

medway school of pharmacy

Undergraduate Academic Regulations for the following awards:

- Master of Pharmacy (MPharm)
- Master of Pharmacy (MPharm) with Preparatory Year

Effective from the 2025-2026 academic year

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1. Introduction

- 1.1. This document sets out the Academic Regulations for the Master of Pharmacy (MPharm), with or without a Preparatory year. This course 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 with or without Preparatory year, regardless of their University of registration. **These regulations supersede any previous regulations for the MPharm programme with or without a Preparatory 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 permitted for a full-time student studying the Medway School of Pharmacy's MPharm programme is:

	Minimum	Maximum
MPharm (Full time)	4 years	6 years
MPharm with Preparatory Year (Full time)	5 years	8 years
1. Stage 0	1 year	2 years
2. Stages 1-4	4 years	6 years

- 2.2 The maximum period to complete any stage of the programme is 2 years, regardless of referred and deferred/repeat attempts, to ensure currency of knowledge and skills.
- 2.3 These time limits include any period of interruption and any period of time in which a student is repeating part of the programme of study. **The GPhC states that all stages of an MPharm degree must be completed within eight years (excluding of any Preparatory Year) and stage 5, known as foundation (formerly known as pre-registration) training must both be completed to be eligible for entry to their register.**

3. Assessment

General Principals of Assessment

- 3.1 The MPharm programme comprises an approved set of modules and is divided into four stages for the MPharm programme without the Preparatory Year, and five stages for the MPharm programme with the Preparatory 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. Each stage and module is at a specified level (stated in Glossary).
- 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.
- 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 stage 4 'Research Project' and the stage 0 'Essentials of Academic Research', which require an overall pass. For all modules at Levels 3, 4 and 5 (with the exception of the competency modules) the pass mark is 40% (although progression for stage 0 to 1 is different - see 3.7.1). For all Level 6 and 7 modules (with the exception of the competency modules) the pass mark is 50%.
- 3.4 At all levels there is a specific 0-credit patient safety and competency module. All components must be passed to successfully progress to the next stage. Competencies are assessed as pass/fail as outlined in the module specifications.
- 3.5 Students will have two opportunities in each academic session to pass each assessment.

Progression Requirements

- 3.6 Credits will be awarded for credit-bearing modules which have been passed as specified in section 3.2, thus indicating that the student has met the learning outcomes.
- 3.7 At all stages students must have passed all components of the assessments per the module specifications.

MPharm Stage 0 (Preparatory year)

- 3.7.1 To progress to Stage 1 of the MPharm programme, a student must pass all Stage 0 modules, with an average stage mark of 60% having passed all components of the assessments per the module specifications.

MPharm Stage 1

- 3.7.2 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 including a zero-credit patient safety and quality

competencies module. Students must have passed all components of the assessments as per the module specifications.

MPharm Stage 2

3.7.3 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 including a zero-credit patient safety and quality competencies module. Students must have passed all components of the assessments as per the module specifications.

MPharm Stage 3

3.7.4 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 including a zero-credit patient safety and quality competencies module. Students must have passed all components of the assessments as per the module specifications.

MPharm Stage 4

3.7.6. 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 including a zero-credit patient safety and quality competencies module. Students must have passed all components of the assessments as per the module specifications.

Referral (Reassessment without mitigation)*

- 3.8. The opportunity to undertake further assessment following the failure of a module is known as **referral**. There will be two opportunities for each assessment in each academic year. The second opportunity will be after the main Progression and Award Board (PAB) has met. If as a result of the next PAB (the resit PAB) a student is referred (given a reassessment opportunity), students will then be required to retake any failed module in full attendance (defined as full attendance to all teaching classes and completion of all assessments).
- 3.9. 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 may permit the student to undertake one further assessment in failed modules at the next scheduled opportunity, which will be in the next academic year.
- 3.10. Students are not permitted to progress to the next stage of the programme unless all of the modules required for the previous stage of the programme have been passed. 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. Students cannot trail credits.
- 3.11. Where the credit for a failed module is retrieved via referral (also known as a penalised reassessment (i.e. without mitigation)), due to a failed assessment, only the mark awarded for the resit assessment will be capped at the pass mark. Where students have re-sat the other elements of assessment in the module, the best mark standing will be brought forward for consideration at the PAB.

- 3.12. The use of mechanisms that allow for the award of credit based on the near failure of a limited number of modules ('compensation') 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, skills and competencies that is required for upholding patient and public safety.
- 3.13. Competency assessments as outlined in the module specifications: 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.
- 3.14. At no stage of the MPharm programmes can any assessments be trailed. Further assessment opportunity in failed modules will be permitted, to a maximum of two attempts in total provided this does not take the student over time limit for each stage outlined in Section 2.2 due to currency of knowledge.

Deferral (Reassessment with Agreed Mitigation)**

- 3.15. The Progression and Award Board will take into account the advice of its Extenuating Circumstances (EC) 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**.
- 3.16. Where a student repeats a module or modules in full attendance (defined as full attendance to all teaching classes and completion of all assessments) and via deferral, all marks achieved during previous attempts at those modules will be discounted and overwritten by the marks achieved during the repeat attempt. Students have a maximum number of attempts despite having ECs – the reason for this is to ensure currency of knowledge and patient safety. The maximum number of years is 2 for each year stage (see 2.2).
- 3.17. At no stage of the MPharm programmes can any assessments be trailed. Further assessment opportunity in failed modules will be permitted, to a maximum of two attempts in total provided this does not take the student over time limit for each stage outlined in Section 2.2 due to currency of knowledge.

Summative Assessment Regulations

- 3.18. 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.
- 3.19. The classifications for the Master of Pharmacy and the exit award of a BSc (Hons) degree are:

First Class Honours

70% and above

Upper Second Class Honours	60%-69%
Lower Second Class Honours	50%-59%
Third Class Honours	40%-49%

- 3.20. An aegrotat degree may not be awarded for the MPharm and is NOT recognised by the General Pharmaceutical Council (GPhC).

Late Submission of Coursework

- 3.21. Coursework submitted, at first attempt, up to 2 calendar days after official submission deadline will be accepted and the full mark awarded. Coursework submitted up to 14 calendar days after the official submission deadline will be accepted and marked. If it meets the criteria for a 'pass', the mark will be capped at the minimum pass grade for that item of assessment and in accordance with Section 3.3.
- 3.22. Students who have an accepted extenuating circumstances claim during the 14 calendar-day period after the official submission deadline will be awarded the full mark achieved for that item of assessment.
- 3.23. Coursework will not be accepted later than 14 calendar days after the official deadline for submission. In such circumstances, a non-submission and 0% or 'fail' will be recorded against that item of assessment.
- 3.24. For assessments solely for which an extenuating circumstances extension request beyond the 14 calendar days has been granted, the timeline regulations set out in section 2.2 apply.

Failure to Progress

- 3.25. Students who have exhausted all attempts permitted and still fail to meet the requirements for progression will be exited 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. Extenuating Circumstances and Fitness to Sit

Students are expected to act professionally in how they claim extenuating circumstances and fitness to sit.

Coursework

- 4.1. It is the responsibility of students to submit coursework for assessment as required; however, if there is evidence of the student having health issues or personal circumstances which they deem to have affected their performance, the student is required to provide documentary evidence within the deadlines specified by the Primary Administering

- 4.2. If a student does not provide the information within the timelines specified, any subsequent appeal on these grounds may be rejected.
- 4.3. If a student fails to submit work for assessment without good cause, the Progression and Award Board has the authority to deem the student to have failed the assessments concerned.

In-Person Exams

- 4.4. Being fit to sit an in-person exam or assessment is a professional standard that aligns to the General Pharmaceutical Council registration assessment regulations. It is directly linked to professional behaviours and is important for all in-person exams.
- 4.5. If a student fails to attend examinations without good cause, the Progression and Award Board/Board of Examiners has the authority to deem the student to have failed the assessments concerned

5. Attendance and Progression

- 5.1. Attendance is directly linked to academic performance and professional behaviours. 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. Refer to the guidance available from the PAU.
- 5.2. Students are required to attend Practice Placements (e.g. Community, Hospital or Industry) in the Patient Safety and Quality Competencies modules. Students who do not attend without a valid extenuating circumstances claim may be referred to Fitness to Practice. Students in stages 1, 2, 3 & 4 will be allocated a placement host by Medway School of Pharmacy.

6. Cheating and Plagiarism

- 6.1. 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.
- 6.2. 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.

7. Fitness to Practice

- 7.1. The MPharm is a professional programme and the School expects students to behave professionally. These expectations are detailed in the School's fitness to practice policy. Where a student has failed to meet these standards, they are raised with the Universities Fitness to Practice Panel.

8. The Conferment of Awards

- 8.1. The Progression and Award Board may make recommendations for the conferment of the following awards:

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

*These are alternative exit awards from Medway School of Pharmacy and a student awarded these will not be allowed to progress to the next stage of the MPharm programme and will be prohibited from ever achieving an MPharm degree with Medway School of Pharmacy. Only the Master of Pharmacy qualification (MPharm) is registrable with the GPhC, provided the student has met other requirements of the GPhC.

- 8.2. **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).
- 8.3. 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.
- 8.4. Only students awarded the MPharm qualification may be considered for registration with the General Pharmaceutical Council (GPhC) provided they have also met the additional requirements set out by the GPhC. Medway School of Pharmacy only has jurisdiction over the delivery of the MPharm qualification delivered by Medway School of Pharmacy
- 8.5. 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.
- 8.6. Students who are unsuccessful on MPharm programme will be transferred to an exit programme as listed above. Upon transfer these students are beholden to the academic regulations of the PAU.

9. The Subject Assessment Panel (SAP)

- 9.1. 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.
- 9.2. It is the responsibility of the relevant Module Convenor/Leader 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.
- 9.3. The SAP is responsible for overseeing the performance of students on individual modules and considering, in the light of any comments from Module Convenors/Leaders and External Examiners, whether any changes might be required to the marks awarded or to the modules in the future.
- 9.4. The functions and terms of reference of the Subject Assessment Panel are as follows:
 - 9.4.1. To consider and review the nature of assessments and examinations for a group of modules within the Panel's subject area;
 - 9.4.2. To receive and consider comments from External Examiners and Module Convenors/Leaders on the student cohort's performance on individual modules;
 - 9.4.3. To confirm as appropriate the marks for the modules under its purview.
- 9.5. 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.
- 9.6. The Medway School of Pharmacy must ensure that formal written records of the proceedings of each Subject Assessment Panel are maintained.

Composition of the Subject Assessment Panel

- 9.7. The Subject Assessment Panel shall consist of the following:
 - The Head of the Medway School of Pharmacy (Chair) or nominee;
 - Module Leads for the modules under consideration by the Panel, as internal examiners;
 - Participating External Examiner(s) for all modules, at least one External Examiner must have commented on standards.

10. The Progression and Award Board

Composition of the Progression and Award Board

- 10.1. The composition of the Progression and Award Board is outlined in the academic regulations of the PAU.
- 10.2. 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
- 10.3. 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.
- 10.4. The Progression and Award Board 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.
- 10.5. The Medway School of Pharmacy must ensure that formal written records of the proceedings of each Progression and Award Board are maintained. Minutes of these meetings will be distributed to relevant parties by Medway School of Pharmacy Professional Services Team prior to the next meeting.
- 10.6. The Progression and Award Board 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.

Delegation of Responsibility by the Progression and Award Board/ Board of Examiners.

- 10.7. Recommendations for; the award of credit, the referral and deferral (reassessment), the progression of students, and the conferment of academic awards shall be made to the Universities by the Progression and Award Board. The functions and terms of reference of the Board are as follows:
 - 10.7.1. To oversee progression and award procedures in the MPharm programme (with or without Preparatory Year) to maintain standards;
 - 10.7.2. To ensure compliance with the requirements for progression and awards;
 - 10.7.3. To examine individual student assessment profiles;
 - 10.7.4. To review and make decisions on the progression of students and on reassessment in the light of overall performance, where necessary taking extenuating/ circumstances and assessment misconduct into account;
 - 10.7.5. To authorise the decisions made, including certifying the results through the confirmation 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 extenuating/mitigating circumstances.

- 10.8. 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.
- 10.9. It is the responsibility of the Programme Leader and Module Leaders, working in conjunction with those responsible for student records, to ensure that the data submitted to the Progression and Award Board/Board of Examiners is accurate and complete. The Chair of the Board must be satisfied, before the meeting of the Board, that all module results and records of assessment misconduct and extenuating circumstances related to the students to be considered, are available, so that each student's profile is reviewed in full at the meeting.

Student Membership

- 10.10. In normal circumstances, no student should be a member of a Progression and Award Board= 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. The decision to allow a registered student to sit as a member of the board will lie solely with the Chair of the Board.

11. External Examining and the Assurance of Standards

- 11.1. The essential role for External Examiners appointed by the Universities shall be to provide independent, informative comment and recommendations upon whether or not:
 - 11.1.1. The universities are maintaining the academic standards set for their awards in the Medway School of Pharmacy;
 - 11.1.2. 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;
 - 11.1.3. 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;
 - 11.1.4. In providing an oversight of standards, Examiners will be encouraged to identify formally:

- 11.1.4.1. Good practice and innovation relating to learning, teaching and assessment
- 11.1.4.2. Enhancements to the quality of the learning opportunities provided to students.
- 11.1.5. In providing oversight of the standards of the Universities' awards, External Examiners will be expected to:
 - 11.1.5.1. Attend annually the Progression and Award Board 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.
 - 11.1.5.2. Attend, as required by the Medway School of Pharmacy or the relevant regulator, assessment activities, where external comment may be expected to form part of external quality oversight of the module or programme;
 - 11.1.5.3. Report to the Chair of the Board, 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.
 - 11.1.5.4. 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.

12. Appeals

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

13. Glossary

Interruption-----Intermission

Extenuating Circumstances----- Mitigating Circumstances

Module Leaders----- Module Convenors

Primary Administering University-----PAU

References to the MPharm programme include the MPharm with the Preparatory year unless explicitly stated otherwise.

*Referral is also known as 'Reassessment' in the University of Kent

** Deferral is also known as 'Reassessment with Agreed Mitigation' in the University of Kent

Academic levels and corresponding stages

Level 3	Stage 0
Level 4	Stage 1
Level 5	Stage 2
Level 6	Stage 3
Level 7	Stage 4