

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE STUDENT ALLOCATION POLICY
BSc (HONS) MEDICINE (A100/A990)
2020/21

*Allocation for phase 2 (years 4-6) to 'exit routes', partner medical schools and clinical training
(including mitigating circumstances policy and procedure)*

INTRODUCTION FOR ALL ENTRANTS, REGARDLESS OF 'EXIT ROUTE' OR PARTNER MEDICAL SCHOOL ALLOCATION

1. Students entering the St Andrews BSc (Hons) will, at the time of offer for the medical place, have been notified of which 'exit route' they have been allocated to for Phase 2 (Years 4-6). A100 entrants who are overseas for fee purposes, will progress to Manchester Medical School. Other A100 students will enter on either the 'England (R)' or the 'Scotland (S)' route. A990 entrants will progress to Edinburgh Medical School.
2. A100 entrants who are not overseas for fee purposes, and are on the England or Scotland route, will be allocated to a Partner Medical School during the course of their studies and this allocation will be carried out on the basis of academic performance (see below 'ALLOCATION ON ACADEMIC PERFORMANCE'). Those on the Scotland route will be allocated to one of Aberdeen, Dundee, Edinburgh or Glasgow Medical Schools. Those on the England route will be allocated to either Manchester Medical School or Barts and the London School of Medicine and Dentistry.
3. Those allocated to Manchester Medical School, including those who are overseas for fee purposes will be allocated to a clinical education campus at a location in either Manchester or Preston. This allocation will be random (see below 'ALLOCATION TO CLINICAL EDUCATION CAMPUSES AT MANCHESTER MEDICAL SCHOOL').
4. Offers for medical places are made by the School of Medicine at St Andrews in line with the number of places available on each route. The total number of student places available at the Partner Medical Schools is determined by Scottish Funding Council regulations and agreements with local NHS Trusts/Boards, with regard to the provision of teaching hospital places. The allocation process to Partner Medical Schools, or consideration of requests for change of route must therefore operate within the confines imposed by these number agreements.
5. Life as a medical student and as a doctor is different to other academic programmes of study and careers and we expect you to have considered this before accepting a place on the St Andrews medical programme. It is important to know that your life will be impacted upon, whilst you are at medical school, when you take on your Foundation training post and in your medical career beyond. For example, you may have to move around the country to get the job you want or to improve your prospects and progress along a specific career path.
6. An important feature of the St Andrews programme is that you are educated and trained in the NHS. In order to get the most out of your learning opportunities we expect you to work and study in the same sort of way as you will be working throughout your career. Medicine is a full-time course and to get the best out of the programme students will need to travel to hospitals, GP surgeries and other primary care/community placements. By having accepted a place on the St Andrews programme you are accepting our rules and regulations, the structure of our programme and the process for allocation to Phase 2 (years 4-6).

7. This policy describes how allocations are made, including the process for requesting a change of route or Partner School, and how mitigating circumstances will be considered.

REQUESTING CHANGE OF 'EXIT ROUTE'

8. **A990 (St Andrews/Edinburgh/Alberta programme) entrants** will progress to Edinburgh Medical School only.

9. **A100 entrants who are overseas for fee purposes** will have been allocated to Manchester Medical School at the time of offer and there is no opportunity to request transfer to the A990 or to another Partner Medical School.

10. **A100 entrants who are not overseas for fee purposes** will have an opportunity to indicate a desire to change to another A100 route at the start of Year 2. Students will be notified of this opportunity and a deadline for response will be given.

11. Any changes in exit route requested at the start of Year 2 will only be made if there are spare places on the route in question. If there are more students requesting a change than there are places, the average of the grades for the two modules in Year 1 will be used to rank students; any changes in route will be done so from the top of the ranking downwards.

12. Students are also given the opportunity to put forward requests for a change of route based on mitigating circumstances. (See 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE'). These requests must be supported with appropriate evidence.

13. Except in the case where mitigating circumstances are accepted, there will be no consideration of a change of route after the deadline given, even if students on an intended route do not take up their expected place in any one year.

ALLOCATION TO PARTNER MEDICAL SCHOOL ON ACADEMIC PERFORMANCE

14. For A100 students who are not overseas for fee purposes (and are either on the England or Scotland exit route), academic performance is used to facilitate the allocations to Partner Medical School. Students on each route will be ranked on academic performance using each student's overall module grade for MD3001, with mid and end of semester examinations to be included. After ranking, the student at the top of the ranking, within the specific route they are on, will be allocated to their first choice and then the next student down will be allocated to their first choice and so on until a situation arises where a student's first choice is full. They will then be given their second choice if it is not full. If their second choice is full, they will get their third choice as long as that is not full etc. So, a lower ranking student will only be allocated to a location once those higher up the ranking have been allocated. This method is fair to all.

15. The School will not re-allocate students after this ranking, unless new mitigating circumstances are being considered, (see 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE') as to do so would require a complete re-run of the whole ranking exercise.

16. Year 1 grades may be used in very exceptional circumstances. For example, if a student is granted S coding for MD3001 then the average of Year 1 module grades will be used for the allocation purposes. However, if this average is less than the MD3001 S coded module grade, then

the latter will be used for allocation. If a student must defer the sitting of MD3001, the average of Year 1 grades will be used for the allocation as deferred sittings take place in the re-sit diet.

SCOTTISH PARTNER MEDICAL SCHOOLS – PROCESS AND TIMELINE FOR ALLOCATION

17. **Scottish Partner Medical Schools: Number of Places.** Of all the places on the Scotland route (approximately 62); 50% are at Glasgow, 30% at Edinburgh, 10% at Aberdeen and 10% at Dundee.
18. **Partner Presentations.** Very early in Semester 1 of Year 2, staff from the four Scottish Partners will visit St Andrews and speak to students to help inform their decisions about which Medical School to choose for Phase 2 training.
19. **Submitting Preferences.** In early November of Year 2 there will be a presentation to students on how to submit their preferences for the relevant Medical Schools. Students then submit preferences and any evidence of mitigating circumstances. (See MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE’).
20. **Announcement of Allocation.** In late January / early February the allocation is run based on module MD3001 performance (see ‘ALLOCATION TO PARTNER MEDICAL SCHOOLS ON ACADEMIC PERFORMANCE’) and students notified of the outcome. Changes to the allocation process will not be considered after the process has finished unless new mitigating circumstances are accepted.

ENGLISH PARTNER MEDICAL SCHOOLS – PROCESS AND TIMELINE FOR ALLOCATION

21. **English Partner Medical Schools: Number of Places.** Of all the places on the England route (approximately 65); 50 places are at Manchester and 10 to 15 are at Bart’s and the London School of Medicine and Dentistry.
22. **Partner Presentations.** Staff from Bart’s and Manchester will speak to students on the England route during Semester 2 of Year 1 to help inform their decisions about which Medical School to choose for Phase 2 training.
23. **Submitting Preferences.** In early November of Year 2 there will be a presentation to students on how to submit their preferences for the relevant Medical Schools. Students then submit preferences and any evidence of mitigating circumstances. (See MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE’).
24. **Announcement of Allocation.** In late January / early February the allocation is run based on module MD3001 performance (see ‘ALLOCATION TO PARTNER MEDICAL SCHOOLS ON ACADEMIC PERFORMANCE’) and students notified of the outcome. Changes to the allocation process will not be considered after the process has finished unless new mitigating circumstances are accepted.

RANDOM ALLOCATION TO CLINICAL EDUCATION CAMPUSES – MANCHESTER MEDICAL SCHOOL

25. **Clinical Education Campuses.** There are in the region of 80 St Andrews students who progress to Manchester Medical School each year and are allocated to one of the four clinical education campuses listed below for Years 4 to 6 of their clinical training. The allocation to clinical training and base hospital will be by random allocation.

Manchester University NHS Foundation Trust (MFT): Oxford Road Campus. The Undergraduate Department is located on the Oxford Road campus but also currently includes the following hospitals for placements: Manchester Royal Infirmary, Royal Manchester Children's Hospital, Manchester Royal Eye Hospital, Saint Mary's Hospital, Trafford General Hospital, Royal Oldham Hospital, Fairfield General Hospital, Rochdale Infirmary, North Manchester General Hospital, Tameside Hospital, Wrexham Maelor Hospital, Glan Clwyd Hospital, Nobles Hospital (Isle of Man).

Manchester University NHS Foundation Trust (MFT): Wythenshawe Hospital. The Undergraduate Department is located on the Wythenshawe campus but also currently includes the following hospitals for placements: Wythenshawe Hospital, Withington Community Hospital, Leighton Hospital, near Crewe (Mid Cheshire Hospitals NHS Trust), Stepping Hill Hospital (Stockport NHS Foundation Trust), Macclesfield (East Cheshire NHS Trust), Tameside Hospital.

Lancashire Teaching Hospitals NHS Foundation Trust (known as Preston). The Undergraduate Department is located at Preston Hospital but also currently includes the following hospitals for placements: Royal Preston Hospital, Chorley and South Ribble District General Hospital.

Salford Royal NHS Foundation Trust (SRFT). The Undergraduate Department is located at the Salford campus but also currently includes the following hospitals for placements; Salford Royal Hospital, Royal Bolton Hospital, Royal Albert Edward Infirmary (Wigan), Pennine Acute Trust – Royal Oldham Hospital, Fairfield General Hospital, Rochdale Infirmary, North Manchester General Hospital.

26. Students are placed in one of the above Clinical Education Campuses for Years 4 to 6 of the programme, although they will also need to spend some time at hospitals outside their clinical education campus and its associated clinical education providers. Please be aware that due to the changes in the NHS, Trusts may merge, change or increase. Also due to changes in NHS services there may be some changes in placement locations and in the usage of associated teaching hospitals listed above.

27. **Clinical Education Campuses - Number of Places.** Manchester Medical School notify the Medical School at St Andrews each year as to the number of places at the Clinical Education Campuses. It can vary each year but there are usually roughly an equal number of places at each clinical base.

28. **Pre-allocation Preference for Preston (Lancashire Teaching Hospitals NHS Foundation Trust).** Students who wish to be allocated to Preston can indicate a preference prior to the allocation process. During the first semester of Year 2 of the St Andrews course, students on the England route and those already allocated to the Manchester route, will be sent instructions about how to indicate a preference for allocation to Preston. A deadline for submission of the preference for Preston will be applied.

29. Please note we are unable to change this preference for Preston once submitted but if you do have a circumstance which meets mitigating circumstances criteria (see 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE') we will take this into consideration as part of the allocation process.

30. Students who are based at Preston list some of the advantages as; cheaper accommodation and travel, the smaller size of the student cohort, and less travel to placements than students in the Manchester sectors because Preston has most clinical specialties available locally.

31. **Allocation of Students Across Clinical Education Campuses.** For any students with no mitigation and no preference for Preston, an automated, anonymised random allocation process will be run in order to allocate students to the available clinical places across the four campuses.

32. **Announcement of Allocation.** Students will be informed of their allocation towards the end of second semester in Year 2 of the course at St Andrews.

MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE

33. **Timescale for submission of evidence in support of mitigating circumstances.** Students may request that mitigating circumstances be taken into account for a change of route, change of Partner Medical School or change of clinical education campus at Manchester, in two circumstances, and must submit evidence in support of the request in the following timescales:

- For change of 'exit route' - deadline is usually early in Semester 1, of Year 2
- For allocation to specific Partner School - deadline is usually early December in Semester 1 of Year 2.
- For allocation to clinical education campuses at the University of Manchester - deadline is usually early April in Semester 2 of Year 2.

OR

At any point during the programme if a student submits evidence of a change in personal circumstances which meet the criteria listed under mitigating circumstances.

We will not retrospectively consider circumstances which were in place prior to the change of route being carried out.

34. **Change in personal circumstances.** We encourage students whose personal circumstances change during the programme, whether they meet the policy's approved mitigating circumstances criteria or not, to initially seek advice and support from the Pro Dean for Student Support in Medicine at St Andrews ([email: medsupport@st-andrews.ac.uk](mailto:medsupport@st-andrews.ac.uk)). A change in exit route or Partner Medical School allocation is not always the only/best option and there may be other ways in which the programme can support the student with their circumstances. These should always be explored first.

35. **Guidance regarding submission of evidence.** Students must declare all relevant circumstances when applying for mitigation to be considered. Although self-evident, it is important

University of St Andrews - School of Medicine Handbook

for any student claiming mitigating circumstances to recognise that evidence submitted in support of a change of exit route or Partner Medical School/clinical education campus allocation should come from those as stated in the policy. Please note evidence will not be accepted if it comes from a family member or close friend of the family.

36. Students who submit multiple requests sequentially based on a variety of different reasons, should be aware that this may undermine the credibility of their application. Students could be subject to referral to the Professionalism and Welfare Committee as a matter of professionalism.

37. **Consideration of mitigation.** To ensure consistency and fairness, a Special Circumstances Committee for allocation will meet to consider these submissions. It is incumbent on the student to make sure their submission is complete; their application may be unsuccessful if insufficient evidence is supplied.

38. After consideration of mitigating circumstances we will endeavour to allocate any students, whose cases were accepted, to a particular exit route or Partner Medical School/clinical education campus as required. There is no guarantee of this, due to a balance of student numbers required across the Partner Schools and at each clinical education campus.

MITIGATING CIRCUMSTANCES CRITERIA

39. 'Very exceptional' mitigating circumstances will be considered in relation to requests for any of the following:

- Change of 'exit route'.
- Allocation to a specific Partner School.
- Allocation to clinical education campus at the University of Manchester.

The Special Circumstances Committee for allocation will decide if the circumstances would be classed as 'very exceptional'. Students can email medical.admissions@st-andrews.ac.uk for guidance or discuss their circumstances with the Pro Dean for Student Support (email medsupport@st-andrews.ac.uk).

40. Circumstances that would **NOT** be accepted as meeting the criteria for 'very exceptional circumstances':

- Financial need.
- Long-term friendships/partnerships resulting in request to be at the same location.
- Buying or renting accommodation in a specific location before or after commencing the course at St Andrews is not sufficient mitigation to be allocated to a particular exit route and will not be taken into account. We strongly advise you not to purchase property before your allocation is confirmed, as the location of the property may not be convenient for commuting to the Partner Medical School and your route of exit will not be altered.
- Living at parental/family home due to financial need.
- Interest in applying to the European Studies programme at Manchester Medical School.

ADDITIONAL MITIGATING CIRCUMSTANCES CRITERIA – ALLOCATION TO SCOTTISH PARTNER MEDICAL SCHOOLS

41. As well as 'very exceptional' circumstances, other mitigating circumstances criteria that will be considered for the allocation to Scottish Partner Medical Schools is given below:

- Student is a parent or legal guardian of a child or children under the age of 18 who resides primarily with them and for whom they have significant caring responsibilities. This is aimed at students who have children who are settled in nursery/school in an area specific to the medical school to which the student wants to be allocated. Consideration is given to the children; the intention is to cause as little disruption to their education as possible.
Evidence required: A copy/copies of full birth certificate(s), in addition to a statement confirming that the student has significant caring responsibilities for the child/children. A letter from the child's school/nursey confirming attendance.
- Student is an official, recognised primary carer for someone who is disabled or seriously ill.
Evidence required: An official Care Assessment Plan with the local authority would be required.
- Student has a chronic illness or disability for which local follow up is an absolute requirement.
Evidence required: In the case of disabilities; confirmation by the Disability Support Service at St Andrews that this is a required adjustment, and evidence from a medical specialist. In the case of chronic illness; evidence from a medical specialist.

42. Please note, in the case of disabilities and chronic illness, in order to make a decision, the Special Circumstances Committee will be looking at the student's condition in terms of frequency of required medical care/contact, expected duration of the condition, severity and detail of treatment required, therefore these need to be addressed in the letters of support from the medical specialist in order to determine if the change of route will be relevant for the student being able to receive ongoing care that is required. The medical evidence provided must explain why the follow up must be delivered in a specific location rather than by other treatment centres.

ADDITIONAL MITIGATING CIRCUMSTANCES CRITERIA – ALLOCATION TO CLINICAL EDUCATION CAMPUSES AT MANCHESTER MEDICAL SCHOOL' (FOR BOTH HOME AND OVERSEAS STUDENTS)

43. As well as 'very exceptional' circumstances, other mitigating circumstances criteria that will be considered for the allocation to the clinical education campuses at the University of Manchester are given below:

- a. Student is enrolled on the European Studies programme.
Students who successfully enrol onto the Manchester European Studies programme will be placed at one of the three base hospitals in Manchester (not Preston) to support and facilitate their attendance at the mandatory evening language classes that take place on the University Oxford Road Campus. St Andrews' students wishing to be considered for a place on the European Studies programme should read the guidance material in the School handbook: http://medhandbook.st-andrews.ac.uk/blog/european_studies/

Interviews will be an essential part of the assessment. Successful enrolment will be confirmed by the European Studies Coordinator prior to allocations taking place.

University of St Andrews - School of Medicine Handbook

Please note: once a student progresses to Manchester Medical School, the policies operated by Manchester will apply. See Manchester's Policy on Allocation to Clinical Education Campus in Years 3-5: <http://documents.manchester.ac.uk/display.aspx?DocID=43794>

RETAINING ALLOCATION IF PROGRESSION TO PARTNER SCHOOL IS DELAYED

44. Students who are allocated in Year 2 but whose progression to the Partner School is delayed beyond their expected date (e.g. through leave of absence) will retain their original allocation.

DEFERRING ENTRY TO PARTNER SCHOOL

45. If a current St Andrews student is considering deferred entry to the Partner Medical School for health, welfare or domestic circumstances, they should contact the Pro Dean for Student Support in Medicine at St Andrews ([email: medsupport@st-andrews.ac.uk](mailto:medsupport@st-andrews.ac.uk)) and the Admissions Team ([email: medical.admissions@st-andrews.ac.uk](mailto:medical.admissions@st-andrews.ac.uk)) who will advise on next steps.

46. It is the sole decision of the Partner Medical School whether to allow exiting students to defer their place for any reason.

47. Deferring for placements or voluntary work will not normally be considered.

48. Students considering deferred entry should note that they will be liable for the fees that the Partner Medical School will charge when they matriculate at that University.

49. If a student has graduated from St Andrews and wants to request deferred entry to the Partner Medical School, they should contact the relevant School directly.

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
06/10/2020	Change in nomenclature 'Base Hospitals' to Clinical Education Campuses and update on numbers	