

## **INFORMATION FOR STUDENTS TRANSFERRING TO PARTNER MEDICAL SCHOOLS**

1. **Contact Details and Intention Form (TR35 Form).** All third year students must complete the TR35 Form which will be issued by St Andrews staff. There are two parts to this form:
  - a. **Future correspondence addresses.** Students must check the details listed on the TR35 Form and confirm that they are correct.
  - b. **Intention to alter confirmed choice.** Students with an allocation to a Partner Medical School but who are considering taking a year of absence, applying for a Masters programme, or making an independent application to study Medicine elsewhere must express this choice in Form TR35.
2. **Transfer of Information Form (TOI Form).** All students are to read the notes on the TOI Form which will be issued as a survey link by St Andrews staff. Students who have a health, fitness to practise or welfare issue must report this on the form. Students must answer all questions with as much detail as possible and students with nothing to report must still complete the form. Students can choose to speak to student services directly at their Partner Medical School but should still complete the survey link and select the option to have an appointment arranged on their behalf. For any questions about the TOI form, please contact [medtoi@st-andrews.ac.uk](mailto:medtoi@st-andrews.ac.uk). The Pro Deans will screen the forms to ensure that students with known issues are disclosing them to their Partner Medical School. The Pro Deans may add comments, in which case the students will be invited to come and read these.
3. **Partner-specific Transfer Forms.** In addition to the TR35 Form and the TOI Form, which all exiting students must complete, there are additional transfer forms which students must complete if bound for the following Partner Medical Schools:
  - a. **Aberdeen.** Students bound for Aberdeen should complete and return the Aberdeen transfer form. This form will be issued by St Andrews staff.
  - b. **Glasgow.** Students bound for Glasgow should complete and return the 'MBChB St Andrews Transfer Form' which will allow students to receive a matriculation number. This form will be issued by St Andrews staff.
4. **Occupational Health and OH12 Form.** Since arriving at St Andrews OH has built up students' records of immunisation, based on attendance at clinics and information received from students. Students may have been issued with their own copy of their immunisation record. When the University of St Andrews releases the list of students who have completed the course in early June, OH posts these students' records on to the Occupational Health departments in destination universities. Students must complete a 'permission to transfer occupational health records' form (OH12 Form). The OH12 will be sent to OH as consent to transfer your record. Students who have fallen behind with their immunisation schedule must be up to date before leaving St Andrews; there may not be sufficient time for long sequence immunisation to be completed over the summer with the attendant delay in the Partner Medical School issuing a Certificate of Clinical Placement. Please email [medclinical@st-andrews.ac.uk](mailto:medclinical@st-andrews.ac.uk) if you are not up to date with all your immunisations.

Additional Partner-specific Occupational Health information is as follows:

- a. **Aberdeen.** Students will be contacted by Aberdeen directly and provided with email links to complete pre-acceptance screening online.
- b. **Manchester.** All students must complete a pre-acceptance health questionnaire following which it may be necessary to attend a screening appointment in Manchester to obtain a Certificate of Clinical Placement. This certificate confirms the student has completed all the pre-clinical placement vaccinations and viral screening required.

- Additionally students will be issued with their vaccination history record and copies of viral screening laboratory reports.
- These pre-acceptance health questionnaire forms will be distributed by Manchester and must be completed and sent back to Manchester in April.
- Upon receipt of your health questionnaire and the health information transferred by Fife Occupational Health, the Manchester Occupational Health Department will identify if you need to attend for an appointment in June or July. This appointment will only be required if your immunisations are incomplete or if there is a health condition stated on your health questionnaire which may need additional assessment. You will be contacted by the occupational health department to arrange an appointment.
- Students who do not attend will not be cleared to commence their clinical placements; this will delay the start of Year 3 and may impact on their attendance record.

c. **Barts.** Students will be contacted by Barts directly and provided with documentation to complete and return.

5. **Disclosure (PVG Scheme) – Scotland.** All students transferring to a Scottish Partner Medical School should already be members of the Protecting Vulnerable Groups (PVG) Scheme. Students will be required to transfer Scheme membership on arrival at the Scottish Partner Medical School. In order to facilitate this transition, transferring students should complete an Existing PVG Scheme Member application form. Partners will be in touch with you directly about this during the summer. As there is only one week to complete the form, please ensure you are regularly checking the personal email account you have provided on the TR35 form. You will also be required to provide appropriate forms of identification.

6. **Disclosure (DBS Scheme) – England.** St Andrews students transferring to an English Partner Medical School are to complete a Disclosure and Barring Service (DBS) check. This is a condition of entry onto the MBChB/MBBS programme. Although all students joined the PVG Scheme on entry to St Andrews, there are different legislations affecting England and Scotland.

Additional Partner-specific information is as follows:

a. **Manchester.** Manchester staff contact students directly with information and guidance for their online DBS application process.

b. **Barts.** Barts run a DBS Clinic from June to September and will contact students directly with information regarding DBS appointments.

7. **Partner Medical School Communication.** From spring of the second semester we provide all Partners with email contact addresses for third year students; both your St Andrews email address (...@st-andrews.ac.uk) and your personal email address you provide on your TR35 form. Partners may be in touch with St Andrews students directly from that point forward. Students should familiarise themselves with information (including fees, term dates, course details, accommodation, etc) on their Partner Medical School's website.

8. Additional Partner-specific information is as follows:

a. **Aberdeen.** Questions can be sent to [medadm@abdn.ac.uk](mailto:medadm@abdn.ac.uk)

Webpage: <https://www.abdn.ac.uk/smmsn/undergraduate/medicine/st-andrews-students.php>

b. **Barts.** Questions can be sent to [smdadmissions@qmul.ac.uk](mailto:smdadmissions@qmul.ac.uk)

c. **Dundee.** Questions can be sent to [medicine-ug@dundee.ac.uk](mailto:medicine-ug@dundee.ac.uk)

d. **Edinburgh.** Questions can be sent to [futurestudents@ed.ac.uk](mailto:futurestudents@ed.ac.uk) or [mbchbcoordinator@ed.ac.uk](mailto:mbchbcoordinator@ed.ac.uk)

e. **Glasgow** Questions can be addressed to [med-sch-admissions@glasgow.ac.uk](mailto:med-sch-admissions@glasgow.ac.uk)

f. **Manchester.** Questions can be addressed to [directentrymedicine@manchester.ac.uk](mailto:directentrymedicine@manchester.ac.uk)  
Webpage: <http://www.mms.manchester.ac.uk/st-andrews/>

9. **Students who have failed or deferred MD4000 Modules.** Students who have failed or deferred MD4000 modules should be in contact with the Medicine Student Support Team. Additional Partner-specific information is as follows:

- a. **Manchester.** Those doing resits in July may not matriculate with Manchester until a 'pass' is posted on the St Andrews University website via Student Portal. Students in this position are cautioned not to agree any accommodation contracts. All students doing resits must keep their contact details up to date to ensure communication can continue to be maintained with the Pro Dean. These students should make payment on their DBS forms with credit card or cheque and not postal orders.
- b. **Edinburgh.** Students who have resits/deferred sittings and who miss the first part of teaching will be responsible for making sure they catch up with any missed work.

10. **Third year students with resits who are on Tier 4 Visas.**

- a. **Manchester.** Students who have resits in July and who are on Tier 4 Visas need to be aware of the very tight timescale between the publication of their degree classification in St Andrews and the start date at Manchester Medical School. In order to apply for a visa to study at Manchester, students need a CAS number which can only be created and issued by Manchester when they receive confirmation of the student's final degree classification. The Medical Admissions Team in St Andrews will provide Manchester with student degree classification information on the date that it is published. It is imperative that students engage with Manchester and respond promptly to all communication in order to ensure successful, timely registration at Manchester Medical School.

11. **Student Progress, Absences and FtP issues.** As part of the transfer of information, Partners will be provided with absence reports, student progress and FtP information for students, where applicable.

12. **Portfolio.** Students are reminded that they should download their portfolio onto a portable data device before they leave St Andrews.

## University of St Andrews - School of Medicine Handbook

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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
	Published version	
08 Feb 2018	Revision regarding students attending Manchester	
16 Jan 2020	Updated info regarding Aberdeen transfer form	
03 March 2021	Information updated based on new PVG online process (pf69)	
9 March 2022	Updated TOI process information	