

Phase 1 Campus Allocation Appeals Guidance

School of Medicine

Faculty of Medicine & Health Sciences

November 2022

Contents

Purpose	3
Scope	3
Policy Details	3
Grounds for Appeal	3
Submitting an Appeal	6
Appeals Process	7
Outcomes	8
Review of Decision	8
Quality Control	8
Equality Statement	8
Document Control	8

Purpose

This document sets out the principles and practices, which underpin the University of Buckingham Medical School (UBMS) Appeals process for Phase 1 campus allocation. It applies to all applicants of the MB ChB programme.

All queries relating to Phase 1 campus allocation should be addressed to the quality team via FMHS-appeals@buckingham.ac.uk. All queries relating to this procedure should be addressed to the Quality Team via FMHS-appeals@buckingham.ac.uk.

Scope

Throughout the first two years of the MB ChB programme, a student will be based at their allocated campus, of either Buckingham or Crewe.

Both campuses offer an excellent student experience in which to study and live. All students follow exactly the same curriculum and are taught by the same academic staff.

The Faculty of Medicine and Health Sciences Admissions team will allocate an individual to their campus when they receive their confirmation of a place to study at the University of Buckingham Medical School (UBMS).

We understand that some applicants may prefer one campus or another and while we try our best to accommodate individual preference, we do not guarantee a place of study at their preferred campus. The Medical School will only consider requests for a specific campus allocation if an individual falls into one of the predefined criteria for specific allocation.

If the applicant is not satisfied with their campus allocation and feel they meet the requirements for campus specific allocation, they may appeal the decision of the Admission Team within 7 working days of their offer being received.

Policy Details

Grounds for Appeal

You may only appeal the decision if you meet one of the following allocation criteria.

- You intend to live at home and want to study at the campus nearest to you, provided you live within 30 miles of your selected campus.*

We are unable to accept campus allocation requests from applicants who move into the area after applying to UBMS or are in the process of doing so e.g. purchasing a property.

- You will be required to supply the following supporting evidence:-
 - Proof of current address, e.g. driving licence, utility bill or bank statement dated within the last three months, or council tax bill dated within the last twelve months.

2. *You are already a student at the University of Buckingham when you apply, and want to stay at your existing campus*

- You will be required to supply the following supporting evidence:-
 - Proof of enrollment.

3. *You have a sibling who is already a student at the University of Buckingham, who is not in their final year when you apply and you intend to live with them.*

- You will be required to supply the following supporting evidence:-
 - Statement confirming that you have siblings registered at the University
 - A copy of your birth certificate and your sibling(s) birth certificate
 - Proof of current address of siblings, e.g. driving licence, utility bill or bank statement dated within the last three months or council tax bill dated within the last twelve months.

4. *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.*

- If your sole criterion is that you (or your partner) are currently pregnant, you will not be regarded as eligible for allocation on the grounds of special circumstances under this criterion.
- It is expected that you and your child(ren) will remain at your current address and your application for allocation will be to the campus local to that address. This will be verified by the Medical School.
- If you and the child(ren) do not normally reside together, this should be referred to on the application form, and information supplied as to why the caring responsibilities remain equally significant.
- 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 or bank statement dated within the last three months or council tax bill dated within the last twelve months.
 - Proof of your child(ren)'s current address

5. *You are the primary carer for someone who is disabled (as defined by the Equality Act 2010).*

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. For the purposes of the Act:

- Substantial means more than minor or trivial;
- Long-term means that the effect of the impairment has lasted or is likely to last for at least 12 months;
- Normal day-to-day activities include things like eating, washing, walking and going shopping.

Some conditions, such as addictions to non-prescribed substances, are specifically excluded.

People who have had a disability in the past that meet this definition are also covered by the scope of the Act.

There are additional provisions relating to people with progressive conditions. People with HIV, cancer and multiple sclerosis are protected by the Act from the point of diagnosis. People with visual impairments are automatically deemed to be disabled.

- For you to meet these criteria you must be the primary carer for this person, who would normally be your partner, sibling or parent.
- If the person you are caring for is not your partner, sibling or parent, you will have to explain clearly and present a strong case as to why and how you have the role of primary carer for this person.
- 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.
- 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 campus allocation will be close to that address and to any medical facility required for treatment. You will be required to complete a care plan to demonstrate how you will combine the responsibilities of a medical student and primary carer, and that you have fully considered local support and resources.
- You will be required to supply the following supporting evidence:
 - Statement from GP/Social Services professional that you have known for normally at least six months confirming your role as primary carer for this person.
 - Care plan.
 - Proof of current address, e.g. driving licence, utility bill or bank statement dated within the last three months or council tax bill dated within the last twelve months.

6. You have a medical 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, it is expected that you will remain at your current address, and application for campus allocation will be to be close to this address.
- If the request for re-allocation is not for the campus local to your current address, relevant evidence must be supplied as to why follow up arrangements could not continue as present.
- You will be required to supply the following supporting evidence:
 - A report by the current medical specialist treating your condition or Occupational Health physician, in which they will be required to:
 - Describe the current medical condition or disability
 - Describe the nature of the ongoing treatment and frequency
 - Explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK
 - Proof of current address, e.g. driving licence, utility bill or bank statement dated within the last three months or council tax bill dated within the last twelve months.

7. *You have other unique circumstances.*

- If you consider that there are particular unique circumstances that require you to be in a particular environment, you can apply for Special Circumstances under this criterion.
- You must provide evidence with regard to these circumstances including the reasons for your allocation to be in a particular location from a professional individual who has recognised standing to support the application.
- You will be required to supply the following supporting evidence:
 - Statement by a professional that:
 - Describes the current unique situation
 - Explains why you must be based at a specific location rather than another location in the UK
 - Proof of current address, e.g. driving licence, utility bill or bank statement dated within the last three months or council tax bill dated within the last twelve months.
- Please note, caring responsibilities that do not meet the requirements of criterion 5 (primary carer/significant caring responsibilities) are not considered to be unique circumstances. Applications under this criterion are for unique circumstances only, and not just any other circumstance for which evidence is not available to meet the requirements listed above. Applications based on circumstances that are not unique and evidenced to have an absolute requirement for appeal allocation will not be approved.

8. *You are care experienced.*

- We define a care experienced student as someone who is currently or has been at any point in their past, under the care of their Local Authority. This includes foster placement, in residential care, with adoptive parents or with an extended family member

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 campus allocation. Please note that appeals are only accepted during the appeals windows, 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 carefully and complete each section in full.

<https://forms.office.com/r/5ht15Czhnm>

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 and supporting evidence must be submitted via the MS Forms link to the appeals team within 7 calendar days of your campus allocation. 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 two working days 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 normally composed of:

- A member of academic staff from the Faculty of Medicine and Health sciences not heavily involved in the Medical School admission process
- A Lay representative who is not involved in the concerns process or the admissions processes

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 campus, or
- Permit the individual to move to an alternative campus to begin their studies; however, this may be at an alternative date of entry onto the programme. or
- Allow an individual deferring registration on the MB ChB programme to be allocated a different campus when they commence their programme of study, due to changes in circumstances since they were first allocated their campus.

Once a decision has been reached, you will normally be informed in writing by the Appeals team on behalf of the Chair of the appeals panel within two weeks of the appeal meeting. If you remain dissatisfied with the outcome of your appeal, you may request a final review of the decision, within 5 days of receiving your appeal outcome.

Review of Decision

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 MB ChB 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 admissions process should be fair, transparent, implemented consistently and are compliant with all relevant legislation and regulations.

UBMS embraces its commitment to equal opportunities and any conditions for entry to a programme will only be imposed if justifiable on academic grounds.

Document Control

Date policy approved: December 2022

Date of next policy review: Academic year 2023/24