

## Guidance for completing the Medical School qualification review form (MSQR1)

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## Introduction

- 1 This guidance is provided to assist institutions in completing the [Medical School Qualification Review form](#). This form is for institutions to request a GMC review of the acceptability of their primary medical qualification against our new criteria for acceptable overseas qualifications, which will come into effect on 1 September 2017.
- 2 You should only complete this review form if:
  - you believe that your institutions primary medical qualification is compliant with **all** of the new criteria,
  - and,**
  - you can provide us with evidence that demonstrates that your primary medical qualification is compliant.
- 3 Failure to provide the details and evidence listed in the form will delay our review of your primary medical qualification.
- 4 When you submit your form, we will e-mail you to confirm that this has been received. We will then undertake our review, and we ask you to be patient while waiting for our decision. Please do not resend the form and evidence if you have not yet heard back from us. We will inform you of the outcome of the formal review before the new criteria come into effect.

### Provision of evidence

- 5 You are asked to supply evidence to demonstrate your compliance with the new criteria at various points in the form. You should indicate on the form that the evidence has been provided, and send this to us with your completed form. If we have indicated that you must provide a specific type of evidence, then we will only accept evidence in that format.
- 6 Please send your evidence in a zip-file, attached to the e-mail in which you submit your form. It may help us to undertake your review faster if the file-names of your evidence clearly indicate what they are providing evidence of. We have provided a template at Annex B of the form in which you can list all of the evidence you have provided, and indicate to which question on the form the evidence relates. See Annex B - Evidence reference table: Medical School qualification review form (MSQR1).

### Translations

- 7 All evidence must be provided in English. For every document that is not in English, you must provide:

- The document in its original language
  - A complete and accurate translation into English.
- 8** We only accept translations from:
- Court or council appointed translators
  - Reputable commercial translation services.
- 9** You can [read more guidance on translations](#) on our website.

## **Section 1 - Contact details of the institution awarding the primary medical qualification**

- 10** You must provide the address and contact details of the awarding body of the primary medical qualification (PMQ).
- 11** You must provide sufficient contact details to allow us to verify the qualifications you have issued. If you do not provide sufficient contact details to enable us to get a response to our enquiries we will have no choice but to close our review of the acceptability of your primary medical qualification.
- 12** If your institution has changed its name and/or address at any point in the last 10 years, you must provide us with the previous name(s) and address(s).
- 13** If you are providing multiple changes of address please include the additional information in the 'supplementary information' section at the end of the form, or as a separate, clearly labelled, document with the rest of your evidence.

## **Section 2 - The Primary Medical Qualification (PMQ)**

### **2.1 Title(s) of the Primary Medical Qualification (PMQ) awarded**

- 14** Please tell us the title of the PMQ awarded by your institution, as it appears on the PMQ certificate. For example: Bachelor of Medicine and Bachelor of Surgery (MBBS), or Doctor of Medicine (MD).

### **2.2 Previous title(s) of the PMQ awarded**

- 15** If the title of the qualification you award has changed within the last ten years, please provide details of what the previous title was, and confirm the year in which the title of the qualification awarded changed.

## **2.3 Date when the programme of study leading to the award of this primary medical qualification was introduced at your institution**

- 16** –This should be the date of the beginning of the first academic year in which students could embark on the programme of study leading to the award of this PMQ. For example if you agreed the programme in March 2009, the first students started the course in September 2010, and the first PMQ was awarded in August 2015, you should put September 2010).

## **2.4 Copy of the current PMQ certificate awarded**

- 17** Please provide a copy of the current PMQ certificate that is awarded when a doctor has successfully completed their PMQ. This should be a blank or redacted certificate.
- 18** If your certificate has changed in the last 10 years, please provide a sample of the previous certificate(s) as well.

## **2.5 Outline of the full programme of study/curriculum of the PMQ**

- 19** You should use the template in Annex A to provide us with full details of the curriculum/programme of study which leads to the award of the primary medical qualification. The evidence you provide must include the following information in relation for each module/course component:

- the title
- its length in clock hours (see para 26 for definition of clock hours)
- in which semester and year of the programme the module sits
- whether it is a core, or elective module/course component
- location (eg at which campus is the module delivered)

- 20** You should ensure that the curriculum/programme of study explains the requirements for and scheduling of:

- any required clinical clerkships/rotations (see Section 5: The clinical rotations undertaken as part of the PMQ, for further information we require in relation to clinical clerkships)
- the undergraduate internship, if this forms part of the primary medical qualification (see paragraph 47, on the information you are required to provide about the internship)

## 2.6 Is your institution listed in the Word Directory of Medical Schools?

- 21 You can check if your school is listed by visiting the [World Directory of Medical Schools website](#).

## 2.7 Is the PMQ wholly in allopathic medicine?

- 22 You should provide details of any parts of the curriculum/programme which you think might not be defined as allopathic medicine. If your PMQ includes any modules not in allopathic medicine you should provide us with details, even if these are elective modules.
- 23 Allopathic medicine refers to the practice of traditional or conventional Western medicine. The term allopathic medicine is most often used to contrast conventional medicine with alternative/complementary medicine, traditional Chinese medicine, Ayurvedic medicine or homeopathy.
- 24 The following are examples of allopathic medicine modules:
- general biology
  - chemistry
  - anatomy
  - physiology
- 25 The below modules are examples of modules which are not allopathic medicine. This is not an exhaustive list:
- traditional Chinese medicine (TCM)
  - physiology of the chakras
  - herbology
  - diagnostics
  - 'elemental medicine'
  - non-medicine subjects (such as social history, physical education or languages)

## 2.8 The standard length of your institution's PMQ course

- 26 You should provide the following information about the standard length of your institution's PMQ course:

- a** The number of academic years it would take a full-time student to complete the course without any breaks in their study.
- b** The length of your institutions PMQ course in clock hours.
  - A clock hour is defined as the time spent at medical school in lectures and completing laboratory work. It does not include any self-directed study or distance learning. Also included is time spent completing practical work as part of clinical rotations or pre-graduate internships.
- c** You are also asked to confirm the minimum attendance that a medical student must have before they can be eligible for graduation. This is to confirm what, if any, limit your institution sets on the amount of the PMQ course a student can miss (for example due to illness, and/or absence) and still graduate. Please confirm the minimum number of clock hours that a student must attend.

## Section 3: Studying at twinned Medical Schools and other campus locations of your medical school

### 3.1 Does your institutions PMQ involve study in multiple institutions/campuses/countries?

- 27** You will need to tell us if your institution's PMQ course involves studying:
- a** at more than one institution
  - b** in a country other than the awarding body country
  - c** in a different Medical School as part of a recognised twinning arrangement
  - d** in other campuses of your University/medical School (not as part of a twinning arrangement)
- 28** If studying for your institutions PMQ includes more than two locations, please provide the additional details in the 'Supplementary information' section at the end of the form.
- 29** You will need to provide, for each different institution/country/medical school/campus:
- contact details for each location
  - total clock hours studied at each location
  - information about the agreement for delivery of the PMQ across split-sites (as described at paragraph30).

- 30** If there is a formal contract/agreement between the Medical Schools/campuses/institutions/countries it would be helpful to see a copy of this.
- 31** If your institution's PMQ involves studying at, or in, multiple institutions/countries/medical schools/campus' you must provide evidence which describes the agreement between the locations about delivery of the PMQ. This must include the following information:
- Which institution/country/medical school is responsible for the running of the programme and for its quality assurance?
  - In what year was the arrangement recognised?
  - Who issues the primary medical qualification (is it one institution or is it jointly issued)? If there is variation in who issues the PMQ, how is that decision made (eg is it the students choice or is it determined by the year in which the student's PMQ issued)?

## Section 4: Course transfer arrangements

### 4.1 Does your institution accept students transferring from courses at other institutions?

- 32** You must tell us whether or not you accept students transferring onto your PMQ course from:
- PMQ courses at other institutions
  - Other (non-PMQ) courses at your institution, or any other institution.

### 4.2 Describe what you considered, and in what situations, you accept transfer students

- 33** If you have a formal policy on the circumstances in which you accept transfer students and your requirements please provide a copy of this.
- 34** If you accept transfers from PMQ courses at other institutions, you must provide details of the circumstances in which you accept transfers. You must explain:
- the factors you would take into account when considering a student's request to transfer onto your course from another PMQ course
  - any requirements and/or restrictions your institution sets in relation to transfer students from another PMQ course.



- 35** Some examples of course transfer scenarios and requirements, which may or may not be acceptable to your institution, are provided below. This is not an exhaustive list, there may be other scenarios and/or requirements that your institution considers.

**Example A:** A student completed three years of a PMQ course in their home country. They have moved to another country because their family have relocated there, and wish to transfer into the fourth year of a PMQ course in the new country. The new School asks for evidence that the student successfully completed their third year of the previous PMQ course.

**Example B:** A student failed the final year of their PMQ course. They apply to retake their final year at another Medical School within the same country, because they were unhappy with their teaching at the previous School. The new School asks to see evidence of the credits that the student is seeking to transfer from the previous PMQ course, and insists that the student resits the entire final year at their School.

**Example C:** A refugee student has been forced to move to a new country, following the break-out of a war. The student was in their second year of study for a PMQ when they were forced to leave their country. The student wishes to enter the second year of a PMQ course in the new country. The student provides evidence of the credits undertaken in their first year.

**Example D:** A student has attended two previous medical schools in other countries, and is seeking to enrol in the fifth, and final, year of a medical school in a third country. The new School ask how long they were at each previous school and their reasons for leaving. The student says that they studied at the first school for two years, and at the second school for another two years. The student says that they left both Schools for personal reasons. The new School asks to see evidence of the credits that the student is seeking to transfer from the most recent PMQ course.

- 36** You must also confirm whether or not your institution accepts students transferring onto your PMQ course from any course other than a PMQ. For example this might include students transferring from courses in bio-sciences, and foundation or pre-medical courses.

**37** Please provide further details, including:

- In which non-PMQ subjects you would accept transfers into your institutions PMQ course?
- Into which year of the PMQ course would a student transferring from a non-PMQ course enter?
- Do you accept transfers in non-PMQ subjects studied at your institution / from other institutions / from both?
- Are there any further requirements you apply to students transferring into the PMQ course from a non-PMQ course?

## **Section 5: The clinical rotations undertaken as part of the PMQ**

### **5.1 (a) Are clinical rotations/clerkships undertaken as part of your institutions PMQ programme of work?**

**38** Clinical rotations (sometimes called clinical clerkships) are a series of clinical placements which provide a structured period of experience and learning across a range of specialties/areas of practice. A clinical placement can be defined as any arrangement in which a medical student is present in an environment that provides healthcare or related services to patients or the public. Placements can take place in healthcare or social care settings. Students can be actively involved in patient care or they can be observing health or social care processes.

**39** If clinical rotations/clerkships are undertaken as part of your institutions PMQ, you must ensure that these are reflected in the course outline information you provide in Annex A of the form.

### **5.1 (b) Does your medical school approve and oversee all clinical rotations/clerkships?**

**40** You must explain which of the clinical rotations/clerkships that form part of the PMQ your institution approves and/or oversees.

**41** You should provide evidence to explain the arrangements for your institutions' approval and oversight of the clinical rotations. This evidence might include, for example:

- Information on who is responsible for arranging clinical placements (your institution; another institution/country/campus/medical school; students; or placement providers).

- Approved list of rotation hospitals/ placement locations and specialty areas/areas of practice in which students can undertake rotations and/or internships.
- Formal, written agreements with providers of clinical placements.
- Information on how the clinical rotations/clerkships contribute to the overall programme of study
- Processes in place to ensure that the placements provide students with appropriate clinical experience, such as: process for end of placement sign-off of student experience within each placement; learning objectives for each placement; and/or systems and processes to monitor the learning opportunities on placements.

### **5.1 (c) Do the clinical rotations/clerkships include exposure to both medicine and surgery?**

- 42** As a broad indication of what constitutes medicine, please refer to the list of the specialty areas which constitute medicine in the UK on our website under the [list of specialties of the Joint Royal Colleges of Physicians Training Board](#).
- 43** As a broad indication of what constitutes surgery, please refer to the list of the specialty areas which constitute medicine in the UK on our website under the [list of specialties of the Joint Committee on Surgical Training](#).

### **5.1 (d) How many clock hours of clinical rotations /clerkships do students undertake in total as part of their PMQ?**

- 44** You must confirm how many clock hours of clinical rotations are undertaken by students in total as part of their PMQ.

### **5.3 Does the PMQ also include an undergraduate internship as part of the programme?**

- 45** An undergraduate internship is a period of clinical experience that provides an acceptable foundation for future practice as a fully registered and licensed medical practitioner. Internships should include active medical practice with direct patient contact, rather than periods of observation (such as clinical attachments, shadowing, observerships and clerkships).
- 46** Please note that postgraduate internships are not counted towards PMQ.
- 47** You must clearly explain how the internship is separate from the clinical rotations, and clearly distinguish how many clock hours of the PMQ total are compiled by each.

## Declaration

- 48 The form must be signed by the Dean of the Medical School awarding the PMQ.
- 49 You must stamp the final page of the form with a stamp of the awarding body.

## Supplementary Information

- 50 This section of the form should be used if you need more space to answer any of the questions in the form. Please state clearly which question your answer relates to.

## Annex A

- 51 You should use the template at Annex A to provide a full outline of the programme of study/curriculum for the PMQ.
- 52 You should complete the template in full, including details of clinical clerkships/rotations if these form part of your institutions primary medical qualification.
- 53 If your institution's PMQ involves study in multiple institutions / countries / medical schools / campuses, you should specify at which location the student is based for each module you list.

## Annex B

- 54 It would help speed up our review of your form, if you list all of the evidence you are providing to support the review of your PMQ in the table at Annex B.
- 55 Please follow the steps below when labelling your evidence and filling in the table, to ensure that the purpose of each piece of evidence is clear:
  - Number each file, and include this number in the file name of the document.
  - Ensure that you give each document a unique file name, and that this is connected to the evidence that the document provides.
  - Insert a document number and title for each separate file.
  - Look at the MRQ1 form, and identify which question each file provides evidence for. Add this number into the 'Question number' column.
  - Provide a brief description of each document to clarify what it is providing evidence of.

56 Rows 1 and 2 of the table have been completed as an example.

## Further information and guidance

57 If you have any questions that are not addressed in the guidance about the formal review process or the acceptable primary medical qualification criteria please contact Natalie Pattinson by email at [GMCRegInvTeam@gmc-uk.org](mailto:GMCRegInvTeam@gmc-uk.org)].

58 Our website contains a lot of other useful information, including:

- [Glossary of terms](#) relating to acceptable overseas PMQs
- [Information about overseas medical qualifications accepted by the GMC](#) (including the list of unacceptable PMQ's and the case-by-case list). **Please note that the criteria listed on our website are those currently in force, and NOT the amended criteria that will apply from September.**
- [Role of the GMC](#)