

**SCHOOL OF MEDICINE POLICY ON
STUDENT ALLOCATION – PHASE 2, BSc (HONS) MEDICINE
2017/18 VERSION**

**ALLOCATION FOR PHASE 2 (YEARS 4-6) TO 'EXIT ROUTES', PARTNER MEDICAL
SCHOOLS AND CLINICAL TRAINING AND BASE HOSPITALS
(INCLUDING MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE)**

**INTRODUCTION FOR ALL ENTRANTS, REGARDLESS OF 'EXIT ROUTE'/PARTNER
MEDICAL SCHOOL**

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). A990 entrants will progress to Edinburgh Medical School. Those students who are 'overseas' for fee purpose, entering on the A100, will progress to Manchester Medical School. Other A100 students will enter on either the 'England' or the 'Scotland' 'route'.
2. Entrants to the A100 who are not 'overseas' for fee purposes will be allocated to a Partner Medical School 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 specific area of clinical training and base hospital at a location in either Manchester or Preston.
4. For those in Year 1 of the A100 in September 2017, the allocation to a specific area of clinical training and base hospital will be random (see below 'CLINICAL TRAINING AND BASE HOSPITAL ALLOCATION _MANCHESTER MEDICAL SCHOOL'). For students who are in Year 2 in 2017, the allocation to a specific area of clinical training and base hospital will be carried out on the basis of academic performance (see below 'ALLOCATION ON ACADEMIC PERFORMANCE').
5. 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 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.
6. 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 to study on the St Andrews medical programme. It is important to know that your life will be impacted upon, both 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.
7. 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 and the structure of our programme and the process for allocation to Phase 2 (years 4-6).

8. This policy describes how allocations are made, including the process for requesting a change of route or Partner School. The policy gives guidance on how mitigating circumstances can be considered in relation to route changes and to the allocations to specific Medical Schools.

APPEAL PROCESS

9. With regard to appeals it is important to note the specific grounds under which an appeal may be submitted; please see the School Handbook for information:

http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2017/07/students_allocation-BSc_appeals.pdf

RETAINING ALLOCATION IF PROGRESSION TO PARTNER SCHOOL IS DELAYED

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

DEFERRING ENTRY TO PARTNER SCHOOL

11. Requests for deferred entry to the Partner Medical School for health, welfare or domestic circumstances should be addressed to the Pro Dean for Student Support in Medicine at St Andrews (email: medsupport@st-andrews.ac.uk). Deferring for placements or voluntary work will not normally be considered. 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.

REQUESTING CHANGE OF 'EXIT ROUTE'

12. **A990 (St Andrews/Edinburgh/Alberta programme).** A990 entrants will progress to Edinburgh Medical School. Due to the governance of this programme there is no opportunity to request a transfer between the A100 and A990 degree programmes.

13. **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. Manchester is the only Partner School where there are places for A100 'overseas' students from St Andrews.

14. **A100 students, who are not 'overseas' for fee purposes.** For A100 students, who are not 'overseas' for fee purposes, there will be 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.

15. 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.

16. Students will be given the opportunity to put forward requests for a change of route on the basis of mitigating circumstances. (See 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE').

17. 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 ON ACADEMIC PERFORMANCE

18. **A100 students who are not 'overseas' for fee purposes.** The academic performance used to facilitate the allocations to Partner Medical School (either the **England 'exit route'** or the **Scotland 'exit route'**) is usually MD3001 (the first module of Year 2). Students on each route will be ranked on academic performance using each student's overall module grade for MD3001, 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 as long as 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.

19. 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.

20. Year 1 grades may be used in very exceptional circumstances; 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 has to 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.

21. **Clinical training and base hospital allocation.** Those allocated to **Manchester Medical School**, including those who are 'overseas' for fee purposes will be allocated to a specific area of clinical training and base hospital at a location in either Manchester or Preston.

22. For those in **Year 1** of the A100 in **2017**, the allocation to a specific area of clinical training and base hospital will be random (see below 'MANCHESTER MEDICAL SCHOOL FROM SEPTEMBER 2017 ONWARDS: RANDOM ALLOCATION').

23. For students in **Year 2** in **2017** of the A100, the allocation to a specific area of clinical training and base hospital will be carried out on the basis of academic performance, in the same way as described above for the England 'exit route' and the Scotland 'exit route'. (See below 'MANCHESTER MEDICAL SCHOOL 2nd YEARS IN 2017: ALLOCATION BY ACADEMIC PERFORMANCE- CLINICAL TRAINING AND BASE HOSPITAL ALLOCATION')

SCOTTISH PARTNER MEDICAL SCHOOLS – PROCESS FOR ALLOCATION

24. **Scottish Partner Medical Schools: number of places.** Of all the places on the Scotland route (approximately 52) 50% are at Glasgow, 30% at Edinburgh, 10% at both Aberdeen and Dundee.

25. **Partner Presentations.** Very early in Semester 1 of Year 2, staff from the 4 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.

26. **Submitting preferences.** In early November in Semester 1 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 mitigating circumstances evidence.

27. **Submitting evidence of mitigating circumstances.** (See 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE').

28. **Announcement of allocation.** In late January / early February the allocation is run on the basis of module MD3001 performance (see 'ALLOCATION ON ACADEMIC PERFORMANCE') and students notified. 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 FOR ALLOCATION

29. **English Partner Medical Schools: number of places.** Of all the places on the England route (approximately 70) 50 are at Manchester and 20 are at Barts and the London School of Medicine and Dentistry.

30. **Partner Presentations.** Staff from Barts and Manchester will speak to students on the England route in the Semester 2 of Year 1 to help inform their decisions about which Medical School to choose for Phase 2 training.

31. **Submitting preferences.** In early November in Semester 1 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 mitigating circumstances evidence.

32. **Submitting evidence of mitigating circumstances.** (See 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE').

33. **Announcement of allocation.** In late January / early February the allocation is run on the basis of module MD3001 performance (see 'ALLOCATION ON ACADEMIC PERFORMANCE') and students notified. Changes to the allocation process will not be considered after the process has finished unless new mitigating circumstances are accepted.

CLINICAL TRAINING AND BASE HOSPITAL ALLOCATION – MANCHESTER MEDICAL SCHOOL

34. **Base Teaching Hospital Locations.** There are in the region of 80 St Andrews students who progress to Manchester Medical School and they are allocated to one of the four base teaching hospitals listed below for Years 4 to 6 of their clinical training.

35. **Central Manchester University Hospitals NHS Foundation Trust (known as MRI)** Includes: Manchester Royal Infirmary, 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).

36. **Salford Royal NHS Foundation University Teaching Trust (known as Salford)** Includes: Salford Royal Hospital, Royal Bolton Hospital, Trafford General, Royal Albert Edward Infirmary (Wigan), East Lancashire Trust (Blackburn/Burnley), Pennine Acute Trust.

37. **Lancashire Teaching Hospitals NHS Foundation Trust (known as Preston)** Includes: Royal Preston Hospital, Chorley and South Ribble District General Hospital, East Lancashire Trust (Blackburn/Burnley).

38. University Hospital of South Manchester NHS Foundation Trust (known as South)

Includes: Wythenshawe Hospital, Leighton Hospital, nr Crewe (Mid Cheshire Hospitals NHS Trust), Stepping Hill Hospital (Stockport NHS Foundation Trust), Macclesfield (East Cheshire NHS Trust), Tameside Hospital.

39. Students are placed in one of the above base teaching hospitals for Years 4 to 6 of the programme, although they will attend other hospitals across the North West as well as GP/community placements across the region.

40. Please be aware that due to changes in NHS services there may, over time, be some changes in associated teaching hospitals; students may also need to spend some time at hospitals outside their sector.

MANCHESTER MEDICAL SCHOOL

2nd YEARS IN 2017: ALLOCATION BY ACADEMIC PERFORMANCE- CLINICAL TRAINING AND BASE HOSPITAL ALLOCATION - (FOR BOTH 'HOME' AND 'OVERSEAS' STUDENTS)

41. For students currently in Year 2 of the A100, the allocation to clinical training and base hospital will be on the basis of academic performance.

42. **Base hospitals: number of places.** Manchester Medical School notify the Medical School at St Andrews each year as to the number of places at the base hospitals. It can vary each year but there are usually roughly an equal number of places at each clinical base.

43. **Partner Presentations.** Staff from Manchester will speak to students on the England route in the Semester 2 of Year 1 to help inform their decisions about which Medical School and for which base hospital to choose for Phase 2 training.

44. **Visit to Manchester** – base hospitals. Students will be able to visit the clinical training and base hospitals in March 2018 during Spring Break.

45. **Submitting preferences.** In Semester 2 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 mitigating circumstances evidence.

46. **Submitting evidence of mitigating circumstances.** (See 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE').

47. **Announcement of allocation.** In April of Year 2 after Spring Break, the allocation will be run on the basis of module MD3001 performance (see 'ALLOCATION ON ACADEMIC PERFORMANCE') and students notified. Changes to the allocation process will not be considered after the process has finished unless new mitigating circumstances are accepted.

MANCHESTER MEDICAL SCHOOL

FROM SEPTEMBER 2017 ONWARDS: RANDOM ALLOCATION - CLINICAL TRAINING AND BASE HOSPITAL ALLOCATION (FOR BOTH 'HOME' AND 'OVERSEAS' STUDENTS)

48. For those in Year 1 in 2017 and beyond, the allocation to clinical training and base hospital will be by **random allocation**.

49. **Base hospitals: number of places.** Manchester Medical School notify the Medical School at St Andrews each year as to the number of places at the base hospitals. It can vary each year but there are usually roughly an equal number of places at each clinical base.

50. **Pre-allocation preference for Preston.** 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.
51. Please note we are unable to change this preference for Preston once submitted but if you do have a circumstance which meets a mitigating circumstances criteria (see 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE') we will take this into consideration as part of the allocation process.
52. 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.
53. **Submitting evidence of mitigating circumstances.** (See 'MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE').
54. **Allocation of students across teaching hospital sectors.** 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 sectors.
55. **Announcement of allocations.** 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

56. **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/clinical training and base hospital at Manchester in two circumstances and must submit evidence in support of the request in the following timescales:
57. By the deadline set for submission of preferences:
- 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 training and base hospital at Manchester - deadline is usually early April in Semester 2 of Year 2.
- Or
- If a student submits evidence of a change in personal circumstances, that 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.
58. **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). A change in 'exit route'/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.
59. **Guidance regarding submission of evidence.** Students must declare all relevant circumstances when applying for mitigation to be considered.

60. Although self-evident, it is important for any student claiming mitigating circumstances to recognise that evidence submitted in support of a change of 'exit route'/Partner Medical School allocation etc 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.

61. 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.

62. **Consideration of mitigation.** To ensure consistency and fairness a Special Circumstances Committee for allocation will meet to consider these submissions. Further evidence from the student may be requested if necessary before a decision is made.

63. After consideration of mitigating circumstances we will endeavour to allocate any students, whose cases were accepted, to a particular 'route of exit'/Partner Medical School/clinical training and base hospital at Manchester as required. There is no guarantee of this, due to a balance of student numbers required across the Partner Schools.

MITIGATING CIRCUMSTANCES CRITERIA – VERY EXCEPTIONAL CIRCUMSTANCES

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

- a. Change of 'exit route'.
- b. Allocation to a specific Partner School.
- c. Allocation to clinical training and base hospital at Manchester.

65. 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).

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

- a. Financial need.
- b. Long-term friendships/partnerships resulting in request to be at the same location.
- c. 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.
- d. Living at parental/family home due to financial need.
- e. Interest in applying to the European Studies programme at Manchester Medical School.

ADDITIONAL MITIGATING CIRCUMSTANCES CRITERIA – ALLOCATION TO SCOTTISH PARTNER MEDICAL SCHOOLS

67. 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:

- a. 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/nurse confirming attendance.

- b. 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.

- c. 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.

68. **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 TRAINING AND BASE HOSPITALS IN MANCHESTER (FOR BOTH 'HOME' AND 'OVERSEAS' STUDENTS)

69. As well as 'very exceptional' circumstances, other mitigating circumstances criteria that will be considered for the allocation to clinical training and base hospitals in Manchester is 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 apply to the programme in early March of Year 2.

Interviews in Manchester during Spring Break of Year 2 will be an essential part of the assessment. Successful enrolment will be confirmed by the European Studies Coordinator prior to allocations taking place.

http://medhandbook.st-andrews.ac.uk/blog/european_studies/

For students currently in Year 2, interviews can be scheduled for around the time of the visit to Manchester in Spring Break.

Students in Year 1 in 2017 and beyond, who apply to the European Studies programme will be expected to make their own travel arrangements to Manchester for the interviews in the Spring Break of Year 2.

70. **Please note:**

Once a student progresses to Manchester Medical School, the policies operated by Manchester will apply. See Manchester's Base Hospital Allocation Policy:

https://www.bmh.manchester.ac.uk/media/mhs/bmh-faculty/2017_UoM_Base_Hospital_Allocation_Policy_and_Process_v1.pdf

71. **Contact:** Mary Ainsworth; email: mja6@st-andrews.ac.uk, tel: ext 3593.

University of St Andrews - School of Medicine Handbook

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
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