

Regulations for the BSc Honours Radiotherapy and Oncology Degree

These regulations apply to students entering the programme in September 2023 and subsequent years.

These regulations are subject to St George's, University of London's General Regulations for Students and Programmes of Study and are made in accordance with paragraph 2.5 of those General Regulations.

1. Title of the Programme of Study

The title of the programme of study will be known as the undergraduate programme in Radiotherapy and Oncology. It will lead to the degree of Bachelor of Science Honours in Radiotherapy and Oncology. The degree is awarded by St George's Hospital Medical School, a constituent college of the University of London.

2. Responsible and Monitoring Committees

2.1 Responsible Committee

The Undergraduate Course Committee for Radiotherapy and Oncology within the Centre for Allied Health shall be responsible to the Quality Committee for the structure, content and delivery of the degree programme.

2.2 Monitoring Committee

The monitoring committee for Bachelor of Science Honours in Radiotherapy and Oncology will be the SGUL Quality Committee. The SGUL Quality Committee is a sub-committee of the SGUL Education Committee accountable to St. George's, University of London, Quality Assurance and Enhancement committee who in turn submit an institutional report to St Georges, University of London Senate.

2.3 Student Representation

Student representatives will be invited to attend the Undergraduate Course Committee for Radiotherapy and Oncology

3. Entrance Requirements

3.1 Age

Applicants must have attained the age of eighteen years by the commencement of the first clinical module. This is to avoid potential limitation to working practices as a result of Part II, Regulation 12, paragraph one of "The Ionising Radiations Regulations 2017", a statutory instrument of Her Majesty's Government.

3.2 Entry Requirements

The applicant must have satisfied the entry requirements of the course as specified by the admissions policy in force at the time of application.

4. Admissions Policy

The policies governing admission to the programme leading to the award of the degree B.Sc. Honours Radiotherapy and Oncology shall be formulated and kept under review by the Undergraduate Course Committee for Radiotherapy and Oncology

5. Exemptions for Students with Accredited Prior (Experiential) Learning

Applicants able to show evidence of a prior qualification, or part thereof, containing elements substantially equivalent to those within the B.Sc. Honours Degree in Radiotherapy and Oncology may be exempted from not more than one-half of the course of study and examinations leading to that degree and may be permitted to register for a minimum of one and a half academic years full time.

6. Minimum and Maximum Period of Study

Without prejudice to the provisions section 5 above, the minimum period of study required for the award of the degree shall be three academic years and the maximum period allowed to qualify for the award of the degree shall be five years. Extensions to the maximum period of study will be considered in accordance with the Procedure for Consideration for an Extension to a Maximum Period of Study ("registration period")."

7. Structure of the Programme of Study

7.1 The Academic Year

Years One, Two and Three shall comprise three terms.

7.2 The Modular System

7.2.1 The degree programme shall be delivered as a series of modules, double modules and triple modules. A module shall represent 150 hours of student endeavour and shall be awarded 15 credits; a double module shall represent a minimum of 300 hours of student endeavour and shall be awarded 30 credits and a triple module shall represent a minimum of 450 hours of student endeavour and shall be awarded 45 credits. The clinical hours contained within a module will be credited as whole hours, or part thereof, depending upon the year of study in which they are situated.

7.2.2 All modules shall be taught during a single academic year but may span one, two or three terms.

7.2.3 The current Scheme of Assessment documents should be referred to for a list of the modules and their weightings.

8. Assessment

8.1 Forms of Assessment

8.1.1 Each module shall be assessed by one or more forms of assessment. The forms of assessment for the following academic year will be approved by the SGUL Quality Committee, following consideration by the Undergraduate Course Committee for Radiotherapy and Oncology, and published in the Scheme of Assessment for that year.

8.1.2 Assessment shall take various forms. They shall include unseen written examinations, short answer (SAQs) and multiple choice questions (MCQs), single best answer items (SBAs), essays, reports, case studies, objective structured clinical examinations (OSCEs), portfolio, research project dissemination and clinical education assessments as specified in the Scheme of Assessment for that year.

8.2 Timing of Assessments

Modules will be assessed at the times specified and outlined in the current Scheme of Assessment and published in the Assessment Calendar.

8.3 Eligibility to Sit Assessments

8.3.1 Before entry to any of the assessments a student must have made satisfactory progress in the course to date. Satisfactory progress shall include: pass performance in the Bachelor of Science Honours in Radiotherapy and Oncology assessments; an acceptable level of attendance and participation in group work and other such activities; compliance with deadlines for submission of written work; an acceptable level of professional behaviour and compliance with the regulations of SGUL. Students making unsatisfactory progress may be required to undertake additional study.

8.3.2 Students' attendance, and behaviour, is closely monitored throughout the academic and clinical modules of the programme. Students with unsatisfactory attendance and/or behaviour are investigated in accordance with the Radiotherapy and Oncology Longitudinal Professional Assessment (LPA) and the overarching St George's Attendance Policy. Students who do not meet satisfactory attendance requirements or who lack aptitude for the course (following opportunity(ies) to remediate) may have his or her entry to assessments cancelled and, at the discretion of the Academic Registrar, have their registration terminated.

8.3.3 Additional eligibility to sit assessment criteria for the programme of studies or for specific modules may be introduced from time to time and will appear in the Scheme of Assessment for that year.

9 Scheme of Assessment

The Undergraduate Course Committee in Radiotherapy and Oncology shall prescribe a Scheme of Assessment for each component part of the degree course in accordance with Regulation 7 of the General Regulations for Students and Programmes of Study.

10 Progression of Students from one stage of the programme to another

The rules governing the progression of a student from one year to the next, and for eligibility for graduation, are covered in the Schemes of Assessment for that year.

Decisions regarding the progression of students will be made by the Boards of Examiners for the Bachelors of Science Honours in Radiotherapy and Oncology at the end of each year, in accordance with the scheme of assessment.

11 Re-entry to Assessments

11.1 Academic

11.1.1 Students who achieve a module mark in the fail category at the first attempt will be able to re-submit/re-sit the failed element(s) on one occasion as of right. The reassessment will normally be made by the same methods as at the first attempt. Marks obtained at the first attempt at passed elements of modules may be carried forward at the discretion of the Board of Examiners who may make special arrangements as it sees fit in cases where it is inappropriate for a candidate to be reassessed by the same methods as at the first attempt.

11.1.2 Failure at reassessment will normally lead to termination of a student's registration.

11.1.3 Notwithstanding the terms of paragraph 11.1.2 above, the Examinations Board or Discretionary Panel, as appropriate, shall have the discretion, where special circumstances are adduced, to allow a candidate a third and final attempt at any module or part thereof. Any third attempt granted would normally be undertaken on the next occasion the assessment is held.

11.1.4 Notwithstanding the terms of paragraph 11.1.2 above, the Board of Examiners shall have the discretion, where special circumstances are adduced, to allow a candidate to recommence the year of study at the end of which the failure occurred.

11.1.5 When a year of study is recommenced any marks previously achieved by the candidate (including any marks at or above the pass mark) for that year will normally be disregarded. All module assessments for the year will be attempted as if for the first time with the student in attendance.

11.1.6 When the year of study has recommenced on the recommendation of the Board of Examiners it will be as if the student is attempting the year for the first time and will include the right to a re-submission/re-sit as outlined in 11.1.1 above.

11.1.7 When the year of study has recommenced contrary to the recommendations of the Board of Examiners only one attempt at the assessments is allowed and 11.1.1 will not apply.

11.1.8 In the event of failure in a written component, work shall normally be resubmitted for consideration by the September meeting of the Board of Examiners.

11.2 Clinical

11.2.1 In the case of failure of a clinical module practical observation assessment, or competency assessment, arrangements for re-assessment will be negotiated between the Department Examiner responsible for the module, the Clinical Educator and the Visiting Academic Tutor according to the student's needs. There will normally be a maximum of two attempts at each clinical assessment.

11.2.2 Notwithstanding the terms of paragraph 11.2.1 above, the Discretionary Panel shall have the discretion, where special circumstances are adduced, to allow a candidate a third and final attempt at any module or part thereof.

11.2.3 Notwithstanding the terms of paragraph 10.2.1 above, the Board of Examiners shall have the discretion, where special circumstances are adduced, to allow a candidate to recommence the year of study at the end of which the failure occurred.

11.2.4 When a year of study is recommenced any marks previously achieved by the candidate (including any marks at or above the pass mark) for that year will normally be disregarded. All module assessments for the year will be attempted as if for the first time with the student in attendance.

11.2.5 When the year of study has recommenced on the recommendation of the Board of Examiners it will be as if the student is attempting the year for the first time and will including the right to a re-submission/re-sit as outlined in 11.2.1 above.

11.2.6 When the year of study has recommenced contrary to the recommendations of the Board of Examiners only one attempt at the assessments is allowed and 10.2.1 will not apply.

12. Award of Qualification

To be awarded the degree, Bachelor of Science Honours in Radiotherapy and Oncology a student must complete all the course requirements and must pass all module assessments (including any exemptions under section 5 above). The marks from Year Two and Year Three assessments only will contribute to the final classification of the degree in accordance with the Scheme of Assessment.

The aegrotat provisions of the General Regulations shall apply to the Bachelor of Science Honours in Radiotherapy and Oncology programme. The title of any aegrotat degree awarded shall be amended to Bachelor of Science Radiotherapy and Oncology Studies in order that eligibility to practise is not conferred or implied.

13. Classification of Honours

The degree of Bachelor of Science Honours in Radiotherapy and Oncology may be awarded with First, Upper Second, Lower Second or Third Class honours. The classification of the degree will be awarded in accordance with the Scheme of Assessment for that year.

The aegrotat degree of Bachelor of Science in Radiotherapy and Oncology will be awarded without classification in keeping with General Regulation 16.1.

14. Date of Award

The date of the Board of Examiners meeting will be the date the award is conferred.

15. Course Document

16. Constitution of the Board of Examiners

16.1 Appointment and Accountability

16.1.1 The Board of Examiners for the Bachelors of Science Honours in Radiotherapy and Oncology is appointed by Senate for each academic year (starting 1 October) to conduct examinations for that degree at St George's, University of London in accordance with the Regulations and the Schemes of Assessment for that course.

16.2 Membership

The Board shall consist of:

- a) A Chair who shall be an Internal Examiner and not the course director.
- b) At least two further Internal Examiners, one of which should be the course director.
- c) One External Examiners who shall be registered to the relevant part of the HCPC register.
- d) The Principal and their nominee shall be ex officio members.

16.3 Appointment of the Board

16.3.1 Senate shall approve the membership of the Board of Examiners, including the Chair of the Board, on an annual basis.

16.3.2 In April of each year the Secretary and Academic Registrar shall invite the Dean of the Faculty of Health, Social Care and Education, acting on the advice of the Undergraduate Course Committee for Radiotherapy and Oncology, to nominate Internal Examiners and External Examiners for the coming academic year.

16.3.3 To be eligible for nomination as an Internal Examiner, a person must be a member of the academic staff of St George's, University of London or hold an honorary academic appointment with the institution.

16.3.4 To be eligible for nomination as an External Examiner, a person must meet the eligibility criteria set down in the St George's, University of London Quality Manual and be a member of the academic staff of another institution and normally have at least three years' experience of examining. Nominations as External Examiners should not be made unless it has first been ascertained that they are in principle willing and able to serve. An External Examiner may not serve on the Board for more than four consecutive years and after retiring from membership shall not be eligible to serve again until a period of five years shall have elapsed.

16.3.5 The complete list of the nominated Board shall be forwarded by the Secretary and Academic Registrar (or nominee) to Senate for appointment.

16.3.6 Following confirmation by Senate, letters of appointment shall be sent by the Secretary and Academic Registrar (or nominee) to External Examiners, with the relevant Scheme(s) of Assessment, dates of examinations, and advice as to the duties of examiners.

16.4 Duties of examiners and conduct of examinations.

16.4.1 The General Regulations for Students and Programmes of Study of St George's, University of London, the Quality Manual and the Schemes of Assessment for each stage of the degree, detail the duties of examiners and the rules for the conduct of the examinations.

16.4.2 Assessors may be appointed by the Chair of the Board to assist with the setting of examinations or the marking of candidates' work. Assessors need not be members of staff of the Department and are not members of the Board but shall be invited to meetings of the Board where they may speak but not vote.

16.5 Meetings of the Board

16.5.1 Where a Scheme of Assessment provides for provisional results and the determination of borderline oral examinations, a meeting of the Board shall be held for this purpose.

16.5.2 At the conclusion of examinations for each stage, the Board shall meet to determine the results for that stage. These meetings shall be chaired by the Chair of the Board or, in his or her unavoidable absence, by the nominee of the Principal.

16.5.3 Except in the most extreme situations (e.g. in an emergency where the results of an examination are likely to be seriously prejudiced) the Board is not empowered to alter examination protocols including Schemes of Assessment but only to recommend amendment to the Undergraduate Course Committee in Radiotherapy and Oncology and Senate.

16.5.4 Any emergency amendments to procedures will be reported to Senate.

17. General regulations

In addition to the course specific regulations above students registered on the Bachelor of Science Honours in Radiotherapy and Oncology will be bound by the current "General Regulations for Students and Programmes of Study" as published by St. George's, University of London.