

## **MBCHB (SCOTGEM)**

### **STUDENT CONTRACT (2026/27)**

This contract is for students of all 4 years of the ScotGEM programme and will be hosted in the University of St Andrews [School of Medicine Handbook](#). The student contract is based on the 4 domains of professionalism as outlined in the GMC / Medical Schools Council publication; '[Achieving good medical practice: guidance for medical students](#)'. This forms the basis of expected behaviour for medical students.

It is important that the choice to enter medicine is made in the full awareness of the duties and expectations that studying for a degree in medicine entails. Medical studies will include work in professional environments and involves interaction with members of the public and patients. Students must develop appropriate professional attitudes and standards of behaviour with regards to confidentiality, attendance, and behaviour towards patients and colleagues.

Development of an individual's *professional behaviour* and ultimately *fitness to practise*, is a learning process. The Schools will monitor behaviour and attitudes and will also provide information, advice and support relating to these issues. Medical students must fulfil the professionalism requirements described by the General Medical Council.

As a guide, we have drawn up a series of statements that form this agreement. Please read this document carefully and consider its implications. We have added explanatory text in italics to some of the statements; if you have questions about any element of this agreement please raise them with your relevant Year Lead. You are asked to confirm that you accept these statements and have also read and understood the medical school handbook. You will be asked to reconfirm this declaration annually.

**By signing this agreement by MS Forms I agree to abide with all the statements detailed below.**

## Domain 1 – Knowledge, Skills and Development

1. I will familiarise myself and comply with the regulations of the Medical Schools and the Universities of St Andrews and Dundee as detailed in the [School Handbook](#) , [University Student Handbook](#), [Dundee School of Medicine policies](#) and ScotGEM Programme Regulations.
2. I will attend classes as required by the regulations of the course, and I will work diligently to complete my degree. This includes attendance and active participation in all organised teaching sessions (for example, tutorials, workshops, practicals, plenaries and clinical attachments). I acknowledge that it is my responsibility to make sure I am registered as present at compulsory activities. I will inform the medical school of factors that might affect my performance so that appropriate action can be taken.  
*Regular attendance is expected of all students. Appropriate engagement and conduct in any activity either within or outside the school is expected and will be monitored.*
3. I will adhere to both Medical Schools Absence Policies ([St Andrews School of Medicine UG Absence Policy](#), [University of Dundee School of Medicine Absences](#)). I will complete any sign in sheets or absence self-certificate truthfully and accurately and I accept that not doing so will be viewed as dishonest and fraudulent.  
*Absences from any compulsory classes, or failure to accept advice and guidance from people involved in my education will be reviewed.*
4. I will take responsibility for my own learning and reflect on feedback about my performance and achievements. I will respect the knowledge and skills of those involved in my education. I will complete and submit course work and assignments on time. I will be conscientious in my approach to self-directed learning and will endeavour to contribute effectively to any learning group of which I am a part. I will respond positively to reasonable feedback on performance and achievements.  
*These are important aspects of professionalism and appropriate conduct laid down in GMC guidelines.*
5. I will participate in practicing clinical examination on my peers, simulated patients and patient partners irrespective of their demographic or social characteristics. There will never be any expectation that you will examine intimate areas of your peers' bodies.
6. While you may choose not to be examined by staff or peers for the purposes of teaching and learning, if you do consent to being examined by students or medical staff tutors to support clinical skills development, you should not refuse examination by a particular individual based on their demographic or social characteristics. There will never be any expectation that you allow others to examine intimate areas of your body.
7. I will read and comply with the [policy on incidental findings](#).
8. I will only use the clinical skills learning environment for practicing skills and will not use the equipment for self-diagnosis or monitoring. Equipment in the Medical School should only be used as part of teaching and should not be removed for personal use.
9. I am willing for my performances in clinical and communication skills to be recorded and stored for teaching and assessment purposes. I am aware of the [data information for applicants](#) and will

comply with the requirements that are set out.

*Capturing, storing and analysis of clinical skills scenarios is standard practice for assessing medical practitioners in interactions with patients. This procedure is also valuable in providing feedback to medical students.*

10. I will only download lectures via the secure Panopto App to maintain appropriate security and integrity of potentially sensitive information. *I will respect intellectual property rights and adhere to the relevant policies*

*Students may **not** download lectures directly via the St Andrews Panopto site, or University of Dundee approved systems, even though the option may be enabled. Use of the Panopto app to download lectures ensures that the downloaded file is held securely thus preventing their loss or misuse.*

11. I will read and abide by the [St Andrews Dissecting Room code of practice](#).

12. I will complete evaluation tools to assist the School's review of their programmes

*The medical schools make every effort to ensure that the course is of the highest quality by a process of continuous quality enhancement. If this is to be effective, the medical school needs timely and honest feedback on the course highlighting what worked well and what needs to be changed.*

13. I confirm that I am willing to allow my personal data to be shared with approved organisations who are carrying out work on behalf of the Universities of St Andrews and Dundee. This is usually limited to Occupational Health, NHS Education Scotland, Medical Schools Council and GMC.

## Domain 2 – Patients, Partnership and Communication

14. I will make sure that I can be contacted, always respond to messages and attend meetings with staff when requested. To do this I will regularly monitor my relevant institutional email account and respond to messages within 3 working days I will provide a current local address and phone number to the relevant institutional student record system.

*Both universities need to be able to communicate with you in case of short-notice changes to the teaching or placement programme or to discuss your progress.*

15. I am willing to physically examine all patients (including simulated patients) irrespective of their demographic or social characteristics. *For a medical practitioner to practice safely it is essential that the practitioner can examine every patient fully. Measures should be undertaken to avoid transfer of infection from or to the patient where appropriate and by recognised measures, such as hand washing, wearing gloves or masks. A student or practitioner cannot refuse to examine a patient or certain anatomical parts because of the patient's sex, gender identity, ethnicity, culture, beliefs, disability, or disease.*

16. **Status as a student.** During my student placements I confirm that I will always make clear to patients that I am a medical student and not a qualified doctor or practising health professional irrespective of any previous qualifications or experience.

17. **Respect for patients.** I acknowledge that patients have the right to expect that all health care workers and students should both appear professional and behave as a professional. I will make sure the patient has agreed to my presence and involvement and not continue an interaction if the patient indicates they do not wish to continue. This also applies to online consultations.

I will listen to patients and respect their views whilst not having to tolerate discriminatory, bigoted or offensive comments. I understand the process by which I can raise a concern.

*During training students will come into contact with many patients from a variety of backgrounds. Patient contact is often for the student's benefit, not theirs. It is important that students approach each patient with respect and with their consent. As a minimum, this means that students should make sure that patients understand that you are a student and that they have agreed to your presence and involvement with them. Be sensitive to their reactions and do not continue your interaction with them if they indicate that they do not wish to continue. Students as well as doctors must be prepared to respond to a patient's individual needs and take steps to anticipate and overcome any barriers to communication. In some situations this may require you to set aside your personal and cultural preferences in order to provide effective patient care.*

18. I will not use any private video or audio recording equipment in a clinical setting; either real or simulated<sup>1</sup>. I will not reproduce or distribute any images of myself, other students, patients, simulated patients or staff that were created by me or by any other person during teaching or clinical practice.

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<sup>1</sup> Personal audio capture of lectures is permitted

### Domain 3 – Colleagues, Culture and Safety

19. I will follow the [GMC's advice](#) and register with a GP local to my university address and seek appropriate medical advice and care and will engage with occupational health as required. *This is good practice for all students, particularly any student with ongoing health condition(s) and complies with GMC guidance.*
20. In a clinical setting, both real and simulated, I will conform to the NHS Scotland or local NHS Board standards for clinical dress.  
*Consideration for your patients affects how you choose to appear. The appearance of a student doctor or medical practitioner should not be such as to potentially affect a patient's trust in that person's medical judgement or standing. Fashion changes but patients have the right to expect that all health care workers and students appear professional. Dress which is too informal or revealing, or is at the extremes of fashion may offend some patients. Good personal hygiene and grooming is essential.*
21. I will expose my face fully to patients, teachers and colleagues at all times.  
*Patients and teachers must be able to identify students to verify their identity. Showing one's face also makes it easier for patients who are hard of hearing to hear you and/or lip-read, and an important part of communication is by using facial expression. Head dress routinely worn as part of religious observance must not cover the face.*
22. I will [make my concerns known to appropriate staff](#) about any patient safety issues, including reporting anybody who has contact with patients who falls short of [the standards expected of them](#) as outlined by their regulatory body.  
*Students can use the 'Student Voice' tool on Solas to report any concerns.*
23. I will recognise the limits of my professional competence. I will seek help and advice when needed.
24. I will treat other healthcare professionals, staff and other members of the university and fellow students with respect.  
*Health care is dependent on effective co-operation between all members of the team. Even as a student you must ensure that you maintain good relationships with the other health professionals caring for the patient.*

## Domain 4 - Trust and Professionalism

25. I confirm that I will be honest and not abuse a patient's trust in me. For example, I will not establish improper personal relationships with patients or their close relatives.
26. I will protect confidential information. I will not knowingly divulge information concerning a patient to anyone not directly involved in the patient's care or discuss patients in a public place. *As a medical student you will have access to information about patients, which they will expect to be kept confidential. Some of this you will obtain directly from patients or their relatives when you take histories. Other information will be available to you because you are given access to the patient's medical records as part of your training. This information should not be divulged to anyone not directly involved in the patient's care. You should also take care not to inadvertently pass on information about a patient. Think about who else may see your report or hear your conversations. You should not discuss your patients in a public place. When taking part in remote consultations (for example online GP or outpatient clinic appointments with patients) students should ensure that no-one can see or hear what is taking place. Students must not access these consultations in a public place or shared space, or record content.*
27. I confirm that I have been truthful in my application to the medical school, and that I did not omit important information relevant to my application.  
*If the universities discovers that an applicant has been untruthful in his or her application, it may withdraw the offer or terminate the course of study.*
28. I will be honest in submitting course work for assessment and will never plagiarise material and submit it as my own work.  
*The definition of - and penalties for - Plagiarism/Academic Misconduct are outlined in more detail in both School's Handbooks.*
29. I will adhere to University guidelines regarding the appropriate use of generative artificial intelligence.
30. I will only use social media in a way fitting with a medical professional, see the [policy on student use of social media and GMC guidance on Social Media use](#).  
*The use of social media has blurred the boundaries between public and private life, and online information can be easily accessed by others. When considering use of social media you should consider the following. Social media sites cannot guarantee confidentiality whatever privacy settings are in place. Patients, your medical school and potential employers may be able to access your personal information. When you make a statement using social media it can be almost impossible to delete it as other users may have distributed it further or made comment. Medical students should treat everyone fairly and with respect. This also applies to communications using social media. You must not bully, harass or make gratuitous, unsubstantiated or unsustainable comments about individuals online.*
31. I will tell the Schools if I am charged with or convicted of a criminal offence, warned or cautioned by the police in any country or been subject to any University or Student Association disciplinary procedure during my time as a student and in the period between applying and matriculating.  
*Although student doctors are required to join the 'Protecting Vulnerable Groups' scheme the student should report new convictions or cautions promptly, especially if there is a possibility that this will*

*affect fitness to practise.*

32. I acknowledge that my name will be added to the Medical Schools Council's 'Excluded Student Database' should I be excluded from this course by a Fitness to Practise Panel.

*During your studies if your fitness to practise is found to be impaired by the school, leading to your exclusion from the course, certain information will be shared with other schools, via a secure national database, in the interests of public safety, and to prevent future fraudulent applications to courses that lead to entry to a registered to profession in the UK. You have a right of access to any information held about you on the database and a right to correct any errors.*

## **Policy Links**

Joint:

[ScotGEM Programme Regulations](#)

Years 3 & 4:

[UoD Corporate information](#)

[UoD School of Medicine](#)

[UoD Student Services](#)