



Subject:
Grading and Graduation Requirements: School of Medicine

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PURPOSE

Students are required to maintain a satisfactory academic record and to meet the obligations of the courses in which they are enrolled. Students who fail to do so will be reviewed by the MBBS/MGHD Academic Council and relevant course faculty and staff. Students are responsible for knowing the grading and graduation requirements that apply to their candidacy for the MBBS/MGHD program. Final approval of student performance is the mandate of the UGHE Academic Commission.

SCOPE

This policy applies to all courses in the MBBS/MGHD program in the School of Medicine.

Summary of Integrated Programmes

The MBBS/MGHD is being offered as an integrated degree programme, in compliance with the Rwandan National Qualifications Framework guidelines on integrated degrees. Students will be granted the bachelor's-level MBBS degree first, but there are 40 credits of content that count towards the MGHD as students work through the MBBS and a mentored internship. As a result, students complete the remaining credits of Level 6 MGHD modules to earn that degree after they become eligible for master's-level course work. Hence, at the completion of the MBBS/MGHD program, each trainee will complete 811 credits of course work; exactly 180 credits of this count towards the MGHD.

Degrees Awarded

Students will receive the MBBS degree before they enter their mandatory one-year internships supervised by the Rwanda Medical and Dental Council. After they complete their internships and are licensed as general practitioners, they will return to UGHE to complete the remaining MGHD modules and receive the MGHD degree. Students **will not be permitted** to receive *only* the MGHD degree through the MBBS/MGHD integrated programme, because some MGHD content is integrated throughout the entire program.

PROCEDURE

MBBS Grading

Letter grades for bachelor's-level modules (levels 1 through 5) shall be awarded based on the points earned out of 100%, and they will be converted into a fixed Grade Point Average (GPA) scale, as described in the table below.



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Raw Mark Interval (out of 100%)	Grade Point Average	Letter Grade	Status Description
95-100	4.0	A+	Excellent
85-94.9	4.0	A	
79-84.9	3.5	B+	Very Good
70-78.9	3.0	B	
65-69.9	2.5	C+	Satisfactory
60-64.9	2.0	C	
55-59.9	1.5	D+	Fail
50-54.9	1.0	D	
< 49.9	0	F	Fail

Cumulative GPA (CGPA) for the MBBS degree shall be computed by calculating a credit-weighted average of GPAs in individual modules. Therefore, courses offered for more credits will be weighted more heavily in the CGPA.

Master's-level course work (level 6) shall be scored according to the grading criteria already established for the accredited, stand-alone MGHD programme (refer to policy AQP-001). Students' CGPA for the MGHD degree itself shall be calculated based upon level 6 course work only.

All students are required to maintain satisfactory academic records and to meet the obligations of the courses in which they are enrolled.

Courses & Graduation Requirements

Standards for Marking Courses and Repeating Assessments or Courses

A student's final grade in each module shall be computed based on a balance of progressive assessments, a final written examination, an oral examination, and practical examinations where applicable. The format by which the completion of each module is assessed will be outlined in the syllabus. Status determination shall occur at the end of each semester in the Preparatory and Biosocial Foundations Phases of the curriculum and at the end of each year during the rest of the training.



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Progress from year to year will be determined by assessment of students in each module. In addition, the progress of final year medical students to the Government of Rwanda-facilitated internship shall be determined by their end attachment examination (internal examination) and a qualification examination known as the exit examination. The exit examination shall consist of a written examination and a clinical examination (described in detail below).

The grading criteria and specifications for scoring of individual modules are included in the detailed module descriptions that are provided at the end of this document. The MGHD is offered as part of an integrated programme; assessment of MGHD coursework shall follow the individual descriptions and grading criteria prescribed in module descriptions, just as in courses offered for the MBBS degree. Although MGHD coursework is integrated into this programme, in no case will this allow for students being granted the integrated MBBS/MGHD degrees to be held to a different standard than students engaging in the stand-alone MGHD degree.

MBBS/MGHD Graduation Requirements

Below are the requirements for promotion and graduation. Cases in which a student violates one or more of these requirements will be reviewed by the School of Medicine Academic Council.

- For all MBBS-credit modules in this curriculum, the required grade for progression shall be “C” (GPA \geq 2.0).
- “Remedial examination” shall mean an examination that is offered to a student in good academic standing (CGPA \geq 2.0) but who obtained “D+,” “D” and/or “F” scores in a specific module.
- In modules where a final project or paper is a significant percentage of the final score, the remedial examination may include a new project or paper.
- Students shall be allowed to take a remedial examination only once for any given module.
- Any student with a CGPA between 1.75 and 1.99 who fails to achieve a passing grade shall repeat the module(s) which the student failed.
- A student is allowed to repeat any given module only once during the programme, except in exceptional circumstances, in which case repeating the module must be approved by the MBBS/MGHD Academic Council.
- Any student who achieves a CGPA between 1.5 and 1.74 in a given year at the end of the year shall repeat the whole year.
- Any student who fails to score a CGPA of 1.5 or higher in a given year shall be dismissed from the programme.

The following rules shall apply to students during the Preparatory Phase modules:

- In the preparatory phase, a student can be allowed to progress to the second semester and take a remedial examination in modules where he/she has scored a “D+,” “D,” or “F” only if the semester GPA \geq 1.75.
- In this phase, if the GPA is $<$ 1.75, he/she will be dismissed and may be readmitted the following year to take the modules again, pending review by the MBBS/MGHD Academic Council. The student, by no means, shall be allowed to enter the second semester courses without correcting failing grades.



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The following rules shall apply to students in the Biosocial Foundations of Medicine Phase:

- At the end of each semester, if a student fails in one major module (defined as a module with value more than 12 credits), the student shall be allowed to register for the next semester/year, and a remedial examination shall be given within four weeks of the beginning of the next semester. If the student fails to pass the remedial exam, he/she shall repeat the module during the following year, hence repeating the whole year. In very select cases, if the student is close to a passing grade, s/he may undergo intensive remedial independent study under the direct supervision of the lead instructor on the module. This remediation must be approved by the School of Medicine Academic Council. This independent study must have an assessment that is deemed equivalent to the original module.
- If a student fails in two major modules in a semester, the student shall be allowed to take remedial examination only if she or he is in good academic standing in that semester. Otherwise, he/she shall repeat the modules in the coming year, hence repeating the whole year.
- Failure in three major modules is grounds for academic dismissal. The student may be readmitted the following year and repeat the whole semester during the following year.

The following rules shall apply to students in the Clinical and Health Delivery Phase:

- Students must score a minimum of “C” in all core rotations (Internal Medicine I, Obstetrics and Gynecology I, Surgery I, and Pediatrics I) before they will be allowed to begin specialty rotations.
- Students must also score a minimum of “C” in all core rotations prior to beginning their advanced core rotations (Internal Medicine II, Obstetrics and Gynecology II, Surgery II, Pediatrics II).
- Students who score a “D+” or below in only one core rotation or two specialty rotations will be allowed to undergo remedial examination provided their academic standing permits. Remedial examination must occur prior to the completion of the subsequent rotation, but will be scheduled at the initiative of the student and at the discretion of rotation directors. The grade shall be revised according to performance on the remedial examination.
- Students who fail in remedial examinations will be required to repeat the whole rotation prior to advancing to the next level.
- Students who score a “D+” or below in more than two specialty rotations or more than one core rotation, as well as students who score an “F” in any rotation, will automatically be required to repeat those rotations before advancing to the next level.
- Students who have passed clinical rotations, but who are flagged by the faculty and staff for issues with their performance and/or professionalism may be assigned remedial work at the discretion of the MBBS/MGHD Academic Council. Remediation may include repeating rotations or course work.

At the end of the final year of the medical programme, students will sit for an Exit Examination.

- Only students who have achieved a score of “C” or above in all of their rotations (core, specialty, and advanced) will be eligible to sit for the exit exam.



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- The exit exam shall be overseen by external examiners.
- The exit exam will be a comprehensive assessment of all the four core and advanced rotations (Internal Medicine, Pediatrics, Surgery, and Obstetrics and Gynecology).
- Selected specialty rotations will also be integrated into the Exit Examination.
- All of these areas will be comprehensively assessed in two major components:
 - A cumulative written exam, administered first. The written exam constitutes 40% of the exit exam score.
 - A cumulative clinical exam, administered after the written exam. This constitutes 60% of the exit exam score.
- The pass rate for the exit exam as a whole shall be 70%.
- UGHE will use the following procedure for remediation:
 - Students who fail the exit exam and achieve less than 70% on either the clinical or the written exam may sit for a single remedial examination, repeating only the portion of the exam (written or clinical) on which they scored less than 70%.
 - The content of the remedial exam may differ from the original exam, but must be equally rigorous.
- Students who fail the exit exam and achieve less than 70% on both the clinical and the written exam will be assigned a personalized remediation plan and spend additional time at UGHE completing remedial training. The remediation plan will specify when the student can repeat the exit exam.
- Students may repeat the full exit exam up to three times, with remediation as described above. Students who fail the exam three times in a row, will be dismissed from the programme.

All candidates for the MGHG degree must complete all MGHG courses obtaining at least 70% in each course and a cumulative average of at least 70% in all of the courses in order to fulfill the academic performance requirements to remain academically eligible for graduation. Students who fail to do so will be reviewed by the School of Medicine Academic Council.

Consequences

If a student does not earn the minimum grade required for each course, his/her situation will be reviewed by the School of Medicine Academic Council. The Academic Council may determine that the student must retake the course in order to continue in the program. A student may be given the opportunity to retake a failed course only once. If the student does not successfully pass the course on the second attempt, s/he will be expelled from the program.

RESPONSIBILITY

MBBS/MGHG students are responsible for fulfilling the academic requirements outlined in this policy. The School of Medicine Academic Council and relevant course faculty and staff are responsible for reviewing cases in which students do not fulfill these academic requirements. The Program Director, MBBS/MGHG is responsible for receiving and replying to any questions or concerns related to this policy.




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REVISION/REPLACING

This updated policy is effective as of August 1, 2020 and will be subject to a review in August 2022.

MATERIALS/DOCUMENTATIONS

Not applicable

Approved by: Prof Abebe Bekele	Signed: <i>Abebe Bekele</i>	Date: September 8, 2020	
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