

**University of Manchester  
Faculty of Biology, Medicine and Health  
School of Medical Sciences  
Division of Medical Education**

**MB ChB Programme  
Policy on Allocation to a  
Clinical Education Campus (CEC) in Years 3-5  
Academic Year 2021/22**

**This policy applies to students entering either Year 1 or the Foundation Year on the MB ChB Programme in 2021 as well as students starting on the International Foundation Programme and students entering the Programme into Year 3 directly in 2021. This supersedes any existing policy in place. The policy has been reviewed and agreed with MB ChB student representatives.**

**The latest policy will apply to all students at the time of the allocation to a Clinical Education Campus in their year of entry. The policy is reviewed and updated annually.**

**Section 1: Expectations in Relation to Attending Clinical Placements and Training on the MB ChB Programme**

By undertaking study and a career in medicine you (the student) are accepting a lifestyle that is very different from other degrees and occupations and it is important to know that your life will be impacted both while 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 if you want to move up the ladder, and you will work unusual hours such as nights, weekends or bank holidays “on call”. 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 Programme and enter the field of medicine.

An important feature of the Manchester MB ChB Programme is that you are educated and trained in the NHS in a variety of settings. In order to get the most out of your learning opportunities we expect you to demonstrate that you can work and study in the same sort of way as you will be working throughout your career. Medicine is a full-time Programme and to get the best out of it students will need to travel to hospitals, GP surgeries and other primary care/community placements. By accepting a place on the MB ChB Programme you are accepting our rules and regulations and the structure of our Programme. This includes accepting that for Years 3 to 5 we will allocate you to one of our four Clinical Education Campuses (CECs) and their associated district

general hospitals and community placements (see [Section 2](#)). All of our CECs offer a high quality, supportive learning environment. The Programme continually assesses data about student performance as well as student satisfaction in order to ensure this is the case. At each CEC there is an Undergraduate Education Department with a team of staff who are set up to deliver and support your training in collaboration with the University.

**In accepting an offer of a place to study on the MB ChB Programme at Manchester, you are indicating that you are prepared to be allocated to any of the four CECs. Student capacities at each CEC vary slightly from year to year, but approximately one quarter of the student cohort will be allocated to each of the four CECs.**

Due to the intense nature of training on a medical programme we recommend you live an easily commutable distance from the University in Years 1 and 2 and your CEC in Years 3 to 5 of the Programme. You may also need to change your accommodation in line with your placement allocation through Years 3-5 so please assess your placements as they are allocated before agreeing to long term accommodation.

***Buying or Renting Accommodation Before or After Commencing the Programme:***

Please note buying or renting accommodation before or after commencing the Programme, including Foundation Year or the International Foundation Programme, is not sufficient mitigation to be allocated to a particular CEC and will not be taken into account. **We strongly advise you not to purchase property before your CEC allocation has been confirmed by the Programme.** The location of the property may not be convenient for commuting to the hospitals associated with your CEC and your allocation cannot be amended for this reason. Until allocations are confirmed in December of Year 1 (for Year 1 students) and in the period before starting Year 3 (for direct entry students, normally by June), you should be prepared to spend Years 3 to 5 at any of the locations across the four CECs and when you accepted an offer from Manchester you agreed to do so.

**Important: You should not make any new permanent living arrangements until you know more about your allocation and placements.**

This rule applies equally to students who are undertaking a first degree and to graduate entry students – all students have to be prepared to attend any of the four CECs and the associated clinical placements and community settings. Please note if you choose to make long-term/permanent arrangements prior to allocation, this would be at your own risk and would be your responsibility to manage this situation if you have been allocated to a CEC that is less convenient for you in terms of travel.

***Employment whilst on the Programme:*** We advise that, due to the intense nature of training and high-level commitment required for the MB ChB Programme, especially in the clinical Years 3-5, students will struggle to undertake employment alongside their studies. Therefore, any arrangements for employment should be flexible in accordance with the needs of the Programme and your studies. Employment at a particular location is not considered as a factor in the CEC allocation process.

## **Section 2: MB ChB Programme: Undergraduate Clinical Placement Locations**

For Years 3 to 5 of the Programme, students learn primarily through clinical placements delivered in partnership with our clinical education providers in the NHS. For this period, each student will be based at one of our four Clinical Education Campuses (CECs) and attend placements at the CEC, the University and other associated clinical placement providers across the North West, including acute hospitals, general practice and community-based services. Our four CECs are:

### **Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR) (known as Preston)**

The LTHTR Undergraduate Department is located at the Royal Preston Hospital campus. This CEC currently includes the following hospitals for placements: LTHTr hospitals: Royal Preston Hospital, Chorley and South Ribble District General Hospital and Lancashire and South Cumbria NHS Foundation Trust.

### **Manchester University NHS Foundation Trust (MFT): Oxford Road Campus**

The Undergraduate Department is located on the MFT-Oxford Road campus. This CEC currently includes the following hospitals for placements: MFT hospitals - Manchester Royal Infirmary, Royal Manchester Children's Hospital, Manchester Royal Eye Hospital, Saint Mary's Hospital, Trafford General Hospital, North Manchester General Hospital; Pennine Acute Trust - Royal Oldham Hospital, Fairfield General Hospital, Rochdale Infirmary; Tameside and Glossop Integrated Care NHS Foundation Trust (Tameside Hospital); Withington Community Hospital, Altrincham Hospital, Betws Cadwaladr University Health Board - Wrexham Maelor Hospital and Glan Clwyd Hospital, Nobles Hospital (Isle of Man). Placements are also undertaken in specialist Trusts including the Christie NHS Foundation Trust, Greater Manchester Mental Health Trust and /or Pennine Care NHS Foundation Trust.

### **Manchester University NHS Foundation Trust (MFT): Wythenshawe Hospital**

The Undergraduate Department is located on the MFT-Wythenshawe campus but also currently includes the following hospitals for placements: MFT hospitals - Wythenshawe Hospital and Withington Community Hospital; Mid Cheshire Hospitals NHS Trust (Leighton Hospital, near Crewe); Stockport NHS Foundation Trust (Stepping Hill Hospital; East Cheshire NHS Trust (Macclesfield Hospital). Placements are also based in specialist Trusts including the Christie NHS Foundation Trust, Greater Manchester Mental Health Trust and /or Pennine Care NHS Foundation Trust.

### **Salford Royal NHS Foundation Trust (SRFT)**

The Undergraduate Department is located at the Salford Royal campus but also currently includes the following hospitals for placements: Salford Royal NHS Foundation Trust; Royal Bolton NHS Foundation Trust; Wrightington, Wigan and Leigh NHS Foundation Trust; Pennine Acute Trust – Royal Oldham Hospital, Fairfield General Hospital, Rochdale Infirmary, North Manchester General Hospital. Placements are also based in specialist Trusts including the Christie NHS Foundation Trust and Greater Manchester Mental Health Trust

*\*Please note you will also need to spend some time at hospitals outside your 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.*

### **Section 3: MB ChB Programme Allocation Process & Approved Extenuating Circumstances for Clinical Education Campus (CEC) in Years 3-5**

#### **1. Students' opportunity to notify the Programme about approved Extenuating Circumstances**

If you have particular extenuating circumstances that you would like the Programme to consider in relation to your CEC allocation, there will be an opportunity before allocation to put your case forward. Only extenuating circumstances that match this policy with appropriate evidence are considered and only where there is capacity will this be applied (see Section 5). For Year 1 this takes place at the beginning of year 1, and for Direct Entry Students into Year 3 this normally takes place in March/April before starting Year 3.

Until allocations to CECs are confirmed, you should be prepared to spend Years 3 to 5 of the Programme at any of the four CECs and you are strongly advised against making any permanent living arrangements until this point. This cannot be used as extenuating circumstances and this applies to all students, whether undertaking Medicine as a first degree or as a graduate entry student.

A deadline for submission of extenuating circumstances will be applied. Applications after this time will not be considered unless new approved extenuating circumstances in accordance with the Policy have arisen after the deadline.

If you apply for extenuating circumstances, your situation will be considered and taken into account where possible when allocations are carried out, according to the approved extenuating circumstances criteria. It cannot be guaranteed that your request will be granted. Please note once a CEC has been allocated, changes to your CEC allocation can only be made in exceptional new circumstances with supporting evidence (as above).

#### **2. Students' opportunity to notify the Programme about preference to attend Preston**

Students who have applied via the official Preston Widening Access Programme (PWAP) as part of their application to the University will be automatically assigned to Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR) (Preston) as their CEC as per the regulations under that scheme.

However, all other students will be invited to express a preference to be placed in Preston (Lancashire Teaching Hospitals NHS Foundation Trust) if they wish to do so. We have the capacity to offer this option as it has been more common for students with extenuating circumstances to require a Manchester-based CEC.

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

The process of declaring a preference for Preston will be included with the collection of extenuating circumstances (point 1 above).

### 3. Consideration of approved extenuating circumstances

To ensure consistency and fairness a panel of University staff including the MB ChB Programme Manager, a clinical and an academic member of staff from the programme, will meet to consider these submissions. Further evidence from the student may be requested before a decision is made.

### 4. Allocation of students with accepted approved extenuating circumstances

After consideration of submitted extenuating circumstances, we will allocate students, whose cases were accepted, and where places are available, to a particular CEC as required.

### 5. Allocation of students who stated Preston preference

We will endeavour to place you in Preston if that has been selected as your preferred clinical education campus.

Please note that the number of students selecting Preston as their preference in Year 1 normally accounts for the minority of students eventually allocated there. *In 2020/21, 32 students requested specifically to be placed at Preston, and 96 from the cohort were allocated to Preston in total (i.e. including 64 that did not specifically select Preston).*

In the scenario that Preston were to be over-subscribed, students would be allocated via a random allocation process to one of the other CECs.

This option is also offered to Direct Entry students for Year 3 – in this case the placement numbers available are much smaller and therefore this is not always guaranteed but we will always try to place you in Preston if you have requested this.

### 6. Allocation of students across CECs

For students with no approved extenuating circumstances and no preference, **an automated, anonymised random allocation process** is used in order to allocate students to the available clinical places across the four CECs.

To do this, the student ID numbers of any student who does not have any specific allocation instructions (i.e., does not have approved extenuating circumstances impacting on their allocation) are collected and assigned at random to the number of available places across each campus until the places are filled and every student has an allocated place. This is an entirely random process and no other student data is available or visible as part of the process.

Direct Entry to Year 3 students should be aware that at the point of allocation the number of places available at each CEC may not be even and so students will be randomly distributed across places available. Some CECs may have more capacity than others and this will vary from year to year depending on natural fluctuations of student numbers within cohorts.

### 7. Announcement of allocations

Year 1 students will normally be notified of their allocation in December of Year 1, direct entry students in the months prior to joining Year 3 of the Programme (normally by June).

Students have no right of appeal against the decision as to the allocation of CEC placements. Students may submit a complaint under Regulation XVIII (Student Complaints Procedure) if they consider a procedural irregularity has arisen in the placement allocation process. However, students should be aware that, unless they are otherwise informed, the Programme's decision as to the placement location will remain in place; failure to attend may impact on a student's progression and may result in disciplinary action or have fitness to practice implications.

## **Section 4: Principles of the Allocation Policy**

1. There are no guarantees regarding consideration of extenuating circumstances in the allocation of CECs as the Programme has to balance numbers across the four CECs. However, we will endeavour to take students' extenuating circumstances as outlined in this policy and any preference for allocation to Preston into account where possible when allocating students.
2. We recognise that during their studies students may experience a change of circumstance. Before the start of Year 3 we will reconsider the allocated CEC of students whose circumstances have changed since allocation, and meet the criteria listed under extenuating circumstances Category 1 (Category 2 will only be taken into account for the initial allocation. See [Section 5](#) for approved mitigation criteria categories). We will not consider circumstances which were in place prior to the allocation process being carried out at the beginning of studies (i.e. failure of the student to declare this at the time we ask for such circumstances to be taken into account).
3. Once a student commences Year 3, they will be unable to transfer their CEC unless there is a significant change to their circumstances. For example, their situation now falls under one of the approved extenuating circumstances criteria (Category 1). Changing CECs after the start of Year 3 can have a negative effect on educational experience and student progression. For this reason, in only very exceptional cases, a student's CEC allocation can be reconsidered, if they experience what the Programme deems to be extreme circumstances (this is at the discretion of the Director of UG Medical Studies but could include for instance, immediate and serious issues relating to the safety of the student). In this case, we would need to assess the request on an individual basis.
4. If a student requests to transfer, with the hope of beginning the next academic year at a different clinical education campus, applications complete with evidence must be submitted **no less than 12 weeks** prior to the start date for that year of the Programme. Otherwise, there is unlikely to be sufficient time to consider the case fully and to arrange for clinical placements in the event of a successful outcome. The Allocations Panel reserves the right to decline to consider any requests to transfer after that point, except in extreme circumstances that arise/could not have been predicted sooner.
5. We encourage students whose personal circumstances change during the Programme, whether they meet the policy's approved extenuating circumstances criteria or not, to initially seek advice and support for their circumstances from the Student Pastoral Support Team (SPS) and discuss their situation in full. A change in CEC allocation is not always the only/best option and there may be other ways in which the Programme can support students - these should always be explored with SPS first.
6. Students must declare all relevant circumstances when applying for extenuating circumstances.
7. Direct entry to Year 3 Students on the Manchester/St Andrews pathway follow the allocation process as agreed with St Andrews who have their own allocation process, and an extenuating circumstance process that aligns with ours.

8. Direct entry dental students and students transferring from IMU will be allocated to a CEC where there are student numbers available and this may be limited. Approved extenuating circumstances will be considered where this is applicable and where places are available. Students will be emailed with information relating to this prior to starting the Programme.
9. Although self-evident, it is important for any student claiming extenuating circumstances to recognise that evidence submitted in support of an 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 friend of the family.
10. 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 MB ChB Programme Health and Conduct Committee as a matter of professionalism.
11. Students applying under Category 2.1 are expected to live at their parental/own home for the full duration of the Programme. If it is brought to the attention of the Programme that this is not the case, students could be subject to referral to the School Fitness to Practise Committee as a matter of professionalism.

## **Section 5: Approved Extenuating Circumstances Criteria**

Approved Extenuating Circumstances for this policy are grouped into two categories:

### **Category 1 – UK Foundation Programme Criteria (endorsed by the Medical Schools Council)**

*Students whose circumstances fall under these criteria will have their mitigation considered both as part of the initial allocation process, and at any point during their studies, should new circumstances arise that mean they now fall under this category.*

These criteria are used by the UK Foundation Programme Office, which manages student Foundation Training placements once students qualify as a doctor, and are therefore consistent with the expectations for doctors throughout their medical career.

#### **1.1 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.**

*Evidence required:*

- *A copy/copies of birth certificate(s)*
- *For legal guardians, a copy of the legal document that confirms your status for the child(ren) named in the birth certificate*
- *A statement from an appropriate professional who you have known for at least six months, confirming that you have significant caring responsibilities for the child/children.*

#### **1.2 Student is an official, recognised primary carer for someone who is disabled.**

*Evidence required:*

- *Statement from GP/Social Services professional that you have known for at least six months, confirming your role as primary carer for this person.*
- *A care plan.*

*Notes:*

- *For you to meet this criterion, you must be the primary carer for this person, who would normally be your partner, sibling or parent.*
- *If you provide care for a person as part of a group of carers, e.g. a family, you are not eligible to apply under this criterion.*
- *The care plan should demonstrate how you will combine the responsibilities of a medical student and primary carer, and that you have fully considered local support and resources.*
- *It is expected that you and the person who you care for in this category will remain at your current address.*

**1.3 Student has a disability confirmed by the University Disability Advisory and Support Service (DASS) for which ongoing follow up for the condition in the specified location is an absolute requirement.**

*Evidence required: Confirmation by DASS that this is a required adjustment, with evidence from a medical specialist.*

*Please note: in the case of disabilities, DASS and the Panel 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 to determine if the CEC allocation will be relevant for the student being able to receive the ongoing care that is required. The medical evidence provided should explain why follow up must be in a specific location rather than by other treatment centres.*

## **Category 2 – MB ChB Programme extenuating circumstances specific criteria**

*This set of criteria is used as part of the initial CEC allocation process only. Once CEC allocations have taken place, students may not apply for extenuating circumstances based on these reasons as their opportunity has passed.*

### **2.1 a First Degree student is living at parental or own home in Manchester/Preston prior to applying**

### **2.1 b Graduate Student who lives in Manchester/Preston prior to applying**

The above students who were living in Manchester/Preston prior to applying and plan to continue living at their parental or own home due to financial reasons for the full duration of the Programme from Year 1, can indicate that they wish to be placed at a CEC within either one of the three clinical education campuses in Greater Manchester or the campus in Preston. We will take this into account during the initial allocation process (NB the address will be identified via the address provided on the UCAS form/pre-admission). This extenuating circumstance is in place primarily to support those local applicants who, often for financial reasons, are unable to move out of their original family/own home in order to attend University.

Please note that the following scenarios do **not** count under this category:

- Overseas students who have moved to Manchester for the Programme but may consider their new residence their home
- Foundation Year or International Foundation Programme students who have made living arrangements in Manchester during their foundation year (or before course starting but after application to the Foundation Programme)
- Students who are currently living in halls (even if the intention is to move back to parental home later in the programme – the criteria states this must be for the full Programme only so that this can be evidenced)
- Students living with other relatives for reasons of convenience (i.e. not residing at original home address where based at the time of application)
- Students who have bought property since the time of application under ANY circumstances, as this policy, which is provided in advance to applicants, makes it clear to students that they would be doing so at their own risk
- Employment of partner with whom the student is living meaning that student wishes to live in a certain location/at partner's permanent address (if not resident there prior to application)

### **2.2 Student has particular exceptional circumstances/requirements relating to mandatory religious observance.**

In exceptional circumstances, the Programme will consider requests from students to be placed at a particular CEC due to strict religious requirements that cannot be fulfilled at another location. The University Chaplaincy, who will provide advice to the Programme, will consider such cases independently. The final decision will be taken by the Programme and will be considered on the grounds of religious requirement only, not for cultural preference nor for reasons of optional

involvement with the activities of a particular place of worship e.g. volunteering. Students considering applying under this category should be aware that all CECs and associated teaching hospitals have prayer rooms that are available to students of all faiths and denominations.

*Evidence required: an official statement confirming that the student has mandatory religious requirements. This should be provided by the faith leader at your regular place of worship.*

Please note in relation to this criterion: the Programme recognises that religious beliefs and practices are central to the lives of medical students. Students are required to explore how to pursue these without compromising their preparation towards [Good medical practice](#) - which entails adhering to formal requirements (such as placement allocations), learning in a range of different placements (which may not be their choice of placements) and adapting to unfamiliar situations/challenges.

### **2.3 Student is enrolled on the MB ChB European Studies programme.**

Students who successfully enrol onto the MB ChB with European Studies programme will be placed at one of the three CECs in Manchester to support and facilitate their attendance at the mandatory evening language classes that take place on the University's Oxford Road Campus. Successful enrolment will be confirmed by the European Studies Administrator prior to allocations taking place.

*Please note – should the Programme delivery change in future and language classes were to be delivered fully online rather than on-campus, this exemption would not apply.*

### **2.4 Student is elite Sportsman/woman**

Students who are elite sportsmen/women will be identified to the Division of Medical Education by the UoM Sport Department. Elite sportsmen/women are those who are competing at a Junior National Level being supported on a University Sport Scholarship or on the University Sport Performance Programme. If these students intend to continue with their top level sports during clinical years (Years 3-5), they may be allocated to a Manchester clinical education campus in order to facilitate attendance at sporting events. However, such students must be aware that they are still obliged to meet the usual attendance requirements on their clinical placements to meet the Outcomes for Graduates mandated by the GMC to be able to graduate as a doctor. Therefore, we advise students to consider carefully whether they will be able to continue their sporting career alongside medical training and this needs to be continually assessed as they progress through the clinical programme. It has been agreed that the names of students in this particular category will be provided to the Division by UoM Sport directly. The Teaching Delivery Team Manager, responsible for administering allocations, will be notified by the agreed deadline each year. For academic year 2021-22 the deadline will be **Friday 12 November 2021**. Students are therefore not required to declare this themselves as part of the allocation process.

### **2.5 Preston Widening Access Programme (PWAP)**

PWAP is aimed at supporting students who aspire to enter the medical profession and who live or study in the Preston area to attain a place on the Medical MB ChB Undergraduate programme with The University of Manchester. The PWAP scheme is coordinated and delivered by Lancashire Teaching Hospitals NHS Foundation Trust at Preston:

<http://www.access.manchester.ac.uk/preston-widening-access-programme/>

Eligible students will already be aware of their PWAP status when applying to the MB ChB programme and the University's MB ChB Programme staff involved in allocations to a CEC will have a record of this information. Students are not required to declare this as part of the extenuating circumstances process as it will be applied automatically.