Examiners will be encouraged to identify formally:

- Good practice and innovation relating to learning, teaching and assessment
  - Enhancements to the quality of the learning opportunities provided to students.
- v. In providing oversight of the standards of the Universities' awards, External Examiners will be expected to:
- Attend annually the Progression and Award Board/ Board of Examiners as required by the Medway School of Pharmacy. The School will ensure that all Boards are attended by at least one External Examiner to oversee its deliberations, as described in **section 6.7**.
  - Attend, as required by the Medway School of Pharmacy or the relevant regulator, other specified assessment activities, which may include, *inter alia*, vivas, objective structured clinical examinations (OSCEs), sustained research project poster assessments, in which students are assessed and where external comment is normally expected to form part of external quality oversight of the module or programme;
  - Report to the Vice-Chancellors of the Universities, as Chairs of their senior academic bodies, on any matters of serious concern arising from the assessments, which put at risk the standard of the Universities' awards in the Medway School of Pharmacy.
  - Provide the Universities with a formal report at the end of each academic session in a manner and on a timescale determined by agreement between the two institutions.

## 8. THE CONFERMENT OF AWARDS

- 8.1 The Progression and Award Board/Board of Examiners may make recommendations for the conferment of the following awards:
- Certificate of Higher Education<sup>#</sup>
  - Diploma of Higher Education <sup>#</sup>
  - BSc Pharmaceutical Studies (at least 300 credits) <sup>#</sup>
  - BSc (Hons) Pharmaceutical Studies (at least 360 credits) <sup>#</sup>
  - Master of Pharmacy

<sup>#</sup>These are alternative exit awards and student awarded these will not be allowed progression to the next stage of the MPharm programme and will be prohibited from ever achieving an MPharm degree. Only the Master of Pharmacy qualification (MPharm) is registrable with the GPhC.

- 8.1.1 Students on the MPharm Foundation year (stage 0) who do not progress to stage 1 of the MPharm programme (**see section 3 and section 4**) but achieve at least 40% overall in a module, will pass the module. Students who achieve 120 credits at Level 3 will be directed to potential alternative degrees from either Universities.
- 8.1.2 **A Certificate of Higher Education in Pharmaceutical Studies** will be awarded if a student successfully completes Stage 1 of the MPharm programme, (achieving at least 120 credits at Level 4), but does not continue into Stage 2, or if the candidate fails the second year assessment and does not retrieve the failure.
- 8.1.3 **A Diploma of Higher Education in Pharmaceutical Studies** will be awarded if a student successfully completes Stages 1 and 2 of the MPharm programme, (achieving at least 240 credits, of which at least 90 must be at Level 5 or above), but does not progress into Stage 3, or if the candidate fails the third year assessment and does not retrieve the failure.
- 8.1.4 **A BSc (Non-honours) in Pharmaceutical Studies** will be awarded if a student completes Stages 1-3 of the MPharm programme, (achieving at least 300 credits, of



which at least 150 credits must be at level 5 or above, including at least 60 at Level 6 or above), but does not progress into the final year, or if the candidate fails the fourth year assessment and does not retrieve the failure.

- 8.1.5 **A BSc (Honours) in Pharmaceutical Studies** will be awarded if a student completes Stages 1-3 of the MPharm programme, (achieving 360 credits, of which at least 210 credits are at level 5 or above including at least 90 credits at level 6 or above) but does not pass the final year of the MPharm.
- 8.1.6 Where a student is awarded a BSc (Non-Hons) or (Hons) in Pharmaceutical Studies:
- The pass mark for all Stage 3 modules will be 40%
  - Student will be required to achieve the pass mark overall with a minimum of 35% in written examination
  - Students will not be required to pass all competencies assessments
- 8.1.7 The award of a BSc (Non-Hons) or (Hons) in Pharmaceutical Studies will be made on the basis of a 20% contribution for Stage 2 and an 80% contribution for Stage 3.
- 8.1.8 **An MPharm (Pharmacy)** will be awarded to students who complete the MPharm programme and pass Stage 4 (achieving 480 credits consisting of 120 credits from each level (levels 4 – 7) of study, including all competencies).
- 8.1.9 The award of an MPharm (Pharmacy) will be made on the basis of a **20% contribution for Stage 2, 30% contribution for Stage 3 and 50% contribution for Stage 4 towards the classification of the final award.**
- 8.1.10 Only students awarded the MPharm qualification may be considered for registration with the General Pharmaceutical Council (GPhC).
- 8.1.11 Once a recommendation for award has been approved on behalf of the two Universities, the Graduand will be invited to attend the Joint Awards Ceremony.

## 9. **SUMMATIVE ASSESSMENT REGULATIONS FOR THE AWARD OF THE MPharm (PHARMACY) DEGREE**

- 9.1 The summative assessment marks for stages 2, 3 and 4 of the MPharm programme will be aggregated to make a weighted contribution to the final overall average mark for classification purposes, in accordance with the weightings set out in **section 8.1.9**.
- 9.2 The classifications for the Master of Pharmacy and the exit award of a BSc (Hons) degree are as under:
- |                            |               |
|----------------------------|---------------|
| First Class Honours        | 70% and above |
| Upper Second Class Honours | 60% - 69%     |
| Lower Second Class Honours | 50% - 59%     |
| Third Class Honours        | 40% - 49%     |
- 9.3 An aegrotat degree may not be awarded for the MPharm and is **NOT** recognised by The General Pharmaceutical Council (GPhC).
- 9.4 **Borderline Judgments for MPharm degree classification (not applicable to borderline review of assessment paper)**
- 9.5.1 The Progression and Award Board/Board of Examiners may use its discretion in considering cases on the borderline of degree classification categories. A borderline case is normally defined as a student who has an overall Grade Point Average within 2.0 percentage points below the classification percentiles stated **in section 9.2** above

(e.g. 38.0, 48.0, 58.0 and 68.0 respectively for Third, 2:2, 2:1 and 1st class degree classifications). Exceptionally, the Board may give consideration to student profiles that fall outside this 2% boundary where the student has had mitigating circumstances confirmed by the Mitigating Circumstances Panel.

- 9.5.2 The Medway School of Pharmacy will hold viva voce examinations for borderline candidates, in advance of the Progression and Award Board/Board of Examiners, to aid in the determination of the final degree classification. Candidates must be informed that a viva voce examination will not affect their marks in any way, but may provide the opportunity for them to be considered for the award of a higher classification.
- 9.5.3 Based on a review of student profiles, an External Examiner, Internal Examiners and the Programme Leader shall agree a list of candidates to be invited for the viva voce examinations. All of the candidates' assessed work must be made available for review by the External Examiner(s) prior to the viva voce examinations.
- 9.5.4 The viva voce Panel shall be chaired by an appropriate External Examiner. The Panel shall comprise up to two External Examiners and up to two Internal Examiners with relevant expertise. Decisions made following a viva voce examination will be communicated to the Chair of the Board.

## 10. LATE SUBMISSION OF COURSEWORK

- 10.1 If coursework is received later than the deadline specified, the work will be marked in the normal manner so that, regardless of any subsequent decision made in relation to the late submission, the work has been appropriately assessed.
- 10.2 Where work has been submitted late and either no plea of mitigating circumstances has been received or a plea has been made but not found to meet the relevant criteria, a mark of **zero** will be recorded for the work.
- 10.3 In accordance with **section 3.5.13**, where a plea of mitigating circumstances has been made and found to meet the relevant criteria, the mark achieved will be recorded.

## 11. ATTENDANCE AND PROGRESSION

- 11.1 Students are required to demonstrate a commitment to their programme of study by regular attendance at lectures, laboratory classes, seminars and workshops and successful completion of summative and formative assessment tasks.
  - 11.1.1 Students who fail to meet the 80% threshold attendance at all scheduled coursework sessions (i.e. workshops, laboratory sessions and seminars) without valid mitigating circumstances, will have their coursework capped to the pass mark.
  - 11.1.2 Students who fail to meet the **60% threshold attendance** at all scheduled coursework sessions (i.e. workshops, laboratory sessions and seminars) without valid mitigating circumstances, will be deemed not to have met the learning outcomes and will fail the module. In exceptional circumstances, where the Progression and Award Board/Board of Examiners deems that the learning outcomes have been met, the module may be passed but the module mark will be capped at the pass mark.
- 11.2 100% attendance at Practice Placements (Community, Hospital or Industry) where specified within a module, is required for a Pass.
- 11.3 If the Progression and Award Board/Board of Examiners, in considering the advice of the Mitigating Circumstances Panel, agrees that a student has provided the Board with sufficient mitigating evidence as to why they have not met the specified attendance requirements for any module, the Board can recommend that the student

be allowed to pass the module without penalty.

## **12. INTERMISSION**

Where a student admitted to the MPharm programme wishes to interrupt their programme of study for a prescribed period of time, the appropriate intermission procedure must be followed. It is important that students read the guidance about intermission available on the website before making an application to intermit. The Application Form should be completed and submitted in accordance with the University procedure.

## **13. MITIGATING CIRCUMSTANCES**

- 13.1 It is the responsibility of students to attend examinations and to submit work for assessment as required; however, if there is evidence of the student becoming unwell prior to or during the assessment or if there are personal circumstances which they deem to have affected their performance, the student is required to provide documentary medical evidence or evidence of these circumstances within the deadlines specified in order to support a request for mitigating circumstances to be considered by the Mitigating Circumstances Panel.
- 13.2 If a student does not provide the Panel with information about any personal circumstances that may have affected their performance in assessments or their capacity to complete the assessments, or to do so in the time span required, any subsequent appeal on these grounds may be rejected.
- 13.3 If a student fails to attend examinations or to submit work for assessment without good cause, the Progression and Award Board/Board of Examiners has the authority to deem the student to have failed the assessments concerned.

## **14. APPEALS**

- 14.1 If a student wishes to appeal a decision of the Progression and Award Board/Board of Examiners, they must complete and submit the requisite appeal form before the specified deadline or the appeal will not be able to be heard.

## **15. CHEATING AND PLAGIARISM**

- 15.1 There are various forms of academic dishonesty but this will normally refer to cheating in examinations or presenting work for assessment which does not represent the student's own efforts. All examples of cheating or plagiarism will be penalised, as described in the Academic Misconduct Regulations agreed by the Universities.
- 15.2 If it is established that a student has cheated or otherwise attempted to gain an unfair advantage, the School will follow the relevant disciplinary procedures agreed by the Universities in considering the case.