

## SSC5a ENGLAND Handbook 18/19



The Milky Way above Mount Bromo, East Java  
Photo courtesy of Dr James Miller on Elective 2014  
MDU April/May 2014 Elective Photo Competition Winner

The information in this handbook was correct as of August 2018. In the unlikely event of substantial amendments to the material, the SMD will attempt to inform students of the changes by email. Any changes will be placed on QMPlus. The College cannot accept responsibility for the accuracy or reliability of information given in third party publications, software or websites referred to in this Handbook.

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## **KEY CONTACTS**

Head, SSC Programme	Dr Nimesh Patel <a href="mailto:n.s.patel@qmul.ac.uk">n.s.patel@qmul.ac.uk</a> 020 7882 8180
SSC Administrator	Adriana Coracini <a href="mailto:a.coracini@qmul.ac.uk">a.coracini@qmul.ac.uk</a> 020 7882 2237
SSC Administrator	TBC

## **OVERVIEW OF THE YEAR 5 SSC PROGRAMME 2018/19**

SSC5a is a full 5 week block running 4 times throughout the year unless you chose to self-organise.

Self-organised SSCs may cover the full 5 weeks or can be split into a 2 and a 3 week block combined into one SSC5a grade

SSC5b: Minimum 6-week Elective running from either 1<sup>st</sup> April to 31<sup>st</sup> May 2019 (Groups A-D) or 22<sup>nd</sup> April to 14<sup>th</sup> June 2019 (Groups E-H) – see separate handbook.

### **Website access**

This booklet and other general information regarding the SSC Programme is available at <http://qmplus.qmul.ac.uk>. The information will be updated from time to time so please ensure that you regularly access this site.

### **The SSC Portfolio**

Students are required to keep a SSC Portfolio of all their work and documentation over the five years of the MBBS degree. Most students use a ring-bound folder for this purpose. Students may be asked to provide this portfolio or work from it for exam board purposes.

### **Hurdles & Completion**

The SSC programme constitutes Section E of the MBBS degree and students will not be able to graduate unless the programme has been successfully completed. This is monitored by embedded hurdles to progression at the end of each year for all five years.

### **Annual Hurdle**

Students must successfully complete both SSCs before being allowed to graduate the MBBS course.

## KEY DATES FOR YEAR 5

SSC titles advertised on QMPlus	Friday 10 <sup>th</sup> May 2018
Self-organised forms available on QMPlus	Friday 10 <sup>th</sup> May 2018
SSC allocation quiz opens	6am Tuesday 29 <sup>th</sup> May 2018
SSC allocation quiz closes	9am Tuesday 5 <sup>th</sup> June 2018
Notification of SSC5a allocation	Monday 11 <sup>th</sup> June 2018
<b>ROTATION 1 (GROUPS C &amp; D)</b>	
Deadline for Students allocated an SSC by the School to self-organise in <b>Rotation 1</b>	9am Monday 25 <sup>th</sup> June 2018
OUTSIDE ENGLAND self-organised SSC5a form <b>Rotation 1</b> deadline	9am Monday 9 <sup>th</sup> July 2018
ENGLAND ONLY self-organised SSC5a form <b>Rotation 1</b> deadline	9am Monday 6 <sup>th</sup> August 2018
<b>Rotation 1</b> SSC5a	Monday 3 <sup>rd</sup> Sept 2018 – Friday 5 <sup>th</sup> Oct 2018
Deadline for submission of <b>Rotation 1</b> work to tutor and QMPlus	12pm Monday 8 <sup>th</sup> October 2018
<b>ROTATION 2 (GROUPS A &amp; B)</b>	
Deadline for Students allocated an SSC by the School to self-organise in <b>Rotation 2</b>	9am Monday 6 <sup>th</sup> August 2018
OUTSIDE ENGLAND self-organised SSC5a form <b>Rotation 2</b> deadline	9am Monday 20 <sup>th</sup> August 2018
ENGLAND ONLY self-organised SSC5a form <b>Rotation 2</b> deadline	9am Monday 17 <sup>th</sup> September 2018
<b>Rotation 2</b> SSC5a	Monday 15 <sup>th</sup> October – Friday 16 <sup>th</sup> November 2018
Deadline for submission of <b>Rotation 2</b> work to tutor and QMPlus	12pm Monday 19 <sup>th</sup> November 2018

<b>ROTATION 3 (GROUPS G &amp; H)</b>	
Deadline for Students allocated an SSC by the School to self-organise in <b>Rotation 3</b>	9am Monday 24 <sup>th</sup> September 2018
OUTSIDE ENGLAND self-organised SSC5a form <b>Rotation 3</b> deadline	9am Monday 8 <sup>th</sup> October 2018
ENGLAND ONLY self-organised SSC5a form <b>Rotation 3</b> deadline	9am Monday 5 <sup>th</sup> November 2018
<b>Rotation 3</b> SSC5a	Monday 3 <sup>rd</sup> December 2018 - Friday 18 <sup>th</sup> January 2019 <i>(2 week break from 24<sup>th</sup> Dec 2018 to 4<sup>th</sup> Jan 2019)</i>
Deadline for submission of <b>Rotation 3</b> work to tutor and QMPlus	12pm Monday 21 <sup>st</sup> January 2019
<b>ROTATION 4 (GROUPS E &amp; F)</b>	
Deadline for Students allocated an SSC by the School to self-organise in <b>Rotation 4</b>	9am Monday 5 <sup>th</sup> November 2018
OUTSIDE ENGLAND self-organised SSC5a form <b>Rotation 4</b> deadline	<b>Not permitted</b>
ENGLAND ONLY self-organised SSC5a form <b>Rotation 4</b> deadline	9am Friday 17 <sup>th</sup> December 2018
<b>Rotation 4</b> SSC5a	Monday 28 <sup>th</sup> January – Friday 1 <sup>st</sup> March 2019
Deadline for submission of <b>Rotation 4</b> work to tutor and QMPlus	12pm Monday 4 <sup>th</sup> March 2019

**NB: if you are re-taking the year you must self-organise your SSC**

**WORK NOT SUBMITTED BY THE RELEVANT STATED DEADLINE  
ABOVE WILL RESULT IN A SUBMISSION PENALTY**

## **GENERAL INTRODUCTION (YEARS 1-5)**

The Student Selected Component (SSC) part of the curriculum has been developed to allow students to exercise a degree of choice in their medical education and provides students with a progressive programme of study which develops, integrates and reinforces transferable and other skills each year whilst fulfilling the key requirements of “Promoting Excellence: Standards for Medical Education and Training”, (General Medical Council, 2015); this states that “Medical school curricula must give medical students the opportunity to choose areas they are interested in studying while demonstrating the learning outcomes required for graduates.”. The Key Aims of the SSC Programme are:

- Provide a critical role in supporting, reinforcing/underpinning the development of key skills and learning developed in the core curriculum. This includes acquiring a broader based knowledge providing an appreciation of medicine in its wider context; studying subjects of interest in greater depth, such as:
  - Basic science;
  - Clinical science;
  - Clinical and communication skills;
  - Community health and primary care; or
  - Role of medicine in society.
  
- Provide a key role in equipping students with transferable skills essential to their long term professional development, such as:
  - Writing skills;
  - Independent study and self-directed learning;
  - Presentation skills;
  - Critical analysis of clinical and scientific evidence;
  - Teaching skills;
  - General intellectual development; and
  - Clinical and basic science research skills.
  
- Enhancing the student experience by offering the opportunity to focus and develop particular areas of interest to them, in greater depth.
  
- Carried out well, SSCs can often inspire students to want to find out more.
  
- Development of an integrated programme which provides students with a range of training skills which can be built upon each year, for example:
  - Help to inform career choices by offering more in depth study/training in a wide range of clinical specialities.
  - Introduce students to the importance of research in modern medical practice.

- Allow students to identify learning opportunities in areas outside of those offered by the school and partner trusts; and to facilitate the prosecution of such opportunities.
- To provide an appropriate environment in which to integrate and consolidate key skills (e.g. communication and clinical skills) learnt in other parts of the curriculum.

## Learning Objectives

The SSC Programme has, firstly, the overall goal of providing the opportunity for students to obtain a rounded understanding of the scientific principles underpinning medical practice and to develop the skills with which to contribute to this process. Secondly, to provide additional opportunities for students to access and experience a wide range of clinical specialties to help make informed career choices. Therefore, at the end of the 5-year SSC Programme the student will have demonstrated his or her ability to:

1. Exercise choice in their medical education. The student will be able to:
  - a. Explain why they have chosen their particular SSCs.
  - b. Demonstrate that they have studied a range of topics over the course of the year.
  - c. Show that they have exercised good judgement in making their choices so that, in appropriate cases time has been spent studying subjects where extra attention was needed.
  - d. Show that they have developed key generic skills by accessing a wide choice of subject and topic areas.
  - e. Demonstrate a range of transferable skills essential to long term professional development/practice (writing and presentation skills; critical and reflective thinking and analysis; teaching skills).
2. Acquire broader based knowledge producing an appreciation of medicine in its wider context.  
The student will be able to:
  - a. Demonstrate that they have taken the opportunity to study subjects outside traditional medical school curriculum material if they so wish.
  - b. Be able to show that they have worked successfully with people from other professional backgrounds involved in the delivery of health care.
  - c. Have gained an appreciation of differing methods for the delivery of health care and education, including the role of lay people and organisations.
  - d. Have supported the development of skills and learning developed in the core curriculum.
3. Study a subject in depth.  
The student will:
  - a. Have taken the opportunity to spend a period of time studying subjects of their own choice to a greater depth than is usually possible in the traditional medical curriculum.

- b. Show that they have achieved the objectives of each of their selected study components by the production of their SSC portfolio.
  - c. To introduce students to the rigour and the key underlying principles of medical and clinical science and other disciplines allied to medicine as well as appreciating the importance of the principles underpinning a scientific approach to medical practice and the responsibilities of doctors who undertake medical research.
  - d. Be able to understand the central role of evidence-based medical practice.
4. Develop skills of independent study and self-directed learning.
- The student will be able to:
- a. Describe the way in which they were involved in planning a timetable and a suitable learning contract with the course tutor(s) at the beginning of each module.
  - b. Show, by means of written material produced for the course tutor(s) and / or the reports in the portfolio, that they have made appropriate use of available SDL materials, library facilities, video or computer assisted learning packages and other educational resources.
  - c. Appreciate a lifelong culture of self-directed learning, good time management and professionalism.
5. Use the opportunities offered to study topics of their own choosing and interest. The student will:
- a. Feel able to consider one or more of the subjects covered in their SSC courses for future study or even as a career option.
  - b. Have behaved in a positive and appropriate manner in situations where they have represented the Medical School at outside agencies and institutions.
  - c. Where applicable, students who wish to intercalate will have begun to acquire the requisite skills and knowledge base.
  - d. Be better informed to make appropriate career choices and decisions.

## **SSCs at Bart's & The London**

Our approach to the SSC Programme recognises the different learning needs of students as their degree course builds over the five years of the MBBS course. Students are required to complete all SSCs during their degree course. Each year the SSC programme builds upon skills and knowledge learnt in the previous year.

About 5 weeks in total in Years 1 and 2 are devoted to study in SSCs. You will choose SSCs from a range of options that will allow you to research topics in greater depth and to study subjects that fall outside the main Core Curriculum. You will be encouraged to choose SSCs that offer a variety of learning experiences.

Students also have the opportunity to self-organise their own SSC (see below for more details).



In Year 5, students are split into eight groups. Each group completes their SSC during a designated period. The specific aims and learning objectives of each module are provided by the tutor running the SSC and detailed in each individual SSC outline. Students may choose to work outside these timetabled slots if it is appropriate to the SSC they are doing.

### **Year 1**

Introductory SSCs in a wide range of basic science and clinical subjects. The majority of these SSCs have a taught component and formal assessment.

### **Year 2**

More clinical choice is offered but with a similar degree of tutorial/lecture-based input. In these first two years we also offer the students the opportunity to undertake dissection, which is no longer a component of the core curriculum.

### **Year 3**

These SSCs build on the skills developed in Years 1 and 2 and are tailored to coincide with the students' first experience of clinical rotations. They aim to maximize this learning by enabling clinical tutors to involve students in a particular aspect of their specialty and learn in more depth whilst on the wards. They are not SSCs in the purest sense but provide an opportunity for the student to further develop critical thinking.

### **Year 4**

Students write a 6000-8000 word dissertation in an area of medicine, clinical practice, or biomedical science. Students can choose from the range of subjects offered or can choose their own as long as they have identified a tutor who is willing to supervise them. Students receive some help in critical appraisal, public health, improving writing skills and medical authoring. This is an opportunity for students to assess the wider impact of medicine on society, including public health issues and the role of evidence based medicine in medical practice. Students and tutors are encouraged to explore the possibility of conducting research and/or audit as part of this SSC where possible; in this case the work must be suitable and the timescale appropriate.

### **Year 5**

Students are given the opportunity to choose medical placements in England or abroad to develop particular interests and skills. SSC5a is a 5 week block running 4 times throughout the year. Self-organised SSCs may cover the full 5 weeks or can be split into a 2 and a 3 week block for an aggregate grade. Plus a 6-week elective, which can inspire career choices or enable students to develop skills they think they may lack prior to entry into the Foundation School. The learning experience is defined by set learning objectives and a review of outcomes. Students will often select one SSC as an opportunity to go abroad. The School recognises that SSCs taken abroad can represent excellent educational opportunities not available in England, and that non-clinical SSCs can give excellent opportunities for portfolio building and will consider all requests for such attachments. You should be aware however, that the run up to

finals in mid-March, including the situational judgment test (SJT), the prescribing safety assessment (PSA) and the FPAS process represents a major challenge, achieving success in which is probably facilitated by uninterrupted clinical exposure within the context of the NHS. When considering their SSC plans in Year 5, students should reflect on whether their academic prowess and clinical skill is adequate to compensate for the risk to success imposed by interrupting their NHS clinical experience. Students may wish to use their ranking at the end of Year 3 to guide them in this decision. It is not usually appropriate for students in the lowest 3 deciles to go abroad or take a non-clinical SSC. The academic and pastoral support available through the academic review group (ARG) and student support office is not deliverable remotely and students in need of such support may be considerably disadvantaged should they arrange SSCs a great distance from Whitechapel. ARGs and the Head of Student Support reserve the right to rearrange SSCs at short notice.

## **SSC SELECTION**

The cornerstone of the SSC programme is to introduce students to the many and varied branches of medicine, surgery, primary care and allied health professions that are available in a medical career. Students are encouraged to choose SSCs which represent a wide spread of disciplines and methods, so that they can develop transferable skills and eventually have a better understanding of their career options and the different ways to progress in their career. Likewise they should ensure that they experience as wide a range of skills and environments as possible in their choice of SSCs.

Descriptions of the individual SSC modules for Year 5 are available in the SSC section of the Year 4 Homepage. It is important to note that not all SSCs will be available during all SSC periods. You will be advised in advance of the SSC selection period (during Year 4) on what SSCs will be available. We will attempt to capture all future finalists, however, it is inevitable that some students may be missed. If you are one of these students please contact the SSC Administrator ASAP to ensure you are placed in an SSC of your choice. Students may discuss their preferences with their mentors or seek the advice of the SSC Lead (Dr Nimesh Patel). Allocation of SSCs is made on a first-come first-served basis. All School allocated SSCs are for 5-weeks.

The selection period will take place AFTER students have had their groups for Year 5 confirmed. During the selection period, you will be asked to submit up to ten SSC preferences online which you would like to complete. Students will be notified by email soon after the end of the selection period for the associated SSC in Year 5.

Students who do not make a selection by the stated deadline must self-organise their SSC. There is no guarantee that students will receive one of the SSCs they have chosen. Each SSC only has a limited number of participants and are extremely popular.

School allocated SSCs may not be split. If you wish to split the SSC you are allocated then you must fill in a self-organised SSC form with new aims, learning objectives, activities and assessment. Copy and pasting the information from the titles list will result in your SSC proposal being rejected.

Students who are allocated an SSC are still able to self-organise but must fill in the relevant form for an SSC in England or abroad ten weeks before the start of their SSC. This is to give Trusts enough notice and planning for any cancelled SSCs. If you have not been allocated an SSC, your form to self-organise must be submitted by the stated deadline (ie four weeks before the start of the SSC for those in England, and eight weeks before the start of the SSC for those abroad). There may be exception to this rule and each case will be discussed individually.

Venues and times to meet your SSC tutor/supervisor will be notified to you as soon as the SSC team have been made aware. In some cases, you may be notified directly by the Trust or your supervisor.

Students should not contact tutors in advance of making their choices and should not make private arrangements with tutors from the allocations list. Grades from tutors will only be accepted for the SSC that the School has arranged with the student.

If you feel you must contact a tutor you should first discuss this with the Head of the SSC programme.

## **SELF-ORGANISED SSCs**

Students also have the opportunity to self-organise their own SSC during the relevant SSC period, in an area that interests them or where they wish to find out more, indeed we encourage this approach. Students can discuss, if they wish, any self-organised SSC with the Head of the SSC Programme for advice before submitting the form for formal approval.

The self-organised SSC forms are available on QMPlus and must be completed online. No paper forms or forms sent by email will be accepted.

You will be required to obtain all information and documentation by contacting the tutor and/or firm directly. Once the completed form is submitted to the Head of the SSC Programme, where it will be assessed for approval. You will be contacted in due course if your self-organised SSC proposal has been approved. Advice about self-organising SSCs can be sought from any member of the SSC team. If you are uncertain as to how best to go about this then come and talk to us.

Students in Year 5 have an opportunity to go abroad for SSC5a:

- Groups C/D (Rotation 1) – no student with a Tier4 VISA will be permitted to undertake their SSC outside of England during the enrolment process; all other students, in good standing, are eligible to undertake an SSC outside of England.
- Groups A/B (Rotation 2) – all students in good standing are eligible to undertake an SSC outside of England.
- Groups G/H (Rotation 3) – all students in good standing are eligible to undertake an SSC outside of England but **MUST** discuss their plans with the Head of the SSC Programme before organising such an SSC.
- Groups E/F (Rotation 4) – no students are eligible to undertake an SSC outside of England unless there are exceptional circumstances discussed with the Head of the SSC Programme.

An SSC organised outside of England would be treated as an elective and may be discussed with the Head of the SSC Programme. This type of SSC has its own self-organised form and will require information similar to an elective. Please see the separate SSC Handbook on undertaking an SSC abroad (outside of England).

If you have been allocated an SSC and now wish to self-organise, you may do so. However, by doing so you automatically give up your allocated SSC the moment the self-organised SSC form (SOSSC) is submitted, it cannot be used as insurance in the event your SOSSC form is rejected. Failure to contact your assigned tutor and Trust Administrator with copy to the SSC Administrator with this information within 24 h of submitting your SOSSC form will result in the allocation of three professionalism points for lack of communication, collaboration and responsibility. Trust administrator contact details can be obtained from the Student Office.

If you fail to submit a form by the relevant deadline stated on pages 4 and 5 of this handbook then you will be sent a list of SSCs currently undertaken by students with spaces remaining. You will then be given a deadline to make a choice of which SSC you wish to undertake. If you fail to make a choice then an SSC will be assigned to you.

**NB: Any SSC undertaken outside of ENGLAND will be considered as abroad.**

**NB: Students who undertake a 2- and a 3-week SSC must produce written work for both SSCs.**

**IMPORTANT: Any student that wishes to self-organise two separate SSCs must submit both self-organised forms in order for both SSCs to be approved. Failure to submit a second form by the deadline will result in the allocation of a SSC of the School's choice.**

## **Group Allocations during Year 4**

You may request to be in a specific group for Year 5 for either the SSC or Elective. The process to request a specific group occurs every January – March and is conducted by the Student Office Placements Administrator. Please do not email the Placements Administrator prior to the start of the process. You will be notified by email when the process begins. You may only request to be in a specific group if the following apply:

- A SSC supervisor can only accommodate your SSC in a specific block as outlined in the block timetable for the following academic year. You must offer all four SSC dates to your potential supervisor in order for them to make a more informed decision. You will be unable to request a specific group if your SSC supervisor is able to take you for any SSC block.
- If you have been pro-active and organised your SSC ahead of time overseas (if eligible) then you may automatically request a specific block by providing host confirmation during the group allocation period. If the host requires a fee and you are wary of paying this fee then please contact the Head of the SSC Programme.
- You are a Tier 4 student and wish to go home for Christmas (Groups G&H).
- You have valid extenuating circumstances with supporting evidence.

In the event that a year group becomes oversubscribed, priority will go to those who are self-organising an SSC/Elective abroad who have submitted valid supporting evidence.

If you are travelling as a group then each year 5 group request will be treated on an individual basis.

## ASSESSMENT OF SSCs IN ENGLAND

SSCs require you to submit two pieces of written work for assessment:

- 1200-2000 word reflection and a second piece of written work as determined by your tutor.

Written work can take the form of an essay, a case report, an audit, a QiP, a powerpoint presentation, etc.

SSCs have, by their very nature, the potential for a wide variation in learning style and format. This is reflected in equally diverse methods of assessment of student performance and achievement. Students completing each SSC are formally assessed and graded by the organising tutor and given an overall assessment of student performance at the end of the module. The type and nature of the assessment(s) is detailed by tutors in the SSC outlines.

Since Year 5 students are likely to experience a wider range of medical specialties, some for the first time, it is of particular importance that assessments are a combination of continuous (in-course) and final (end-course) written work. Assessments can include, for example; lectures, ward rounds, outpatient attendance, clinical demonstration, tutorials, laboratory practical, problem based learning, clinical case interpretation and literature research etc.

In all SSCs, part of the assessment must include a reflection on your activities and experiences (1200-2000 words):

*'It is not sufficient simply to have an experience in order to learn. Without reflecting upon this experience it may quickly be forgotten, or its learning potential lost. It is from the feelings and thoughts emerging from this reflection that generalisations or concepts can be generated. And it is generalisations that allow new situations to be tackled effectively.'*

(Gibbs, G, 1988, Learning by Doing. A Guide to Teaching and Learning Methods)

You should consider the following when writing your reflection:

- Why did you choose this SSC?
- Did it live up to your expectations?
- What went well and why?
- What did not go well (if anything) and why?
- Would you do anything differently?
- What were your reactions and feelings to the various situations you may have encountered?
- Has this SSC helped you in thinking about how your future career may develop?

In all cases tutors will be asked to comment on attendance, general conduct and professionalism. You will be graded on these aspects (see page 17). These are key attributes necessary for a successful career in medicine.

All SSC fails (E grade), borderline fails (D grade) and a random selection (up to 10%) of assessed work will be reviewed by the Principal Internal Examiner to ensure consistency of assessment.

The Harvey Minasian prize will be awarded to three student's with the best SSC portfolio over the clinical years of the MBBS programme (this will allow the inclusion of GEP and direct entrant students).

Excellent performance in SSCs helps determine the award of merit/distinction in Part 5 of the MBBS programme.

All written work must be submitted to your tutor and electronically via QMPlus (see page 21).

## **Teaching Methods**

The teaching methods used will, by necessity, vary from course to course and are shown in the individual SSC outlines. It is clear that in many cases one-to-one tutoring will be available with students accompanying tutors during their various activities.

This can include, for example; lectures, ward rounds, outpatient attendance, clinical demonstration, tutorials, laboratory practical, problem based learning, clinical case interpretation and literature research etc.

In all cases tutors will be encouraged to direct the students to essential educational materials and seminars will be self-directed learning sessions where possible. Many of the courses combine practical experience with library or computer projects and require the production of written work in the form of case studies, project reports or short dissertations, some of which may lead to publication.

A number of tutors suggest that students present their findings in meetings or seminars involving a wider group of people. Visits to outside agencies or groups involved in delivery of health care in the community are also included in some of the SSC courses.



## **GRADING OF SSC5a**

Each SSC will be formally assessed by the SSC tutor at the end of the module. A standardised assessment form based on the type of SSC (clinical vs non-clinical) will be completed for each student, which will be passed onto the Principal Internal examiner for the SSC programme.

Tutors are asked to give a score (out of 10) in up to 5 domains for each student, each of which carries a specific weighting for the overall grade. As an example a clinical SSC will be graded as follows:

1. Attendance and professionalism (30%)
2. Standard of written assessment(s) (25%)
3. Motivation/engagement/performance in the SSC (15%)
4. Achievement of learning objectives as set out on the SSC outline (15%)
5. Ability to work as part of a team (15%)

A score of less than 5 in each domain is considered to be a fail. A fail in any domain should be justified to the student in the feedback section of the assessment form.

The assessment is carried out online. The URL link and instructions for the relevant assessment form will be sent to tutors prior to the start and at the end of each SSC.

The SSC team will collate the scores from the assessment to give the student an overall final grade:

A = Excellent ( $\geq 85\%$ )

B = Good ( $\geq 65\%$  up to 85%)

C = Satisfactory ( $\geq 50\%$  up to 65%)

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D = borderline fail ( $\geq 40\%$  up to 50%)

E = Fail ( $\geq 0\%$  up to 40%)

A 'D' or 'E' grade requires that the student complete a compensation SSC of a form and timeframe decided by the Head of the SSC Programme. This usually takes the form of an essay selected from a range of titles.

Satisfactory performance in Section E (SSC Programme) will be determined at the appropriate Year Exam Board. Failure to comply with the requirements as laid down in the academic regulations may result in the student being deregistered from the course.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU PROVIDE YOUR TUTOR WITH A COPY OF YOUR WORK FOR GRADING.**

**REMEMBER THAT YOU WILL NOT BE ABLE TO GRADUATE WITHOUT HAVING SATISFACTORILY COMPLETED ALL SSCs.**

## **GRADING CRITERIA**

In order to ensure maximum consistency of grades across modules, the following criteria indicate the level of achievement expected from students within each grade band.

### Grade A (Excellent)

- Full attendance at all sessions, generally attending more than is necessary.
- A couple of missed sessions can be compensated if the student has been professional and notified tutors in advance of the absence.
- All learning objectives achieved with exceptional performance.
- Highly motivated, showing great self-initiative and commitment, with appropriate attitude and conduct throughout.
- Excellent presentation in the appropriate format- full understanding of concepts and achieves outstanding results.
- Makes a major and insightful contribution to group/team activities.

### Grade B (Good)

- Good attendance at all sessions and some minor lapses in professionalism.
- All learning objectives achieved with good performance.
- Highly motivated, showing great self-initiative and commitment, with appropriate attitude and conduct throughout.
- Presentation in the appropriate format demonstrates understanding of all major concepts and achieves above average results.
- Makes a significant contribution to group/team activities.

### Grade C (Satisfactory)

- Good attendance at sessions- perhaps one absence or missed appointment with satisfactory levels of professionalism.
- All the major learning objectives achieved with adequate performance.
- Is generally well engaged in the SSC activities, does not necessarily show great initiative, with appropriate attitude and conduct throughout.
- Presentation may not be in an entirely appropriate format but demonstrates understanding most of the major concepts and achieves average results.
- Makes an effort to make some contribution to group/team activities.

### Grade D (Borderline Fail)

- Incomplete attendance or more than one missed appointment. Some avoidable or unexplained absence. Significant lapses in professionalism.
- Has failed to achieve some of the learning objectives and performance has been generally poor.
- Is poorly motivated and lacks initiative. Engagement with the module is marginal, some evidence of inappropriate attitude and conduct.

- Presentation may be disorderly but demonstrates understanding of basic concepts but is lacking in important areas and achieves average results.
- Makes little effort to make a contribution to group activities.
- Student may be flagged for unprofessional behaviour.

#### Grade E (Outright Fail)

- Unacceptable absence from module activities with no good reason. Causes for concern.
- Has failed to achieve most of the learning objectives and performance has been unsatisfactory.
- Is unmotivated and lacks initiative. Engagement with the module is unacceptable; with possible inappropriate attitude and conduct.
- Presentation may be incomplete demonstrating a lack of understanding of basic concepts and poor results.
- Makes no effort to make a positive contribution to group activities and may have a negative impact on the group.
- Student will be flagged for unprofessional behaviour.

Written output (including PowerPoint presentations) from ALL SSCs MUST be submitted to your tutor and electronically to QMPlus. Work will not be accepted if submitted directly to the student office. Failure to submit your work to QMPlus will result in a submission penalty for that SSC. Failure to submit work to your tutor will result in professionalism points. Students MUST KEEP examples of ALL their work.

## **PLAGIARISM**

Submitted work will be checked for plagiarism (not attributing information to its proper source, or paraphrasing information from a source without acknowledgement) using Turnitin. The plagiarism detection system will check your essay against a database which contains both previously submitted essays and a wide range of internet sources. Trivial similarities between your work and other material will be ignored; however, significant similarities will be investigated and students found to have plagiarised their submitted work will be referred to school and college authorities as per the College's Assessment Offences Regulations.

### Definition

*Plagiarism is the use or presentation of the work of another person, including another student, as your own work (or as part of your own work) without acknowledging the source. This includes submitting the work of someone else as your own, re-submitting your own previously submitted work, and extensive copying from someone else's work without proper referencing. Copying from the Internet without acknowledging the source is also plagiarism. You may use brief quotes from the published or unpublished work of other persons, but you must always show that they are quotations by putting them inside quotation marks, giving the source (for example, in a footnote), and listing the work in the bibliography at the end of your own piece of work. It is also plagiarism to summarise someone else's ideas or judgments without reference to the source.*

Following investigation if work is deemed to be plagiarised the student will automatically incur an outright fail. Depending on the nature and scale of the offence, more severe penalties may be incurred in line with existing College policies. For full details on the School's Plagiarism Policy please refer to the MBBS Assessment & Progression Handbook.

By submitting work you acknowledge and agree to the plagiarism declaration below:

*By submitting your work for marking I declare that the coursework material attached herewith is entirely my own work nor work that I have previously submitted, and that I have attributed any brief quotations both at the appropriate point in the text and in the bibliography at the end of this piece of work. I also declare that I have not used extensive quotations or close paraphrasing and that I have not copied from my own previous work, the work of another person nor used the ideas of another person, without proper acknowledgement.*

## **HOW TO SUBMIT WORK**

Your files should be uploaded as an office or pdf file (no scanned pages). Files produced on Pages (on a Mac) should be saved as a pdf prior to upload. You may use the following software to create pdf files on a PC (<http://www.bullzip.com/products/pdf/info.php>). You may then use the following website to merge your pdf files on either a PC or Mac - <http://foxyutils.com/mergepdf/>. Please do not compress (i.e. zip) your files. The maximum upload size is 20Mb per submission.

**IMPORTANT: Ensure your files are named with your name and the correct file extension.**

Work for each of the relevant SSCs in Year 5 should be submitted to the relevant submission area for your rotation in your year 5 portal on QMPlus:

- SSC5a Rotation 1 (Groups C/D)
- SSC5a Rotation 2 (Groups A/B)
- SSC5a Rotation 3 (Groups G/H)
- SSC5a Rotation 4 (Groups E/F)

**IMPORTANT: Failure to submit work by the deadline will result in a penalty. For every period of 24 hours, or part thereof, that an assessment is overdue there shall be a deduction of 5% of the total marks available. After seven calendar days (168 hours or more late) that mark shall be reduced to zero (fail).**

Specific instructions for submission of each SSC will be displayed on the submission page. Briefly, to submit work you should click “Add Submission”, upload your files and then click 'Save Changes'. You can make changes to your submission before the deadline by clicking “Edit Submission”. **After the deadline, your submission is considered final.**

**IMPORTANT: Hard copies and submission over email will NOT be accepted by the Student Office and will be returned to you, therefore always ensure that you have uploaded the correct version of your work. If there is a failure in QMPlus for all students, the School will be aware and the appropriate extension will be given.**

If you have difficulty submitting work to QMPlus please visit the student office for assistance before the relevant deadline. It is the responsibility of the student to ensure work is submitted correctly and on time. Failure to do this will usually incur an E grade.

Once marked, your grade and feedback on your work will be emailed to you to keep for your portfolio. Marks will only be distributed once all grades have been received for the rotation and approved by the Head of the SSC Programme.

## **EXTENSIONS**

Students may, from time to time, require additional time to submit their SSC work to both their tutor and QMPlus. Students should be aware that extensions for submission of work can only be granted by the School and not their SSC tutor.

Students that require an extension for submission of work should submit an extenuating circumstance claim form with supporting evidence (<http://blsmd.uk/mbbsecform1819>) at the earliest opportunity and before the deadline for submission. Students should provide an indication of the how much additional time they would require to complete the submission. These will be reviewed by the Head of the SSC Programme and the relevant Head of Year. Whilst the claim for an extension is being considered, students should continue to complete the SSC submission. The maximum amount of time possible for an extension shall not be longer than 14 calendar days.

If a student has been unable to attend their SSC or would require more than 14 calendar days to submit their work then they should request withdrawal from the SSC. Students will then be required to remediate with a secondary piece of work/placement as assigned by the School for an uncapped grade.

If a student submits work late then the late work penalty (as described on page 21) may be removed where a student provides good reason for the late submission under the extenuating circumstances policy (see the MBBS Assessment & Progression Handbook 18/19). A student must submit a formal claim with supporting evidence (<http://blsmd.uk/mbbsecform1819>) in order for the circumstances to be considered no later than 14 calendar days after the submission deadline for the relevant SSC.

If students are unsure or unclear of their options, they should contact any member of the SSC team (see page 3).

## **REGULATIONS & GUIDANCE**

You cannot drop an SSC once you have been allocated to an SSC except where you wish to self-organise giving at least 10 weeks notice.

You must attend the SSC that you have been approved to undertake. You may not attend an SSC that you were not allocated to either as any coursework that you undertake will not be marked and you will be given a fail grade.

The School will not monitor attendance of the SSC. Each SSC supervisor, as part of the assessment process, will score you on attendance. If you need to be absent from your SSC you should first discuss this with the SSC supervisor. If you need to be absent for a considerable length of time, you must inform the School via the SSC team. If you are ill and are unable to complete your SSC you must complete an extenuating circumstances form (available from QMPlus) with supporting evidence to withdraw from the SSC.

Allocation of SSCs is made on a first-come, first-served basis. The chance of getting your first choice is increased by choosing an SSC title that either offers a lot of places or is not a mainstream or popular choice, and submitting your choices early.

If you did not make a selection in the allocated selection period, you will be expected to self-organise your SSC.

If you are retaking the year, you are still required to participate in the SSC Programme. You will not be able to choose an SSC from the list the School offers and, therefore, must self-organise your SSC. If you fill in the allocation quiz your choices will be disregarded.

If you need to contact your tutor, but are unable to do so either by phone, email or in person, before your SSC is due to start, please try their secretary, School/Hospital switchboards, NHS or School SSC administration team in the Student Office.

All students are required to check their School email address regularly. We will contact you periodically to notify you of important SSC Programme information/changes. This is our main form of communication with you. Failure to do so is regarded as an issue of professionalism.

Unless you have extenuating circumstances that have been agreed with the Head of the SSC Programme and Head of Year, you will not be granted an extension.

Students must pass all SSCs each year. Failure to do so may result in the student being unable to progress to the following year. Students must pass all SSCs to be allowed to graduate.

If you fail an SSC, in the first instance you may be asked to meet with the Head of the SSC Programme to discuss the matter. In most cases you will be expected to produce an additional piece of written work in order to pass the SSC. Failing to resubmit work, or if there is no viable explanation for failing an SSC, will result in an outright fail and allocation of professionalism

points for lack of approach to learning. All resubmitted/remediated work is capped at a C grade.

All coursework needs to be submitted to QMPlus and a copy should be kept in your portfolio (electronic or hard copy). If you fail to submit all of your work to QMPlus you will fail the SSC even if you complete the SSC placement and have been graded by the tutor. Failure to submit work to your tutor will result in professionalism points.

All words, paraphrasing of others' words and copying of other people's ideas must be properly acknowledged. In particular, data downloaded from the Internet or World Wide Web must also be properly acknowledged. Failure to do so is plagiarism, and this is an examination offence, which can incur serious penalties. Accidental omission of acknowledgment is not a defence against plagiarism.

All students are required to keep a SSC Portfolio for the duration of their MBBS degree. All SSC related documentation such as assessment, forms, handbooks, etc should be kept. You may be asked to provide copies of your assessment and other documentation for examination board purposes at any time during your degree.

You may not start your self-organised SSC before it is approved. In the rare instance that the SSC is not approved, if you have undertaken the project already, it will not be graded and you will have to do another SSC. Please ensure that you submit the self-organised SSC proposal form using the online form (4 weeks prior to your SSC start date for SSCs undertaken in England, and 8 weeks prior to your SSC start date for SSCs undertaken abroad) for the Head of the SSC programme to approve and consult with the tutor.

You can work in groups to collect data but you must produce a final piece of work written independently and in your own words

At the end of the SSC, the tutor will complete a student SSC assessment form sent directly to them. This will be returned to the Student Office who will inform students of their grades.

In order to graduate students must have satisfactorily completed all SSCs.

SSCs are an integral part of the MBBS course as they allow you to study particular areas of interest not offered in the "core" subjects, which will aid you in or help you to decide on your intended career path. Those students who approach SSCs with the right attitude invariably get a lot out of them. SSCs also determine the award of merit or distinction.