

Phase 2 Pre- Allocation Appeal Guidance for Students

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Version History

Version	Approved by	Revisions made	Date
V4	FMHS Executive	Clear information relating to accepted evidence	February 2026
V5	FMHS SLT	Updated to reflect changes to grounds and outcomes in the Pre-allocation Policy	August 2026

Purpose

This guide is intended to explain the Phase 2 Pre-Allocation Appeal processes available to students on the MBChB programme in the Faculty of Medicine and Health Sciences.

Scope

A pre-allocation appeal is a procedure, which allows you to appeal against the decision made by the Pre-Allocation Panel in relation to your application to be pre-allocated to a certain base hospital.

Students may appeal under the following grounds:

- New mitigating circumstances
- New evidence to support existing circumstances
- Procedural irregularities

If you believe you have sufficient grounds for an appeal, you must submit your pre-allocation appeal application form and supporting evidence within 7 calendar days of receiving your pre-allocation outcome.

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 Appeal Panel will consider the grounds of your appeal to be pre-allocated to a particular LEP based on personal circumstances where a student meets 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:** You have Primary Caring Responsibilities
- **Criterion 3:** You have a health condition or disability for which ongoing follow up for the condition in the specified location is a substantial and evidenced need.
- **Criterion 4:** Extraordinary Circumstances

General Points

- You can only apply for personal circumstances based on your current situation.
- You are not allowed to link your application for personal circumstances to another student in the process.
- Your application will need to be supported by an appropriate independent professional. Dependant on the criteria, this might be a Midwife, GP/Doctor, Headteacher, Social Worker or an occupational health physician.
- Application and approval for pre-allocation to a particular LEP base does not mean that there will be pre-allocation to preferred locations within or associated with the base hospital or for phase 2 activities more generally.

- If you need to be in a geographical area based on your personal circumstances, you can apply for pre-allocation to an LEP within a reasonably commutable distance to your address linked to a criterion below.
- To be considered for pre-allocation on the grounds of personal circumstances, you must meet one of the following criteria.

Grounds for Appeal

You may only appeal on the following grounds:

1. 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 and evidence to explain why you feel the decision of the Phase 2 Pre-allocation team should be changed.
 - A reason and 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.
2. 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 and evidence to explain why you feel the decision of the Phase 2 pre-allocation team should be changed.
 - A reason and 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.
3. 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 pre-allocation process and a reason and evidence to explain why you feel you may have been adversely affected by factors evidenced in the information submitted.

Appeal Criterion

Under the grounds of Mitigating Circumstances, the Appeal should satisfy 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

Pregnancy alone will not normally meet Criterion 1 unless the student already has parental or significant caring responsibilities for a child. However, pregnancy, maternity-related needs, birth timing, health-related concerns or placement safety issues may be considered under the health, reasonable adjustment, occupational

health, interruption of studies, or late exceptional circumstances processes, as appropriate.

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.

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.

The Panel will consider the student's actual caring responsibilities, the child's usual residence, school or childcare arrangements, the availability of alternative care, and whether the requested allocation is necessary rather than preferred.

You are required to supply the following supporting evidence:

- A 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.
- 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:
 - over 18.
 - have a relevant professional working relationship with the applicant and their child(ren) e.g., Midwife, GP/Doctor, Headteacher, Social Worker.
 - not be related to the applicant by birth or marriage.
 - not be in a personal relationship with the applicant.
 - not live at the same address as the applicant.

Criterion 2: Primary Caring Responsibilities

You are the primary carer for someone who is disabled (as defined by the Equality Act 2010). 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 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. You must explain why alternative carers cannot be arranged.

If you provide care for a person as part of a group of carers, for example a family, you are not eligible to apply under this criterion and if you do, your application will be rejected.

You are required to provide a care plan to explain how you will combine the responsibilities of a medical student and primary carer, and that you have fully considered local support and resources.

Criterion 3: You have a health condition or disability for which ongoing follow up for the condition in the specified location is a substantial and evidenced need.

You may apply under this criterion where you have a health condition, mental health condition, disability or neurodivergence that creates a substantial evidenced need for allocation to a particular LEP, region or reasonable commuting distance. This may include, but is not limited to, the need to access specialist treatment, maintain essential support arrangements, avoid substantial disability-related travel disadvantage, or implement a reasonable adjustment in the placement context. You have a health condition (physical or mental health) or disability for which specialist healthcare treatment and ongoing follow up for the condition in the specified location is an absolute requirement.

You must already have an address (and provide proof of address) within the area that you are requesting to be pre-allocated to and be already receiving treatment for a health condition/disability in that same area at the point of application.

This criterion is in place to ensure that applicants who have already started to receive specialist treatment for an ongoing health condition or disability can be pre-allocated to that area to ensure that they can continue with the treatment.

Most health conditions or disabilities can be managed and treated at any location in the UK, and the expectation is that the majority of applicants will be able to access the support and treatment they need in the location they are allocated to for their placement and transfer their treatment to a new location if this is possible. Not all health conditions will require specialist treatment which is limited to certain parts of the UK. This includes any treatment/medication which is provided by a GP. The expectation is that any current treatment and medication that is already being provided by a GP is transferred to a new location.

Disabled students and reasonable adjustments

Pre-Allocation is one possible form of support, but it is not the only form of reasonable adjustment. Where a student has a disability, long-term health condition or mental health condition, the University will consider whether placement allocation, travel expectations, timetable arrangements, communication arrangements, equipment, access requirements or placement support planning may be reasonable adjustments.

Decisions will be made on an individual basis and will take account of the student's own account of the barriers they experience, relevant professional evidence where needed, occupational health advice where appropriate, placement capacity, competence standards, patient safety and the need to maintain academic and professional standards.

Where the University decides not to implement a requested adjustment, or to implement it in a different way, it will explain the reasons.

Criterion 4: Extraordinary Circumstances

The list below provides examples of circumstances that would be considered extraordinary by the national review panel. This list is not exhaustive, and there will be other circumstances considered extraordinary.

Athlete

An applicant who is an athlete supported on an international-level representative sports training programme. The requirement would be to remain in a particular location to continue their training.

The application would need to be signed by the national coach/manager with an explanation to why the applicant needs to be pre-allocated at the location requested and not elsewhere, as an athlete may be able to train at any athletics club.

It would be acceptable if the application is part of a national training programme and the rest of the team are based in one location, for example.

Armed Forces Commitments

An applicant who is a member of the armed force reserves. The applicant intends to continue with this commitment whilst undertaking phase 2 training. The applicant therefore needs to access force training during the week and at weekends.

The application would need to be signed by their commanding officer and evidence of why the applicant needs to be at the location requested and not any other reservist training camp would need to be provided.

Adapted housing

An applicant who has a long-term disability which does not impact on their ability to work as a Phase 2 student but requires pre-allocation on the basis of remaining in adapted housing.

It is expected that the applicant would already be living in a home that has been adapted to support their needs, and the request for pre-allocation would be to the area within which that home address falls under.

The application should be supported and signed by a professional from a housing department, social worker or medical practitioner.

Applications submitted under the wrong criterion may be redirected to the appropriate criterion where this can be done fairly and within the timescale. The faculty may ask the student for clarification or additional evidence where this is necessary to consider the request fairly.

Situations **not** valid for pre-allocation include but are not limited to:

- Financial hardship, accommodation ownership, tenancy arrangements or general travel preference will not normally justify pre-allocation on their own. Students experiencing financial hardship will be signposted to relevant University hardship, travel expenses or student support processes. Where financial circumstances overlap with disability, caring responsibilities, safeguarding concerns or other exceptional circumstances, the University will consider the relevant evidence under the appropriate criterion.
- Home ownership/other accommodation circumstances,
- Marriage/other partnership or family/friendship circumstances,

Requests based solely on personal preference, convenience or general lifestyle preference will not normally be approved. Requests connected to religion or belief will be considered individually where the student explains why the requested location is necessary and provides relevant supporting information. Approval will depend on whether the request meets the threshold for pre-allocation and can reasonably be accommodated within placement capacity and programme requirements.

Submitting an Appeal

If you believe you have sufficient grounds for an appeal application, you must submit your Appeal Application Form within 7 calendar days of receiving your Pre-Allocation Request Outcome via this link: [Phase 2 Pre-Allocation Appeal Form – Fill in form](#). Please be sure to read the application form carefully and complete each section in full.

Any supporting evidence should be emailed to fmhs-appeals@buckingham.ac.uk at the same time as your appeal application has been submitted.

Please note appeals are only accepted during the appeals submission windows. Appeal applications and supporting evidence submitted outside these time frames will not be considered.

When completing 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.

Appeals should be made on your own behalf, and it is your responsibility to obtain the required evidence within the given deadline. 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 and dated document from a UK registered medical practitioner and a clear medical diagnosis must be included as appropriate. **This must not be a family member or friend.**

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 Quality Team, normally within 2 working day of submission.

The Quality Team 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 Faculty Dean, or their designated nominee.

Appeals Process

Upon receipt of your appeal, the Quality 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 Phase 2 Pre-Allocation process.

The Deputy 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 student to appear before it.

Students 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 a student 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:

- ***Approved for pre-allocation to a specific LEP***
The student will be allocated to a named LEP where the evidence demonstrates that this is necessary because of the student's circumstances and where placement capacity allows.
- ***Approved for pre-allocation to a defined geographical area or region***
The student will be allocated to an LEP within a defined geographical area or within reasonable commuting distance of the relevant address, treatment centre, caring responsibility or other evidenced location. This may not be the student's first-choice LEP.
- ***Approved for priority consideration within the allocation process***
The student's circumstances will be taken into account during the allocation process, but the evidence does not demonstrate that allocation to one specific LEP is

necessary. The student will be allocated as close as reasonably possible to the evidenced need, subject to placement capacity and programme requirements.

- ***Not approved***

The application does not meet the published criteria, the evidence does not support the requested pre-allocation, or the requested allocation cannot reasonably be accommodated. The student will enter the standard preference-informed allocation process.

Further information required

The Panel may request further information where clarification is needed to make a fair decision. A deadline will be provided for the submission of any additional information. If the requested information is not provided by the deadline, the Panel may make a decision based on the evidence already available.

Referral for alternative support

Where pre-allocation is not approved, or where pre-allocation alone is unlikely to address the student's circumstances, the Panel may refer the student to relevant support services. This may include Wellbeing Hub, Disability Support, Occupational Health, the Programme Team or other appropriate services. Referral for support does not guarantee a change to the student's allocation.

Due to a limited number of places available at each base hospital, 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 a student is not satisfied with the outcome of the appeal, they may request a further review.

Please refer to Stage 3 of the Student Complaints Procedure for more information: [Student-Complaints-Policy-and-Procedure.pdf](#)

If you have any questions regarding this procedure, please contact student-complaints@buckingham.ac.uk

<mailto:student-complaints@buckingham.ac.uk>

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 pre-allocation appeal process should be fair, transparent, implemented consistently and are compliant with all relevant legislation and regulations.

Flowchart

Please find below a flowchart which contains a short summary of the pre-allocation appeal procedure, for full details of this procedure please refer to the guidance in full.

