

## **ST GEORGE'S, UNIVERSITY OF LONDON**

### **Regulations for the BSc (Honours) Degree Occupational Therapy**

#### **1. Degree Title**

This degree is titled Bachelor of Science (Honours) Occupational Therapy. 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 Occupational Therapy within the Faculty of Health, Social Care and Education shall be responsible to the Faculty Quality Committee for the structure, content, and delivery of the degree programme.

##### **2.2 Monitoring Committee**

The monitoring committee for Bachelor of Science (Honours) Occupational Therapy will be the Faculty Quality Committee. The Faculty Quality Committee is a subcommittee of the Faculty 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 Occupational Therapy.

#### **3. Entrance Requirements**

##### **3.1 Age**

Applicants must have attained the age of eighteen years by the commencement of the first clinical module.

##### **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.

##### **3.3 English Language**

If English is not the applicant's first language, evidence of proficiency must be provided. If other academic qualifications are not deemed as sufficient evidence. The applicant must pass the International English Language Testing System (IELTS) with 7.0 overall and 7.0 in the Written and Speaking Element and a minimum of 6.5 in the reading and listening element.

##### **3.4 Non-academic requirements**

###### **3.4.1 Occupational Health**

Candidates accepted onto healthcare courses are required to pass occupational health screening. When admitting candidates to study and practise as a health practitioner, St George's University of London has an obligation to both the patients they will encounter and to the individual student. Candidates who are concerned about a health issue are strongly advised to contact the Occupational Health Team at St George's prior to applying. All offers of places at St George's/Kingston University are made subject to satisfactory health clearance and an agreement to undergo appropriate blood tests and immunisations.

### 3.4.2

All candidates will be asked to be immunised against Hepatitis B for personal safety. If an offer is made to by the programme team, a confidential health questionnaire and further information about the process of screening for Hepatitis B will be sent. Occupational Health will provide and pay for vaccination to those who are not immunised or have not completed their Hepatitis B vaccination.

### 3.5 Disclosure and Barring Service (DBS)

As this course will include work with children and vulnerable adults, all applicants will be required to have an enhanced DBS disclosure. More information about this process will be sent to applicants as part of the Admissions process.

## 4. Admissions Policy

The policies governing admission to the programme leading to the award of the degree Bachelor of Science (Honours) Occupational Therapy shall be formulated and kept under review by the Undergraduate Course Committee for Occupational Therapy. This Admissions Policy shall be made in accordance with St George's Equal Opportunities Policy and Statement on Students with Disabilities.

## 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 Bachelor of Science (Honours) Occupational Therapy 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 two 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. Course design and content

### 7.1 The Academic Year

Years One, Two and Three shall comprise three terms.

### 7.2 The Modular System

Years One, Two and Three of the degree programme shall be delivered as a series of modules, which have a 15 or 30 credit rating. All modules shall be taught during a single academic year. Proposals for

new modules will be considered for approval by the Course Committee, which will recommend any changes to the Validation Committee for final approval.

All modules must be passed before progression to the next academic year.

### 7.3 Course Modules

#### 7.3.1 Year One (120 credits at Level 4)

All modules are compulsory

Essentials for Allied Health Professionals – 30 credits

Factors Influencing Professional Practice – 30 credits

Theory and Practice of Occupational Therapy 1 – 30 credits

Understanding and Reviewing the Evidence Base – 15 credits

Practice Placement 1 – 15 credits

#### 7.3.2 Year Two (120 credits at Level 5)

All modules are compulsory

Analysing the Evidence Base – 15 credits

Occupations in Context – 30 credits

Human Occupation across the Lifespan – 30 credits

Theory and Practice of Occupational Therapy 2 – 30 credits

Practice Placement 2 – 15 credits

#### 7.3.3 Year Three (120 credits at Level 6)

Contributing to the Evidence Base – 30 credits

Practice Placement 3 – 15 credits

Practice Placement 4 – 15 credits

Advancing Occupational Therapy Practice – 30 credits

Reflection and Leadership in Occupational Therapy – 30 credits

All modules are compulsory, including practice placement.

## 8. Assessment

### 8.1 Forms of Assessment

Assessment may take various forms. Written examinations may include single best answer questions. In addition, there will be written assignments, portfolio, ethical debate, practical

examination, simulated scenario, presentations, and a research project. Module assessments take place after each module has ended.

Practice placements are assessed by practice educators in practice settings using documentation and guidance provided by the University.

## **9. Scheme of Assessment**

The Undergraduate Course Committee for Occupational Therapy 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. Rules for progression**

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. Decisions regarding the progression of students will be made by the Boards of Examiners for the Bachelor of Science (Honours) Occupational Therapy at the end of each year, in accordance with the scheme of assessment.

## **11 Re-entry to Assessments**

### **11.1 Academic/University-based assessments**

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 only. The reassessment will normally be made by the same methods as at the first attempt. Marks for resubmissions will be capped at 40%.

11.1.2 A student who fails at first re-entry to examinations will normally have their registration on the course terminated but will be eligible to be considered for a discretionary third attempt at failed assessments, in accordance with the relevant Scheme of Assessment and the Procedure for consideration for a final discretionary attempt at an assessment, as approved by Senate. Under this procedure, Boards of Examiners will have the authority to approve a discretionary third attempt if a candidate meets programme-specific fast-track criteria. For candidates who do not satisfy the programme-specific fast-track criteria, a Discretionary Panel of Senate will consider the student's application for a discretionary third attempt. Detailed information about process and timescales is published on the Student Affairs section on the SGUL Website.

11.1.3 A student will be permitted to undertake a discretionary third attempt at assessments on only ONE occasion on the programme.

### **11.2 Practice placement assessments**

11.2.1 Practice placements assessments are assessed by practice educators in the practice setting.

11.2.2 Students who do not pass their placement at the first attempt will be able to re-submit/re-sit the failed placement on one occasion only. Marks for resitting a placement will be capped at 40%.

11.2.3 The Royal College of Occupational Therapists (2019) has specific standards relative to the resitting of assessments which can be found [here](#). Standard 6.4.1 specifies 'Learners who fail a

practice-based learning component on substantiated grounds of fitness to practice concerns must be denied a retrieval attempt’.

## **12. Award of the Degree**

### **12. 1 Award of Qualification**

To be awarded the degree Bachelor of Science (Honours) Occupational Therapy, a students must complete all the course requirements and must pass all module and practice-based assessments. Students must accrue a minimum of 1000 hours of practice placements assessments as this is a professional body requirement of the Royal College of Occupational Therapists.

## **13. Classification of Honours**

The marks from Year Two and Year Three assessments will contribute to the final classification of the degree in accordance with the Scheme of Assessment: First, Upper Second, Lower Second or Third.

## **14. Award of an Aegrotat Degree**

The aegrotat provisions of the General Regulations shall apply to the Bachelor of Science (Honours) Occupational Therapy programme. The title of any aegrotat degree awarded shall be amended to Bachelor of Science (Honours) in Applied Health Studies in order that eligibility to practice is not conferred or implied.

## **15. Certificate or Diploma qualifications**

15. 1 Qualifications at certificate and diploma level shall be available to students who have successfully completed some parts of the programme of study, as set out in the paragraphs below, but who are not continuing registration for the Bachelor of Science (Honours) Occupational Therapy programme or any other degree award at St George’s. The award of these qualifications shall be considered by the Board of Examiners on the recommendation of the Course Director.

15.2 An Undergraduate Certificate in Applied Health Studies may be awarded to students who have successfully completed Year One of the Occupational Therapy degree programme (120 credits at Level 4).

15.3 An Undergraduate Diploma in Applied Health Studies may be awarded to students who have successfully competed Years One and Two of the Occupational Therapy degree programme (120 credits at Level 4, and 120 credits at Level 5).

15.4 The awards referred to in this section shall be made by St George’s Hospital Medical School, a constituent college of the University of London, and shall not be classified.

## **16. Date of the Award**

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

## **17. Course syllabus**

A detailed syllabus for each component part of the degree course shall be prescribed by the Undergraduate Course Committee for Occupational Therapy and shall be published on Canvas.

## **18. Constitution of the Board of Examiners**

### Appointment and Accountability

18.1 The Board of Examiners for the Bachelor of Science (Honours) Occupational Therapy is appointed by the Senate for each academic year (starting 1 October) to conduct examinations for that degree at St George's in accordance with the Regulations and the Schemes of Assessment for that course.

18.2 The Board of Examiners shall make reports to SGUL's Senate, through the Academic Registrar, after the conclusion of examinations for each stage of the degree course.

18.3 Membership of the Board of Examiners shall consist of:

- a. A Chair who shall be an Internal Examiner
- b. At least two further Internal Examiners
- c. At least two External Examiners

### **18.4 Appointment of the Board of Examiners**

In October of each year the Principal, acting on the advice of the Undergraduate Course Committee for Occupational Therapy, shall nominate the Chair and Deputy Chair of the Board. To be eligible for nomination, a person must be a member of the academic staff of SGUL and have at least three years' experience of examining. These nominations shall be confirmed by the Senate in April.

18.5 In October of each year the Academic Registrar shall invite the Undergraduate Course Committee for Occupational Therapy to nominate Internal Examiners and External Examiners for the coming academic year.

18.6 To be eligible for nomination as an Internal Examiner, a person must be a member of the academic staff of SGUL.

18.7 To be eligible for nomination as an External Examiner, a person must be a member of the occupational therapy, academic staff of another University. and must have at least three years' experience of examining within their own institution. 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 two years shall have elapsed.

18.8 The complete list of the nominated Board shall be forwarded by the Academic Registrar to the Senate in the Autumn term for appointment.

18.9 Following confirmation by the Senate, letters of appointment shall be sent by the Academic Registrar to all members of the Board, with the relevant Scheme(s) of Assessment, Instructions for Marking, dates of examinations, and advice as to the duties of examiners.

#### 18.10 Duties of examiners

The General Regulations for Students and Programmes of Study of SGUL, 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. Assessors may be appointed by the Chair of the Board to assist with the setting of examinations or the marking of candidates' work.

#### 18.11 Meetings of the Examination Board

At the conclusion of assessments for each stage, The Board of Examiners will meet to determine the results for that stage. These meetings shall be chaired by the Chair of the Board or, in their unavoidable absence, by the nominee of the Principal.

18.12 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 for Occupational Therapy and Senate.

18.13 Any emergency amendments to procedures will be reported to the Senate.