ACADEMIC REGULATIONS
FOR Master of Pharmacy AWARD

November 2014
1. **Introduction**

1.1 This document sets out the regulations for the Master of Pharmacy (MPharm) programme of study with the Medway School of Pharmacy leading to a joint award from the University of Greenwich and the University of Kent. They will apply to all students registered for the MPharm programme regardless of their University of registration.

1.2 The programme will be delivered by the conjoint Medway School of Pharmacy. Academic and administrative management of the School and programme will be the responsibility of the Joint Pharmacy Planning Group, consisting of senior representatives of both Universities and the Head of School.

2. **School Responsibility to Student**

2.1 **Personal Tutor**

Students will receive academic support and guidance through the School network of personal tutors.

2.1.1 Each student will be allocated a Personal Tutor. This is in line with the University of Greenwich Personal Tutoring Policy, see [http://www2.gre.ac.uk/current-students/regs/?a=790551](http://www2.gre.ac.uk/current-students/regs/?a=790551).

2.1.2 Students will be informed of the role of their Personal Tutor well as module convenors and the programme leader.

2.1.3 All new students will be advised to make contact with their Personal Tutor at induction or within the first month of registration. Thereafter scheduled tutorials will be held in accordance with the University of Greenwich Personal Tutor Policy.

2.1.4 All students will receive individual information with details of their:

- Programme, year/stage, ID
- Programme leader
- Personal Tutor

2.1.5 The University of Greenwich Bannerweb provides details of tutee marks for Personal Tutors. Coursework marks are also available to students on Bannerweb; examination and project marks are made available online only following the Progression and Award Board. All students will also receive results by post.

2.2 **Assessment and Feedback**

2.2.1 All individual coursework with an assignment feedback sheet attached must be submitted through the School Reception.

2.2.2 All coursework assignment dates will be set in writing and in a timely manner to ensure that students are able to prepare effectively and manage their time. Students will also be given dates by which coursework will be returned.

2.2.3 All coursework should be marked and will normally be returned within three calendar weeks of the published deadline for hand-in, except where this period is interrupted by the Winter or Spring vacations, in which circumstance the work in question will be returned by the end of the first week of the following term.
2.2.4 The practical elements of a module should have a final submission date, given in writing, which is two weeks after completion of the last practical exercise, or at the end of the term, as appropriate. It is a formal requirement of the School that all practical elements must have some feedback and assessment.

2.2.5 The School will monitor the effectiveness of feedback through the Student-Staff Liaison Committee, the University Student Satisfaction Survey and the National Student Survey.

2.3 Assessment Criteria

2.3.1 It is acknowledged that tutors give verbal advice about criteria for assessment, however this must be supported by written advice which may take one or more of the following forms:

- Reference to which module learning outcomes are being tested.
- Use of a pro forma describing specific criteria used for assessment.
- Use of standard marks forms which contain the assessment scheme used (e.g. project and case study report forms).
- Standard handouts e.g. on how essays are assessed or how to give an oral presentation.
- Use of marked student answers as exemplars of good work.

2.3.2 In order to support students' appreciation of what is expected of them they will be provided with information on a number of guidelines and resources, such as:

- Referencing (http://www.gre.ac.uk/studyskills/referencing)
- Study Skills (http://www2.gre.ac.uk/study/support/skills)
- Assignment Writing (http://www.gre.ac.uk/studyskills/assignment_writing)
- Plagiarism (http://www.gre.ac.uk/current-students/regs/?a=636810#page=85 appendix dl)
- The Students’ Charter (http://www2.gre.ac.uk/current-students/regs/?a=637536)

2.3.3 No modification of the assessment procedures is acceptable without the written permission of the Programme Leader and School Director of Learning and Teaching.

2.4 Translation dictionaries

Translation dictionaries are not permitted during class tests and examinations.

3. Responsibilities of Students

3.1 Intermission Procedures

These are to be followed when a student admitted to the MPharm programme wishes to interrupt their programme of study for a prescribed period of time.

It is important that students read the guidance about intermission available on the website for the Student Support Office (see http://www2.gre.ac.uk/current-students/support/withdrawal-and-interrupt/interrupting) before making an application to intermit. The intermissions form should be completed and
submitted to the Head of School prior to withdrawal from the University registration system.

International students may wish to seek advice from the Students Union Advice Centre, as there may be implications for their visa.

3.2 Attendance and Progression

3.2.1 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. The summative assessment for a programme of study, will normally involve a variety of assessment methods. These may include formal written examinations, practice-based assessments, laboratory reports, coursework, multiple choice questions, group projects, seminar presentations and case studies. Each module has a clearly defined assessment requirement, which must be completed before the student can pass the module and obtain the credits.

3.2.2 In addition to the summative assessment, each module has a requirement in terms of formative assessment tasks. These are designed to provide students with feedback on their performance and to enable staff to identify areas where remedial work may be required. Formative assessment tasks may take the form of essays, laboratory reports, case vignettes and Objective Structured Clinical Examinations (OSCEs).

3.3 Communication with the Progression and Award Board: 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, the student is required to provide documentary medical evidence in advance of the examiners meeting, including any relevant information on personal circumstances which may have affected their performance and which they wish the examiners to consider.

A completed concession claim form must be submitted through the School reception.

If a student fails to attend examinations or to submit work for assessment without good cause, the examiners have the authority to deem the student to have failed the assessments concerned.

If a student does not provide the examiners with information about any personal circumstances that may have affected their performance in assessments in advance of their meeting, any subsequent appeal on these grounds may be rejected.

3.4 Appeals: if a student wishes to appeal, he/she should complete and submit the form for appeals against recommendations of the Progression and Award Board, at http://www2.gre.ac.uk/current-students/regs/?a=636810#page=111.

3.5 Cheating and Plagiarism: 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 Regulations of the University (see http://www2.gre.ac.uk/current-students/regs/?a=636810#page=85).

3.6 Health and Safety: in accordance with the Health and Safety at Work Act 1974 and regulations made under it, it is University Policy to take all
reasonably practicable steps to ensure the health, safety and welfare of all University personnel, students, visitors and members of the public who are, or may be, affected by its activities. This is achieved by:

- The provision and maintenance of safe and healthy working conditions.
- Properly maintained and guarded machinery.
- The operation, design and maintenance of safe systems of work.
- Provision of information, training and supervision appropriate to the University's activities.

3.6.1 Safety is the concern of both staff and students. The University is responsible for providing a safe working environment but students are responsible for observing the University rules and for conducting laboratory, placements, and field trips in a safe manner.

3.6.2 The Head of School will have the authority to deny a student access to laboratories, placements and/or field trips if the student fails to comply with any notified safety rules.

4. The Progression and Award Board*

4.1 The terms of reference of the Progression and Award Board are as per http://www2.gre.ac.uk/current-students/regs/?a=636810#page=47

4.2 Composition of Progression and Award Board: the Progression and Award Board should consist of the following:

- Head of School (Chair) or nominee
- Appropriate Programme Leaders
- Representative members of teaching staff as internal examiners
- At least one external examiner
- Minuting Officer (representative of the School Director of Learning and Teaching)
- A School of University Officer who is knowledgeable of and able to give advice regarding the application of assessment regulations

4.2.1 The External Examiner: the role of the External Examiner is defined in the Academic Quality Unit (http://www.gre.ac.uk/offices/aqu/external-examining).

* The Progression and Award Board may be referred to as the Board of Examiners in some documentation. Please note these terms are interchangeable.

5. The Conferment of Awards

5.1 The Progression and Award Board may make recommendations for the conferment of the following awards:

- Certificate of Higher Education
- Diploma of Higher Education
- BSc Pharmaceutical Studies (at least 300 credits)
- BSc (Hons) Pharmaceutical Studies (at least 360 credits)
- Master of Pharmacy

5.1.1 **A Certificate of Higher Education** will be awarded if a student successfully completes the Stage 1 of the MPharm programme, or its equivalent (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.

5.1.2 **A Diploma of Higher Education** will be awarded if a student successfully completes Stages 1 and 2 of the MPharm programme, or its equivalent (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 to obtain a degree after the Stage 3 assessment and does not retrieve the failure.

5.1.3 **BSc (Non-honours):** a candidate who completes Stages 1-3 of full-time study on the MPharm programme, (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 may be eligible for the award of a BSc degree Pharmaceutical Studies, or may be permitted to undertake additional courses in order to qualify for a BSc (Hons) degree (subject to the appropriate regulations and course requirements of that programme as set out in the relevant programme specification. This is a terminal award and the student will not be allowed entry into Stage 4 of the MPharm programme.

5.1.4 **BSc (Honours):** a candidate who successfully completes stages 1-3 of full-time study on the MPharm programme, (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 may be eligible for the award of a BSc (Hons) degree Pharmaceutical Studies, or may be permitted to undertake additional courses in order to qualify for a BSc (Hons) degree subject to the appropriate regulations and course requirements of that programme as set out in the relevant programme specification. This is a terminal award and the student will not be awarded an MPharm degree.

5.1.5 **An MPharm** will normally be awarded if a student successfully completes 480 credits with 120 credits at Level 7 of the MPharm programme (as required by the regulatory body).

5.1.6 Only students awarded the MPharm qualification may be considered for registration with the **General Pharmaceutical Council (GPhC), the regulatory body for Pharmacy.**

5.1.7 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.

6. **Minimum and Maximum Registration Periods**
The period of registration normally permitted for programmes shall be:

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Higher Education</td>
<td>1 year</td>
<td>6 years</td>
</tr>
<tr>
<td>Diploma of Higher Education</td>
<td>2 years</td>
<td>6 years</td>
</tr>
<tr>
<td>Honours Degree (Full-time)</td>
<td>3 years</td>
<td>8 years</td>
</tr>
<tr>
<td>MPharm (Full-time)</td>
<td>4 years</td>
<td>6 years</td>
</tr>
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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 MPharm degree must normally be completed within six years to be recognised by the regulatory body for registration purposes.

7. **Compensation, Condonement, Referral and Deferral**

7.1 Compensation and condenoment of modules will not be allowed on the MPharm, due to the importance of a firm foundation of knowledge and skills that are required for upholding patient and public safety.

7.1.1 Competency assessments (Numeracy, Closed-book MCQ, MyFolio/Mahara, Objective Structured Pharmacy Examinations [OSPEs], Dispensing and OSCEs): Students who demonstrate unsafe practice(s) which pose a risk to patients or the public will automatically fail that assessment and will be referred for reassessment at the next opportunity. Reassessment will result in a capped mark for the assessment (capped at the passmark for the module), and not the module mark.

In stage-4, a reassessment opportunity for failed competency assessments may be granted after the final Progression and Award Board, and under no circumstances before the final board.

7.1.2 If a candidate fails a module due to illness or other mitigating circumstances considered to be acceptable by the Concessionary Panel of the Progression and Award Board, the Board will refer the student to the next assessment opportunity without penalty.

7.2 **Referral**

7.2.1 Where a student has not achieved the learning outcomes of a stage of the programme, the Progression and Award Board may permit one further assessment in failed modules. Only two attempts per module will normally be permitted.

7.2.2 However, at the discretion of the Progression and Award Board and where the student has only failed one 30-credit module and attained an overall stage mark of 50% or more, one further attempt may be permitted (up to a total of three including the initial assessment).

7.2.3 Where a student is required to be reassessed in a module, this will normally take place at the next available opportunity, and before progressing to the next stage of the programme. Students will not be permitted to trail credits.

7.2.4 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 concessionary evidence, the student will normally be required to withdraw from the programme for reasons of a demonstrable lack of diligence on the part of the student.

7.2.5 If it is established that a student has cheated or otherwise attempted to gain an unfair advantage, the School will follow the disciplinary procedures of the University in considering such cases (http://www2.gre.ac.uk/current-students/regs/?a=637539).

7.2.6 A student for reassessment may not be reassessed in elements that are no longer current. The Progression and Award Board may make such special arrangements as it deems appropriate in cases where it is impracticable for
students to be reassessed in the same elements and by the same methods as at the first attempt.

7.3 **Threshold Marks**

7.3.1 A student is required to achieve a minimum threshold mark of the module pass mark in each part (coursework and examination) of the summative assessments for a module.

7.4 **Deferral**

If the Progression and Award Board, in considering the advice of its Concessionary Panel, agrees that a student has provided the Board with sufficient evidence as to why an examination or assessment has been missed or a poor mark attained, then the Board can recommend that the student be allowed to resit the assessment or examination without penalty.

7.5 Students who have exhausted all attempts permitted by the Progression and Award Board 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 5 of these regulations may be awarded a suitable fallback award.

8. **Coursework**

8.1 **Submission of Late Coursework**

If coursework is received later than the deadline specified, a mark of **zero** will be recorded for that work. Where the work is later submitted, and a concessionary plea is made and found to be acceptable, the Progression and Award Board shall decide whether a case exists and, if the Board so decides, the work shall be marked in the normal manner.

8.2 **Coursework Capping Policy**

Failure by a student to meet the required 80% attendance for practical and workshop sessions within a module, without valid reasons of extenuation, will normally result in a capped coursework mark (capped at the pass-mark for the module).

Students who attend fewer than 60% of the scheduled practical and workshop sessions within a module will not have met the learning outcomes of the programme and will normally be deemed to have failed that module. In exceptional circumstances, where the Progression and Award Board deems that the learning outcomes have been met, the module may be passed and the module capped at the pass mark.

Failure by a student to meet the required 100% attendance at Practice Placements (Community, Hospital or Industry) within a module, without valid reasons of extenuation, will normally result in a capped module mark (capped at the threshold value).

If the Progression and Award Board, in considering the advice of its Concessionary Panel, agrees that a student has provided the Board with sufficient evidence as to why s/he has not met the attendance requirements, then the Board can recommend that the student be allowed to pass the module without penalty.
9. MPharm Stage 1

9.1 Credits will be awarded for individual modules in which a mark of at least 40% has been achieved, thus indicating that the student has met the learning outcomes of the modules for at least a threshold pass.

9.2 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 core modules.

10. MPharm Stage 2

10.1 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 core modules.

10.2 Credits will be awarded for modules in which a mark of at least 40% has been achieved, thus meeting the learning outcomes of the module.

10.3 The summative assessment results for Stage 2 will contribute 20% towards the classification of the final award.

11. MPharm Stage 3

11.1 In order to progress to Stage 3 of the programme, a student will be required to gain 120 credits at Level 6 and pass all Stage 2 core modules.

11.2 Credits will be awarded for modules in which a mark of at least 50% has been achieved, thus meeting the learning outcomes of the module.

11.3 The summative assessments at Stage 3 will contribute 30% towards the classification of the final award.

12. MPharm Stage 4

12.1 In order to qualify for the award of the MPharm, a student will be required to gain 120 credits at Level 7.

12.2 Credits will be awarded for modules in which a mark of at least 50% has been achieved, thus meeting the learning outcomes of the module.

12.3 The summative assessments at Stage 4 will contribute 50% towards the classification of the final award.

12.4 Students shall normally have an opportunity for reassessment (of all forms of assessment, including competency assessments) once only, and not before the final Progression and Award Board have met, to be completed within one year of the original failure. Students who fail on reassessment will be required to leave the programme with a BSc (Hons) Pharmaceutical Studies.

12.5 In cases where a student fails modules to a value of more than 20 credits at the first attempted completion of Stage 4, the Progression and Award Board will take into account the degree of failure before deciding that, either:

(a) The student should be re-assessed in the failed modules in a manner determined by the Board;

Or

(b) The student should be awarded the BSc (Hons) Pharmaceutical Studies
13. Examination Regulations for the Award of the MPharm (Pharmacy) Degree

13.1 Candidates who pass Stage 4 will be eligible for the award of the MPharm (Pharmacy). The classifications for the MPharm will follow those for a BSc (Hons) degree:

- First Class Honours: 70% and above
- Upper Second Class Honours: 60% - 69%
- Lower Second Class Honours: 50% - 59%
- Third Class Honours: 40% - 49%

13.2 An aegrotat degree may not be awarded for the MPharm and is NOT recognised by The General Pharmaceutical Council.

References

The University of Greenwich Academic Regulations for Taught Programmes of Study: http://www2.gre.ac.uk/current-students/regs/?a=636810

Credit Framework for Taught Programmes: http://www.kent.ac.uk/teaching/qa/regulations/index.html

Academic Discipline Procedures: http://www2.gre.ac.uk/-data/assets/pdf_file/0006/637539/Student-disciplinary-reqs.pdf

External Examiners: http://www.gre.ac.uk/offices/aqu/external-examining

Extenuating circumstance Applications and Appeals against Recommendations of Progression and Award Board: http://www2.gre.ac.uk/current-students/regs/?a=636810#page=81

Standing Orders on Academic Review Procedures: http://www2.gre.ac.uk/current-students/regs/?a=636810#page=1