

ACADEMIC ADJUSTMENTS
SCHOOL OF MEDICINE POLICY
(BSc and MBChB students)

1. The School recognises that some students may face extenuating circumstances as defined in the university policy. <https://www.st-andrews.ac.uk/policy/academic-policies-student-progression/extenuating-circumstances.pdf>. S - Coding is the method the University uses to recognise that special circumstances have affected performance in a module which is graded on the 20 point scale and contributes to degree classification. The University publishes the policy: <https://www.st-andrews.ac.uk/policy/academic-policies-student-progression-s-coding/s-coding.pdf>. For pass/fail modules the school operates a system of 'mitigating circumstances' (MC).

2. S - Coding may only be applied to modules at 3000 level or above.

- a. BSc medicine students should be aware that a maximum of 25% of the overall 3000 and 4000 level credits may be 'S' coded, ie 60 credits (one semester).
- b. MBChB students may S-code one module during phase 1 from MD3001, MD3002, MD4001. During Phase 2 students may MC-code one additional module.
- c. No more than 50% of the taught component of a taught postgraduate student's total credits can be S-coded. The taught postgraduate dissertation component cannot be S-coded.

3. The School follows the university process for S-coding, with the School Progress Committee considering all applications in an anonymised format. As indicated in the university policy relevant third-party evidence of disruption is required and there must be good reason why other academic adjustments, such as extensions, deferrals or leave of absence were not requested. (link to extensions https://medicine.st-andrews.ac.uk/medhandbook/wp-content/uploads/sites/27/2023/03/UG-teaching_assessment_Late-Submission-of-Coursework.pdf and deferrals policy https://medhandbook.st-andrews.ac.uk/wp-content/uploads/sites/27/2024/08/UG-teaching_assessment_missed-and-deferred-exams-policy.pdf)

4. To request MC students should follow the same procedure as to request S-coding. Requests will be anonymised before being considered by the School Progress Committee. Students who have previously been awarded S-coding may apply for consideration of MC in qualifying modules; however the School Progress Committee would normally expect the two requests to be for substantially different reasons and previous academic adjustments will be taken into account. Where a student requesting MC has previously been granted an S-code, applicants should clearly explain the rationale for the two requests and why they should be considered as discrete circumstances.

5. Retrospective requests for MC once results are released will not be considered.

6. If a request for S-coding or MC is declined and the student wishes to appeal the student should appeal to the Head of School within 5 working days. This is a stage 1 academic appeal (<https://www.st-andrews.ac.uk/students/rules/appeals/policy/>) A student has the opportunity to provide full details of relevant circumstances in their application for S-coding or MC. Therefore, a decision to refuse an S/MC-coding request may only be appealed on the grounds of irregular application of academic regulations that has materially impacted on the decision.

7. The consequences of the award of MC:

MD4004/MD4005

- a. Knowledge: If MC granted and the student has a cumulative UNSATISFACTORY for the knowledge component then they take the resit exam as a further main attempt at either Progress Test 2 (MD4004) or Progress Test 5 (MD4005). If the student PASSES this new main attempt via the resit exam to give a cumulative score of low pass or satisfactory the student progresses. If, after the new main attempt via the resit exam, the student remains

University of St Andrews - School of Medicine Handbook

UNSATISFACTORY for knowledge the student is entitled to another resit knowledge exam at the next official progress test diet, but this may require a student to take LoA.

- b. Skills: If MC granted and the student has FAILED the OSCE the student takes the resit OSCE as a further main attempt. If the student PASSES this new main attempt at the OSCE the student progresses. If the student FAILS this new main attempt at the OSCE the student is entitled to another OSCE resit exam at the next official OSCE diet, but this may require a student to take LoA.
- c. Coursework: MC may apply to the coursework elements of this module if they cannot be met via extension requests. In this instance students FAILING the coursework will be permitted to complete resit coursework as the first attempt. If they PASS the resit coursework the student progresses. If they FAIL the resit coursework the student is entitled to complete another set of coursework. This may require a student to take LoA.

MD5011

MC would not apply to the knowledge or skills aspects of this module. Beyond a main attempt and a resit attempt additional attempts at the Applied Knowledge Test and CPSA/OSCE will NOT be permitted within any one academic year. A fit to sit policy will be applied. By taking the exam students are declaring themselves fit to sit. This is to comply with the recommendation from the Medical Schools Council that no more than 4 valid attempts are permitted in total, with no more than 2 attempts in each academic year (<https://www.medschools.ac.uk/for-students/medical-licensing-assessment/preparing-for-the-medical-school-applied-knowledge-test/>). Students who consider themselves not fit to sit will apply to progress committee and request a deferred sitting. MC may apply to the coursework elements of this module if they cannot be met via extension requests. In this instance students FAILING the coursework will be permitted to complete resit coursework as the first attempt. If they PASS the resit coursework the student progresses. If they FAIL the resit coursework the student is entitled to complete another set of coursework. This may require a student to take LoA.

MD5012

This module is assessed exclusively via coursework. It is envisaged that MC will mostly be managed via extensions. However where this is not appropriate and MC are granted students FAILING the coursework will be permitted to complete resit coursework as the first attempt. If they PASS the resit coursework the student progresses. If they FAIL the resit coursework student is entitled to complete another set of coursework. This may require a student to take LoA.

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):	UG Teaching>Regulations>Regulations>Regulations for UG Students		
Location of source file:	http://medhandbook.st-andrews.ac.uk/blog/regulations-for-ug-students/		
Access Level: (Public/University/School Staff)	Public		
This document may/may not (delete as appropriate) be released under the Freedom of Information Act without prior discussion. (If may not is selected, please contact the Executive Administrator before release to the FOI office.)			

Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
27/07/2017	Published version	
23/08/2019	Updated link	