

Phase 2 Pre- Allocation

Appeals Guidance

The University of Buckingham Medical School

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Purpose

This document sets out the principles and practices, which underpin the University of Buckingham Medical School (UBMS) Appeals process for the Phase pre- allocations. It applies to students who have submitted pre-allocation requests for Phase 2 of the MB ChB programme.

All queries related to this policy and all appeals relating to Phase 2 pre- allocations should be addressed to the Quality team via FMHS-appeals@buckingham.ac.uk

Policy Details

Introduction

Throughout Phase 2 of the MB ChB programme, a student will be based at their allocated base hospital, of either Leighton Hospital, Macclesfield Hospital, Milton Keynes University Hospital, Stoke Mandeville Hospital or Warwick Hospital.

All base hospitals offer an excellent student experience in which to study and will follow the same curriculum.

The Faculty of Medicine and Health Sciences Phase 2 Pre- Allocation team will consider pre-allocation to a particular LEP based on personal circumstances where students meet one of the following criteria:

Criterion 1: You are a parent or legal guardian of a child or children under the age of 18 who reside primarily with you or for whom you have significant caring responsibilities.

- Criterion 2: Significant Caring Responsibilities
- Criterion 3: You have a health condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.
- Criterion 4: Extraordinary Circumstances

If a student is not satisfied with the outcome of their pre-allocation request and feel they met the requirements for a specific base hospital allocation, they may appeal the decision of the Phase 2 Pre-Allocation team within 7 working days of their allocation being received.

Grounds for Appeal

A student may appeal the decision of the Phase 2 Pre-Allocation team under the following grounds:

- New mitigating circumstances - If you are appealing under this ground, please ensure that you have provided all the following information:
 - New information which the Phase 2 Pre-Allocation team has not previously considered.
 - A reason/evidence to explain why you feel your Phase 2 Pre-allocation should be changed and a reason/evidence to explain why you were unable, or for valid reasons unwilling to submit this information to the Phase 2 Pre-Allocation team before it reached its decision.

- New evidence to support your existing mitigating circumstances - If you are appealing under this ground, please ensure that you have provided all the following information:
 - New evidence which the Phase 2 Pre-Allocation team has not previously considered.
 - A reason/evidence to explain why you feel your Phase 2 Base Hospital allocation should be changed and a reason/evidence to explain why you were unable, or for valid reasons unwilling to submit this information to the Phase 2 Pre- Allocation team before it reached its decision.
- Procedural irregularity in the operation of the medical school processes:
 - If you are appealing under this ground, please ensure that you have provided clear evidence of a significant irregularity on the part of UBMS and a reason/evidence to explain why you feel you may have been adversely affected by factors evidenced in the information submitted.

Appeal Criterion

Under Mitigating Circumstances, the Appeal should satisfy one or more of the following criterion:

Criterion 1: You are a parent or legal guardian of a child or children under the age of 18, who reside permanently with you or for whom you have significant caring responsibilities.

- 1.1. If your sole criterion is that you (or your partner) are currently pregnant, you will not be regarded as eligible for appeal on the grounds of personal circumstances under this criterion.
- 1.2. It is expected that you and your child(ren) will remain at your current address and application for pre-allocation will be to the LEP within a reasonably commutable distance of your address.
- 1.3. If you and the child(ren) do not normally reside together, this should be referred to on the appeal application form, and information supplied as to why the caring responsibilities remain equally significant.
- 1.4. You will be required to supply the following supporting evidence:-
 - Copy of birth certificate(s) of the child(ren)
 - For legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate.
 - Proof of current address, e.g. driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.
 - A statement from a professional who can confirm that they know you and has a professional working relationship with the child(ren) and yourself and can confirm that you have a significant caring responsibility for a child or children under 18. The signatory must be:
 - o over 18.
 - o have a relevant professional working relationship with the applicant and their child(ren) e.g., Midwife, GP/Doctor, Headteacher, Social Worker.
 - o not be related to the applicant by birth or marriage.
 - o not be in a personal relationship with the applicant.
 - o not live at the same address as the applicant.

Criterion 2(a): Significant Caring Responsibilities

You have significant caring responsibilities for a family member, partner, or friend. Applicants who have a primary carer role should also apply under this criterion. Definition of significant caring responsibilities: "Significant caring responsibilities equate to anyone who cares for a family member, partner or friend who requires help because of illness or issues with their mental or physical health or disability and cannot cope without their support."

If the person cared for has physical or mental health issues, a learning disability, a substance use-disorder (or any other addiction) or is vulnerable or frail and the applicant provides care with their day-to-day living they are a carer. You must explain clearly and present a strong case as to why and how you have significant/primary caring responsibilities for this person. Including but not limited to the below points.

- How you have significant/primary caring responsibilities – i.e. you have been carrying out this role during your time at medical school.
- How your current significant/primary caring responsibilities for a family member, partner or friend are expected to continue into your Phase 2 programme.
- A description of how you provide care over the course of a typical week and not just at weekends, (that is, your caring responsibilities require you to be within a reasonable commutable distance of the caree on a constant basis).
- Why you would not be able to provide this care whilst living in any other region where the LEP is not within a reasonably commutable distance to your address. If you provide care for a person as part of a group of carers, for example a family, you are eligible to apply under this criterion, provided all other requirements listed are met. You must upload the following evidence:
 - Confirmation from a general practitioner or social worker of the person being cared for, confirming that they know you and confirm that you have a current significant/primary caring responsibility for a family member, partner or friend including details of the level of care you provide. This is a mandatory requirement of the application form. The independent general practitioner or social worker must complete and sign a supporting signatory statement which will form part of your evidence.
 - An explanation of the type and amount of care you provide and demonstrate how you will combine the responsibilities of a Phase 2 medical student with your significant caring responsibilities, and that you have fully considered local support and resources. This explanation should be supported by an independent professional.
 - Proof of current address in your name, e.g., driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months, which will be for pre-allocation to the LEP that is within a reasonable commute of that address. It is expected that you and the person who you care for in this category will remain at your current address(es), and the application for pre-allocation will be to the LEP that is within a reasonable commute to that address. If this is not the case, relevant evidence must be supplied as to why caring arrangements could not continue as present. You are not required to complete/provide an official care plan

Criterion 3: You have a health condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.

As you already have this medical condition or disability, it is expected that you will remain at your current address, and application for pre-allocation will be to the base hospital that is within a reasonable commute to that address or pre-allocation to the LEP closest to the treatment centre. If the request for pre-allocation is not for the LEP that is within a reasonable commute of your current address or pre-allocation to the LEP closest to the treatment centre. Relevant evidence must be supplied as to why follow up arrangements could not continue as present. The requirement is to provide information as to where your treatment needs to take place. The supporting evidence needs to be clear and explicit. Conditions requiring treatment or support that is currently delivered online can be accessed from anywhere and therefore do not qualify for pre-allocation. You are required to provide the following supporting evidence which needs to be legible, clear and explicit, and it must state why you need to be pre-allocated to a particular LEP:

- *A written report by the current UK based specialist registered with the appropriate UK professional body, treating your condition or occupational health physician, in which they are required to: o describe the current medical condition (physical or mental health), or disability o describe the nature of the ongoing treatment*

o describe the frequency of the ongoing treatment

o explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK. The clinician must state that it is essential for treatment or medical follow-up to be accessed in a specific location.

- *Proof of current address, e.g., driving licence, utility bill dated within the last three months, or council tax bill dated within the last twelve months.*
- *Please note that attending outpatient appointments infrequently e.g., every 3 or 6 months can be accommodated and does not require pre-allocation. Applicants who have requested pre-allocation to a base hospital for this reason are likely to have their application rejected.*

Criterion 4: Extraordinary Circumstances

If you consider that there are extraordinary circumstances that require you to be in a particular environment for your phase 2 rotations, you can apply under this criterion. Caring responsibilities that do not meet the requirements of criterion 2 (primary carer/significant caring responsibilities) are not considered to be extraordinary circumstances. Applications under this criterion are for extraordinary circumstances only, and not just any other circumstance for which evidence is not available to meet the requirements for criteria 1, 2 or 3. Any application which relates to health grounds must be submitted under criterion 3. This includes mental health conditions. Applicants who request pre-allocation for any type of health-related reason under criterion 4 are likely to be rejected. Applications based on multiple categories cannot be included under this criteria, one category should be chosen. You must provide evidence regarding these circumstances including the reasons for placement in a particular location commutable to your address from a professional individual who has recognised standing to support the application. This must not be a family member or friend. You will be required to supply the following supporting evidence:

- *Statement by a professional that:*

o Describes the current extraordinary situation. o Explains why the extraordinary circumstance requires you to be in a specific location rather than another location in the UK.

- *Proof of current address, e.g., driving licence, utility bill dated within the last three months, or council tax bill dated within the last twelve months. Situations not valid for pre-allocation include but are not limited to:*

- *Financial circumstances,*
- *Home ownership/other accommodation circumstances,*
- *Marriage/other partnership or family/friendship circumstances,*
- *Circumstances related to religion*

If you believe, you have sufficient grounds for appeal you must submit your Appeal Application Form and evidence **within 7 calendar days** of receiving your Pre-Allocation request outcome. Please note that appeals are only accepted during the appeals window, and appeals sent to the appeals inbox outside of these time frames will not be considered.

Submitting an Appeal

Please ensure you read the form via the link below carefully and complete each section in full:

[Phase 2 Pre-Allocation Appeal Application Form](#)

When filling out your appeal application, you must detail all evidence you wish to submit alongside the Appeal form, ensuring each piece of evidence is clearly titled and dated; forms that do not contain sufficient information may be rejected.

Your appeal application must be submitted via the MS Forms link to the appeals team within 7 calendar days of your Phase 2 Pre-Allocation outcome.

Any supporting documentation must also be sent to fmhs-appeals@buckingham.ac.uk within 7 calendar days of receiving your Pre-Allocation outcome.

Appeals and/or supporting documentation received after this date will not normally be considered.

Appeals should be made on your own behalf, and it is your responsibility to obtain the required evidence. The Appeal Panel may request additional information, which will equally be your responsibility to provide by the set deadline.

All evidence must be submitted in English. If the original evidence is not written in English, you are responsible for providing a certified translated copy. Medical evidence should be provided in the form of an official signed document from a registered medical practitioner and a clear medical diagnosis must be included as appropriate.

The Medical School does undertake checks to ensure that all evidence provided is genuine and true.

Once your appeal and all supporting documentation has been received, you will receive an email of acknowledgement from the Appeals Team, normally within 2 working day of submission. The Quality Lead, or their nominee, will check the eligibility of the appeal to ensure that:

- a) The Appeals Policy and Procedure is applicable; and
- b) That any of the grounds as listed above are met; and
- c) That the appeal has been submitted in time; and
- d) That appropriate evidence has been provided to support the appeal.

Ineligible appeals may be directed to a more appropriate procedure or dismissed completely with sign off by the Dean of the faculty, or designated nominee.

Appeals Process

Upon receipt of your appeal, the Appeals Team will form an appropriate Appeal Panel that is fit for purpose. The Appeal Panel will usually consist of 2 members who are not involved in the Pre-Allocation process.

The Quality Lead, or their nominee, will be available to call upon to offer clarification on the process or the codes of practice and procedures within the medical school. There may be occasions where additional members are recruited to the appeals panel to provide additional expertise.

The Quality team will provide administrative support to the Panel, however will have no involvement in any decisions.

Occasionally, the Appeals Panel may decide it is appropriate for the applicant to appear before it.

Applicants may also make a case to appear in front of the Panel personally if their case is sensitive, though the final decision rests with the Panel. If an applicant does appear before the Panel a companion may accompany them. Legal representatives may not be present under any circumstances.

Outcomes

The Appeals panel are bound by UBMS regulations and are therefore limited in their powers to modify and amend decisions made.

The Appeal Panel may only:

- Confirm there are no grounds to change the outcome of your pre-allocation request, or
- Permit the individual to be pre-allocated to a base hospital to begin their Phase 2 studies. However, due to a limited number of places available at each site, this may be at a deferred point of entry for Phase 2 studies.

Once a decision has been reached, you will normally be informed in writing by the Quality team on behalf of the Chair of the Appeals panel within two weeks of the appeal submission deadline.

Review of Decision

If the applicant is not satisfied with the outcome of the appeal, they may request a further review. The request for a further review should be made, in writing, to student-complaints@buckingham.ac.uk detailing the grounds for the review. The university will conduct the review to ensure that all procedures have been correctly followed. The applicant should normally expect an outcome two weeks after the date of the review.

The outcome of this review will be considered final.

Quality Control

The FMHS Quality Team will keep confidential records of all appeals lodged in line with current guidelines. The effectiveness of the procedure will be monitored and reviewed annually.

Further information on any aspect of the appeals process can be obtained from the Quality team FMHS-Quality@buckingham.ac.uk.

Equality Statement

UBMS upholds the key principle that the policies and procedures governing the Phase 2 allocation process should be fair, transparent, implemented consistently and are compliant with all relevant legislation and regulations.

Related Policies

[MS-CUR-007-032024 V3 Phase 2 Allocation and Pre-allocation Policy V3 \(2\).pdf](#)

Document Control

Date policy approved: September 2021

Date of policy review approval: January 2023, August 2025

Date of next policy review: Academic year 2026