The School of Pharmacy
University of London

Postgraduate Diploma in General Pharmacy Practice Programme Regulations 2010-11

School Academic Regulations

The Programme Regulations must be read in conjunction with the School Academic Regulations. A list of these policies and regulations can be found below and the full documents can be downloaded from the School website at the following link:
http://www.pharmacy.ac.uk/studentregulations.html

Examinations and Coursework Submission

- Coursework Submissions Policy
- General Examination Regulations
- Viva Guidelines
- Extenuating Circumstances Policy
- Special Examination Arrangements Policy

Academic Misconduct and Plagiarism

- Plagiarism and Academic Misconduct Regulations
- Plagiarism Guidance

Fitness to Practise and Disciplinary Regulations

- Student Disciplinary Regulations
- Fitness to Practise Procedures

Appeals and Complaints

- Appeal Regulations for Taught Courses
- Student Complaints Procedure

Withdrawal and Interruption of Studies Procedure

- Withdrawal and Interruption of Studies Procedure

Programme Regulations and Marking Scheme

1. General Information

1.1 These regulations set forth the requirements for the programme of study leading to the award of the University of London's Postgraduate Diploma in *General Pharmacy Practice* for students entering the programme in 2010-11.

1.2 Students on the Postgraduate Diploma are known as "Practitioner Students" however, the term "Student" will be used throughout the regulations for clarity and ease.

1.3 In case of any questions, the Head of Registry can advise about the regulations.

2. Conditions of Admission

2.1 The PG Dip will commence twice per year with one cohort being admitted in September and another in March.

2.2 Students must be a registered Pharmacist with the General Pharmaceutical Council (GPhC), or be a registered Pharmacist within a European Union member state. Applicants from outside the EU must be a registered Pharmacist within their home country, but eligible for registration with the GPhC.

2.3 In addition, student must have a practice base from which to operate, and have access to a Practice Tutor accredited by the School of Pharmacy.

2.4 Students whose first language is not English will be required to present evidence of satisfactory English language proficiency

3. Programme of Study

3.1 The minimum period of registration is three calendar years part-time. The maximum period of registration is five years.

3.2 The Diploma in General Practice Pharmacy (PG Dip GPP) comprises 4 modules at Level 7 of the FHEQ in total amounting to 120 credits.

3.3 Module 1 is worth 60 credits and the three practice placement Modules (M2, M3, M4) are each worth 20 credits.

3.4 On successful completion of Module 1, candidates may opt for an exit award of a Postgraduate certificate in General Pharmacy Practice worth 60 credits.

3.5 Students must demonstrate competence within the subject area for knowledge, skills and their application in practice.

3.6 Students must demonstrate the ability to retrieve, analyse, process and apply knowledge and skills in a particular field of study independently.

3.7 Students may not be granted exemptions from any part of the programme of study.

4. Assessment

4.1 In order to qualify for the award of the degree, students must satisfy the Board of Examiners in all assessment components.

4.2 Students must complete a number of formative and summative assessments. Formative assignments give feedback to students on their performance but do not count towards the final mark. The marks for summative assignments count towards the final mark for the degree.

4.3 Students must enter the written examination and the coursework/project at the first available sitting. Students who are absent from an examination or fail to submit the coursework/project by the published deadlines will be awarded a mark of zero by the Board of Examiners, unless they can provide evidence of extenuating circumstances.

4.4 Module 1 is assessed by the following:

- MCQ exam at 12 months
- Portfolio of practice review at 12 months
- MCQ exam at 18 months
- OSCEs at 18 months
- Portfolio of practice review at 18 months.
- The portfolio of practice must contain evidence of GLF assessment, min-CEX, mini-PAT, CbD, DOPS, MRCF, interventions and CPD records as set out in the Assessment Handbook.

The portfolio of practice must contain evidence of GLF report, Mini-PAT, Mini-CEX, CBD and Extended interventions as set out in the Programme Handbook.

4.5 Modules 2 to 4 are assessed by completion of specific module tasks as outlined in the marking scheme, portfolio of practice review and unseen case based discussion.

4.6 Practice/module tutors may accept work to provide informal feedback on one occasion only. The work must then be submitted formally to the School for marking. The tutor will complete a mark sheet, with feedback in the comments section and a final mark. The mark sheet is returned to the Student with the assignment.

4.7 No student may enter the written examination unless they have attended the programme of study to the satisfaction of the Programme Director. Students whose entry is not accepted will be notified by the Head of Registry at least one month before the written examination.

4.8 Students will be informed by the Programme Director about the deadlines for coursework submission to the School of Pharmacy. Practice activity coursework submission dates are agreed between the Practitioner Student and Practice Tutor.

4.9 Students must submit the coursework/project by the published deadlines. The Programme Director may agree to an extension of a deadline if there are extenuating circumstances. If work is submitted late without an agreed extension the mark awarded will be penalised in accordance with the School's policy on late coursework submission.

5. Viva Voce Examination

5.1 Students may be called to a viva voce examination with the External Examiner in September as a result of one of the following:

(i) Final overall degree mark between 48.0% and 49.4% (the borderline for a pass mark)
(ii) Clarification required with regards the marks of another component of the PG Dip.

5.2 The viva voce examination itself carries no marks but the External Examiner may recommend to the Board of Examiners, at its discretion, to raise the overall final mark if the student performs well in the viva. The Student's mark for the failed examination or coursework component may be raised to 50% if the Board of Examiners agrees.

5.3 A Student's final mark may, at the discretion of the Board of Examiners, be elevated no more than 5% of the Practitioner Student's total mark for the Diploma.

5.4 The viva voce examination will be conducted by the External Examiner and at least one Internal Examiner who is a member of the course team. If the External Examiner is prevented from attending the viva voce examination, the Chair of the Board of Examiners may, in consultation with the Dean, appoint a suitable external person as a substitute.

6. Marking Scheme

6.1 The marking scheme sets out the individual elements of assessment and their relative weighting. Students will be subject to the marking scheme in effect at the time they start the course.

6.2 The *PG Dip in General Pharmacy Practice* comprises the following weighted assessment components:

Module 1 Foundations of General Practice (60 credits)

• MCQ (12 months)	100 marks
• Portfolio Review 1	Pass/Fail
• MCQ (18 months)	200 marks
• OSCE	300 marks
• Portfolio Review 2 (Clinical)	Pass/Fail
	600 marks

Module 2 Defined Area of Practice (DAP) (20 credits)

• Therapeutic review written report and oral presentation	200 marks
• Portfolio Review	Pass/Fail
• DAP Discussion	Pass/Fail
• **TOTAL**	**200 marks**

Module 3 Defined Area of Practice (DAP) (20 credits)

• Audit abstract and poster presentation	200 marks
• Portfolio Review	Pass/Fail
• DAP discussion	Pass/Fail
• **TOTAL**	**200 marks**

Module 4 Defined Area of Practice (DAP) (20 credits)

• Change management oral presentation and written Executive Summary	200 marks
• Portfolio Review	Pass/Fail
• DAP discussion	Pass/Fail
• **TOTAL**	**200 marks**

TOTAL MARKS	**1200 marks**

6.3 The above marks will be converted to whole number percentages for the issuance of student transcripts. All marks will be rounded to the nearest integer with marks of .5 or higher being rounded up and marks of .4 or lower being rounded down.

6.4 The overall pass mark for the award of the PG Dip is 53%.

6.5 The pass mark is 50% for each assessment component that is awarded marks. Some assessment components are marked on a pass/fail basis.

6.6 Students must enter the written examination or coursework/project at the first available sitting. Students who are absent from an examination or fail to submit coursework without reason will be awarded a mark of zero by, the Board of Examiners, unless they can provide evidence of extenuating circumstances.

6.7 Students who defer any Module of the Diploma due to extenuating circumstances are required to complete the remaining Modules within five years of the initial date of registration.

6.8 Students are responsible for ensuring that deferred work is completed within the time allowed. The School cannot accept responsibility for students who are unable to

complete the course due to personal reasons i.e. lack of support in the practice base, change in job or redundancy.

7. Resit Arrangements

7.1 Students who fail coursework work may, at the discretion of the Board of Examiners, be allowed to resit the failed assessment component(s) as a final attempt. The pass mark for the resit will be 50% and this will also be the maximum mark that can be achieved for the resit assessment. The mark of 50% will be used for calculating the overall final mark. No further attempts will be permitted except in exceptional circumstances. The Board of Examiners will set a deadline for resubmission. All resubmitted work must be completed within 5 years of the date of the Practitioner Student's initial registration.

7.3 Students who fail an examination may, at the discretion of the Board of Examiners, be permitted to resit the failed examination(s). Practitioner Students may be granted up to four attempts at the examination. The pass mark for the resit will be 50% and this will also be the maximum mark that can be achieved for the resit assessment. The mark of 50% will be used for calculating the overall final mark.

7.4 Students must enter the resit examination and coursework at the first available sitting. Students who are absent from an examination or fail to submit coursework by the published deadlines will be awarded a mark of zero by the Board of Examiners, unless they can provide evidence of extenuating circumstances.

7.5 Students who fail some elements of assessment but pass others will not be required to resubmit the elements of assessment which have been passed.

7.6 Students who are required to resit an assessment component as a first attempt due to accepted extenuating circumstances will not be capped at the minimum pass mark for that assessment component. The student will be credited with the actual mark received for that element of assessment.

8. Compensation

8.1 At the discretion of the Board of Examiners, compensation may be permitted in the MCQ examination across each section of an individual paper as long as the minimum mark of 35% is achieved in each section and the overall mark for that paper is 50%.

9. Extenuating Circumstances

9.1 A student is required to enter the diet of written examinations and coursework for each course at the first opportunity. In the case of documented extenuating circumstances which prevent the student from taking the examinations or coursework, a student may be permitted to defer the diet of written examinations and coursework to a future date.

9.2 In cases where a student maintains that his/her performance in a written paper or coursework was affected by illness or other adverse circumstances, the examiners shall mark the script or coursework as it stands without taking into account in any way the candidate's illness or other circumstances.

9.3 If a student has extenuating circumstances which have impacted on their assessment performance then they must submit an extenuating circumstances form along with independent documentary evidence as outlined in the School's Extenuating Circumstances Policy by the published deadline and prior to the meeting of the Board of Examiners.

9.4 An Extenuating Circumstances Panel will meet to consider the claim and the documentary evidence and will decide whether to accept or reject the claim based on the criteria outlined in the School's Extenuating Circumstances Policy.

9.5 The Board of Examiners will receive the outcomes of the Extenuating Circumstances Panel but will not have access to the details of individual cases in order to protect student confidentiality. The Board of Examiners will make an academic judgement to determine whether a student's assessment performance has been negatively affected by their extenuating circumstances.

9.6 If the Board of Examiners accepts that a student's assessment performance has been negatively affected by extenuating circumstances then it may permit a further attempt at the assessment. This will be an additional attempt at a first sit (if the extenuating circumstances related to the first attempt) or as an additional resit (if the extenuating circumstances related to the resit).

9.7 Where there is no opportunity for a further assessment, the Board of Examiners may raise a mark in the affected component of assessment by not more than 5 marks. The raised mark shall be added into the candidate's aggregate for that assessment.

9.8 The mark achieved at the reassessment opportunity will override the original mark achieved even if the original mark was higher. This will be the case even if this means a student fails an assessment that was passed at an earlier attempt.

9.9 Once the Board of Examiners has made a decision in relation so submitted extenuating circumstances, no further concession shall be made at a later date in relation to those circumstances.

10. Special Examination Arrangements

10.1 Students who have a disability or learning difficulty and require special examination arrangements must submit their request to the Registry in accordance with the School policy on special examination arrangements at least 4 weeks before their first assessment.

10.2 Informing the School of a medical condition/learning difficulty does not automatically lead to special examination arrangements being made. Students are required to request special examination arrangements at each point of assessment at least four weeks in advance of the first assessment.

11. Board of Examiners

11.1 The Board of Examiners shall be composed of the following members:

- A Head of Department (or nominee)
- External Examiner(s)
- Academic Director of Studies
- Programme Director
- Academic Staff teaching on the programme
- Practitioner Representatives
- An academic tutor
- NHS Pharmacy Board representatives or nominees of London, Eastern and SE Specialist Pharmacy Services
- Head of Registry

11.2 An External Examiner will be appointed in accordance with the School's regulations. They will be required to submit an annual report to the Head of Registry no later than one month following the final Board of Examiners' meeting. The report should comment and give judgement on the validity and integrity of the assessment process and the standard of student attainment.

11.3 All assessment results received by students are provisional until they have been ratified by the Board of Examiners.

11.4 The Board of Examiners will meet twice a year, usually in March and October to agree the final results and awards.

11.5 The External Examiner must be present at the meetings of the Board of Examiners. In the event of an emergency preventing the External Examiner from attending a meeting, the Board of Examiners may provisionally agree results and awards, which must then be confirmed in writing by the External Examiner.

12. Final Results and Awards

12.1 A pass list of successful students will be published by the Head of Registry. This will normally be the day following the Board of Examiners' meeting and no later than 21 days after the Board of Examiners' meeting. In the event that the External Examiner is not present, the results will be published at the earliest opportunity but within 21 days of receipt of written confirmation by the External Examiner.

12.2 The names of students who have failed will not appear on the list. Under the Data Protection Act, students have the right to ask for their name to be withheld from any lists (such as a pass list) displayed on a public notice board. Students, who choose to exercise this right, must inform the Head of Registry in writing.

12.3 A transcript showing the final marks for each component of assessment will be sent to each student by the Registry within 21 days of the Board of Examiner's meeting. In the event that the External Examiner is not present, the transcripts will be sent out at the earliest opportunity but within 21 days of receipt of written confirmation by the External Examiner.

12.4 The date of the award of the degree will normally be the first day of the month following the Board of Examiners' meeting except for students who have been deferred or referred in one or more components of assessment, in which case it will be the first day of the month following the date the student has satisfied the Examiners.

12.5 The Head of Registry will maintain records of pass lists and final marks for all students. The Head of Registry will forward the pass list to the University of London for the purpose of diploma dispatch.

12.6 Students who complete and pass all assessment components shall be awarded the degree of Postgraduate Diploma.

12.7 Students who complete and pass all assessment components for modules 1 but fail to complete or pass the remaining modules shall be considered for the exit award of Postgraduate Certificate.

12.8 Students who do not satisfy all of the requirements for the award of the PG Dip or the PG Cert will be issued with a Certificate of Attendance showing the components they successfully completed.

12.9 A diploma produced by the University of London will be sent to each successful student at his or her permanent home address, as held on record by the Head of Registry.

12.10 A prize will be presented to the student who achieves the best all round performance in the Diploma.

13. Academic Misconduct and Plagiarism

13.1 Students must abide by the School's policy on academic misconduct and plagiarism. Failure to do so may result in a student being required to attend a disciplinary meeting.

13.2 By submitting work either in hard copy or electronically, a student is confirming that they have read and understood the plagiarism guidance available on the web and understand that committing plagiarism could result in their exclusion from the School. They are also confirming that the work submitted is exclusively their own except where referenced and that the assignment has not been submitted previously for assessment on the course they are currently enrolled on or for another course.

14. Appeals

14.1 There is no appeal against the academic judgment of the Board of Examiners. This means that a student may not ask to have an examination or piece of coursework re-marked, even if they disagree with the mark.

14.2 Students may appeal to the Dean against a decision of the Board of Examiners on only two grounds:

(i) There were extenuating circumstances which, for good reason, a student did not divulge to the Board of Examiners before it met.

(ii) Administrative or procedural error

14.3 The decision of the Dean in all appeals is final in respect of internal procedures. Students have recourse to the Office of the Independent Adjudicator for Higher Education if they are dissatisfied with the outcome of the appeal.

Document Version

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Version 1.1	John Peck, Head of Registry Roisin Kavanagh, Programme Director	November 2010

Appendix A: Summary of Marking Scheme

Component	Marks		Comments
Module 1. (Foundations of General Practice) must pass all components			
MCQ (Foundation)	200	Pass mark is 50%.	
OSCE (Foundation)	200	Pass mark is 5/8 pass	Converted to a per cent mark
Portfolio Review 1 (Foundation)		Pass/Fail	Criterion referenced
This stage would normally represent the 12 month milestone for NHS AfC gateway			
MCQ (Clinical)	100	Pass mark is 50%	
OSCE (Clinical)	100	Pass mark is 5/8 pass	Converted to a per cent mark
Portfolio Review 2 (Clinical)		Pass/Fail	Criterion referenced
M1 Carry forward for Award	***600***		
Practice Placement Modules must pass all components			Pass mark is 50%.
Module 2: Literature review and presentation Portfolio review Unseen Case-based discussion (CBD)	200	Marked out of 20 (x2) Pass/fail Pass/fail	Review and presentation marked
Module 3: Audit abstract and poster Portfolio review Unseen Case-based discussion (CBD)	200	Marked out of 20 (x2) Pass/fail Pass/fail	Abstract and poster marked
Module 4: Change management project and oral presentation Portfolio review Unseen Case-based discussion (CBD)	200	Marked out of 20 (x2) Pass/fail Pass/fail	Written project and presentation marked
Carry forward for Award	***600***		
TOTAL	***1,200***		
Each Portfolio of Clinical Competence Review comprises GLF report; Mini-PAT; Mini-CEX; CBD; Extended interventions as set out in the Handbook.			

Appendix B: Assessment Criteria

GRADE	Mark range	Description
Excellent	16-20	**Work which displays a full understanding of its subject. A firm grasp of factual detail and the relevant theory, experiments and literature**: it is clearly argued and presented, with evidence of insight and excellent originality of thought and expression and in addition evidence of intellectual vigour and independence of judgement. The work will demonstrate excellent critical evaluation and integration of current complex material.
Very Good	14-15	**Work which displays a full understanding of its subject. A firm grasp of factual detail and the relevant theory, experiments and literature**: it is clearly argued and presented, with evidence of insight and very good originality of thought and expression. The work will demonstrate very good critical evaluation and integration of complex background material from other aspects of the course and independent sources.
Good	12-13	**Work in this range will show a thorough grasp of the topic and will be clearly argued and presented.** It will show a good awareness of the relevant theory, experiments and literature, without fully achieving that intellectual independence and originality that distinguishes first class work. The work will demonstrate good critical evaluation and integration of complex background material from other aspects of the course and independent sources.
Pass	10-11	**Work in this will show a satisfactory knowledge but may be weak in its interpretation of the subject of have poor structure**. The work will demonstrate only competent critical evaluation and integration of complex background material from other aspects of the course and independent sources.
Marginal Fail	8-9	**Marks in this range will be awarded for work which is conversant with the subject but has failed to make meaningful synthesis**. It will have some shape but contain significant errors.
Fail	7	**A distinct fail on grounds of factual accuracy, relevance and argumentation of material**, but still with some substance.
Bad	4-0	**Very poor or very short with hardly any merit** but some claim to counting marks.