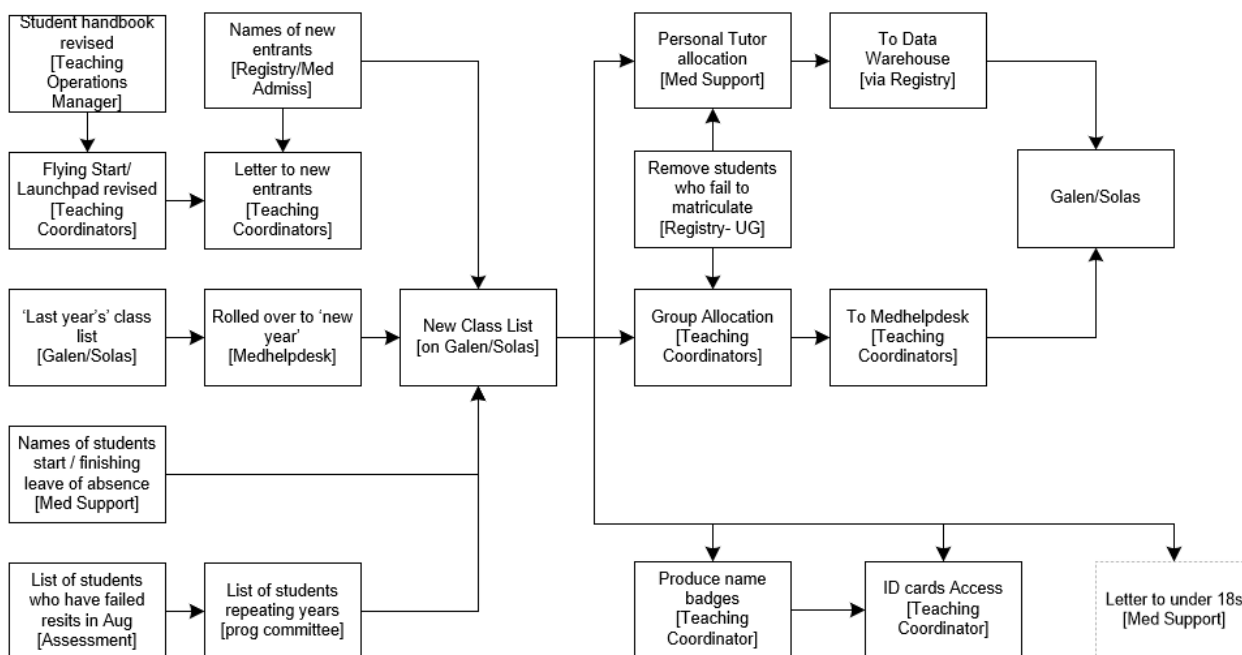


**University of St Andrews - School of Medicine Handbook**  
**UNDERGRADUATE STUDENT ENTRY AND RETURNERS PROCESS**

**1. Main Process Steps:**



**PREPARATION**

**2. Revise on-line guidance:**

a. **Student Handbook.** The Orientation Week programme, Professionalism Agreement/Student Contract, Occupational Health policy, PVG advice and UG programme reading list are revised and posted in **May / June**.

b. **Flying Start.** Reviewed offline, then made live around **end of June**:

- (1) Bute Medical Society Facebook page established by students and link added. **May**.
- (2) Welcome / photo by School President and Bute Society President. **May**.
- (3) Amend staff in the mini guide.
- (4) Review all sections in line with current advice / policies.

c. Advice for returners is reviewed and sent to Registry for on-line matriculation. **May / June**<sup>1</sup>. Advice on the University matriculation event is published in the handbook. **August**.

**3. Send welcome letter.** The welcome letter for both BSc and ScotGEM programmes (Letter 1) is reviewed and a revision posted in the handbook by **end of May**. Admissions provide a list of

<sup>1</sup> All returning medicine students are required to read the [School Of Medicine Professionalism Agreement](#). The online version is in the Student Handbook. Students are to contemplate the contents and upload the completed agreement to their task following their personal tutor meeting, details on the module introduction element page. All students will complete and sign the [self-declaration](#) which is emailed to them by the Placements Team. If you have any concerns or questions regarding the content of these documents, please email [medsupport@st-andrews.ac.uk](mailto:medsupport@st-andrews.ac.uk) to be directed to the appropriate member of staff for advice.

Advice on the matriculation is found on the University website. This is the point at which students who do not reside in Halls can collect their matriculation cards, students on a Visa can register to be a student and students can join a GP practice.

firm / potential students names and contact email addresses **late May / early June**. This goes firm after Higher and A level results in **August**.

4. **Generate 'new' class list:**

- a. The previous year's 1<sup>st</sup> and 2<sup>nd</sup> year classlist is compiled by the Curriculum Support Group Lead and uploaded to Galen on the Monday before pre-sessional week following the August resit diet.
- b. The new 1<sup>st</sup> year list compiled by the Curriculum Support Group Lead and uploaded to Galen by Medhelpdesk who will add information from Datawarehouse one week before Orientation Week, this list will be updated up to the end of Week 3:
- c. The class list is moderated:
  - (1) Add those returning from leave of absence.
  - (2) Remove those starting leave of absence.
  - (3) Amend those who failed exams and are repeating.
  - (4) Remove those who fail to matriculate.

5. **Generate Groups:**

- a. Class list is available for 1<sup>st</sup> semester on Galen, updated with students on LoA.
- b. Class list for Semester 2 is available early January incorporating students returning from leave of absence and those not progressing on the programme, groupings will be changed for BSc students in Semester 2.
- c. Curriculum Support Group Lead will assign students to a group based on declared gender, domicile/route mix and ability mix etc.
- d. MD4003 Module Controller will assign students to groups.

6. **Allocate Tutors.** Each student is allocated a personal tutor by the Medicine Placements & Medsupport Group Lead at the start of their studies and remains with their personal tutor throughout their study, unless that member of staff leaves/on long term leave. Details of the tutor scheme are in the handbook.

7. **Produce Name Badges.** Curriculum Support Group will liaise with Campus Cards to produce MD2001 and MD2101 student name badges for distribution on Tuesday of OW. Replacement name badges for 2<sup>nd</sup> and 3<sup>rd</sup> years can be ordered by the student at a cost through the University online shop.

8. **Produce the School Professional Agreement / Student Contract.** The agreements will be uploaded to the Introduction to X module as a portfolio task. Curriculum Support Group to administer this task on Galen, following up anomalies / non submission.

9. **ID cards.** All undergraduate Medical students will receive swipe ID cards from Campus Cards via the residences. The handbook page on access is the definitive advice on the zones and times to be loaded on the cards. Cards will go live at 9am on Monday of Orientation week. **Action** – Curriculum Support Group Lead.

10. **Under 18s letter.** A list of Under 18's is produced and a personal letter written to each, delivered via the Tutor. **Early September.** See Annex A. **Action** – Medicine Placements & Medsupport Group Lead.

11. **Freshers' fair.** The Medical Protection Unions and booksellers are invited to attend in the summer<sup>2</sup>. Unions pay a flat fee to participate (£185 in 2024); this money used as payment towards

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<sup>2</sup> Publishers and Medical Defence unions are invited to attend the St Andrews medical students Freshers' Fair on Thu of Orientation

the Welcome BBQ. Invoice to be raised via [medprocurement@st-andrews.ac.uk](mailto:medprocurement@st-andrews.ac.uk): **Action** – Curriculum Support Group

## ORIENTATION WEEK

12. **Open Day.** This event is scheduled for the Sunday beginning Orientation Week, timing de-conflicted with the Principal's address to parents. The Medical School will be open for families of new students to visit. Timing arranged annually and published in the orientation week programme. Staff lead is the MD2000 Module controllers, tours guides provided by the Bute Medical Society. Access to the building arranged through School Manager.

13. **Occupational Health.** New entrants will be sent an email from NHS Fife Occupational Health with a link to a health questionnaire to fill out prior to starting their studies. This form is used to create students' Occupational Health records. Once term starts, students attend a screening session either in person or via video call to ascertain what inoculations are required and any other Occupational Health matters.

14. **Disclosure.** All medical students are required to join or update PVG membership. They are advised on the content of this via Flying Start and Launchpad. Students will complete an online PVG application form with a member of the Professional Services Team when their offer becomes unconditional firm, coordinated through the Admissions Team. Returned PVG certificates are reviewed by a person registered by Disclosure Scotland. If any disclosures appear, the student is interviewed in confidence to provide counsel and to discuss Fitness to Practise issues. The interview is conducted by one of the registered persons with one of the Medicine Support Team if appropriate. Appropriate action is discussed with the student and depending on the nature of the disclosure the matter may be referred to the Fitness to Practise Committee. The student would be informed of these actions at this stage. In a serious case involving circumstances not disclosed during the admissions process, the student could be excluded from the Course, as they have made a declaration on their UCAS form that they have no convictions.

15. **Self-Declaration.** All students are to complete the self declaration form by the end of week 1 of each academic year. The link to this form is emailed directly to students.

16. **Personal Tutor Appointments.** Personal Tutors are to arrange to meet with their tutees during orientation week. Contingency arrangements to be put in place for tutors who are away during orientation week. All entrant students must see a personal tutor during orientation week.

17. **Medicine Professional Agreement.** These forms are discussed between tutor and tutee, once the meeting has taken place the student should upload their completed agreement to the portfolio task. The detail is contained in the Medical Agreement Tutor Notes.

18. **Lockers Keys - 2<sup>nd</sup> and 3<sup>rd</sup> years.** An email will be sent to all students at the start of orientation week inviting them to collect a locker key on published dates.

19. **Welcome catered event.** Organised by the Curriculum Support Group for Monday of Orientation Week at 5pm. Catering ordered and served by University Central Catering.

20. **Freshers' Thursday.** A range of activities happens throughout the Thursday of Orientation Week:

- a. **Locker Keys.** Distribution of locker keys. The policy on allocation and use of lockers will be followed.

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Week. All UG programme entrants are encouraged to attend. Please be ready for 10.30, set up available from 10.00. The day finishes at 3.30pm. Participants are invited to contribute £185 + VAT for the opportunity to run a desk. Payment should be made to the School. These monies all go to the Medical Society; half towards the Fresher's catered event and the other half paid to the BMSociety directly. Action addresses are invited to confirm whether they wish to attend by email and then make payment according to the advice below at some point before the Freshers' Fair.

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b. **Poster session.** Research posters will be displayed on the ground floor of the School. Technicians asked to source 16 poster boards and set them up in the Café (along the glass wall outside Seminar Room 1 and by the recycling bins as a last resort). A poster describing 'why do we do posters' will be useful. Posters can be from research groups or summer project students.

c. **Stalls in the seminar rooms.** The Bute Medical Society is to set the rooms with desks and tables as listed below.

Seminar Room 1	Desk 1	Bute Medical Society <sup>3</sup>	
(6 café tables)	Desk 2	MDDUS <sup>4</sup>	
	Desk 3	BMA <sup>5</sup>	
	Desk 4	MPS	
	Desk 5	PALS	
	Desk 6		
MPL – both sides	Student societies		

d. Information about Medical Protection Societies. Students should be made aware about what the Medical Protection agencies and BMA do. Text is below:

The British Medical Association (BMA) is the professional association representing all medical students studying in the UK and all practicing doctors in the UK. The BMA is essentially a trade union that protects the terms and conditions of a doctor's contract of work and negotiates with the UK government on this and pay scales.

A medical student can benefit from membership of the BMA in that we offer advice on career planning, student finance, ethics, electives, working abroad. The BMA can also offer individual support to anyone who is experiencing problems at their medical school such as matters relating to completing studies ie ill health. As part of membership of the BMA students receive a free monthly copy of the Student BMJ and have full access to our medical lending library. Library books (especially core text books) can be posted to student members FOC for weeks at a time.

This link will provide students with a bit more information about the service we provide

<https://www.bma.org.uk/advice/career/studying-medicine>

Membership is free for students in year 1. To join the BMA click here

<https://bma.org.uk/membership/join-us>

e. **Student Societies.** The Bute Medical Society and School Presidents' assigns student societies to desks.

## Annex A

### Letter to Under 18s

I am writing to you as the records show that you are one of a few students who are under the age of 18 as you commence your studies. The law treats you slightly differently from those who are 18 or over however as neither the University nor the School acts *in loco parentis* this letter constitutes advice rather than official direction.

**Consumption of alcohol.** The licensing act permits under-18s to consume alcohol in private but forbids organisations from selling or providing alcohol to them. It is important that medical students avoid committing a civil offence which may, in future, contribute to a fitness to practise issue. The University, the Medical School and various student societies organise events where alcohol is provided at no cost. As the vast majority of students are over 18 it would be impractical to ask all students to produce proof of age at these events. To avoid compromising both yourselves and the University the onus lies with you not to consume alcohol at official events.

**Fake ID.** Using fake ID may be common practice however it does amount to fraud and a student caught using fake ID would be subject to Fitness to Practise proceedings.

**Official one-on-one engagement with staff.** The only official one-on-one engagement will be with your tutor. All the tutors are members of staff and therefore cleared to engage with students in private. Regulations permit staff to engage with under-18s in the same manner as those aged 18 or over.

Any questions or matters for clarification can be addressed to your Personal Tutor or the School Manager.

<b>Author:</b>	School Manager (DCM)	<b>Approval Committee:</b>	
<b>Consultees:</b>			
<b>Location/s (Med Handbook):</b>	Advice for UG Students>BSc Hons Student Journey>Bsc(Hons) Admissions and entry		
<b>Location of source file:</b>	<a href="http://medinternal.st-andrews.ac.uk/School%20Handbook%20Documents/students/students_admissions%20BSc_entry%20and%20returners%20process.pdf">http://medinternal.st-andrews.ac.uk/School%20Handbook%20Documents/students/students_admissions%20BSc_entry%20and%20returners%20process.pdf</a>		
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#### Version Control Record (expand table as required)

Date	Revision Description	Major Changes
04/07/2017	Published version	
30/06/22	Updated staff roles / processes	
27/09/23	Remove printer credit details	
12/06/24	Updated contact details for defence unions and costing	