



University of
Nottingham

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School of Medicine

Hub Allocation Special Circumstances Policy

Education Centre
April 2021



SPECIAL CIRCUMSTANCES POLICY

The Special Circumstances Policy should be read in conjunction with the Clinical Phase Hub Allocation Policy. The School carries out extensive planning with placement providers to agree hub allocations based on capacity and professional body requirements to ensure a well-rounded educational experience.

Aims

The aims of this policy are to ensure that:

- a) There is standardisation and consistency of practice adhered to, by the University of Nottingham, when undertaking changes to student hub allocations.
- b) The University fulfills their public sector duty to the Equality Act

Managing Special Circumstances

Special Circumstances relate to a situation beyond the routine challenges of everyday life, these circumstances will not include factors which are within your control, or which you might reasonably be able to avoid. If you have an exceptional need to be placed at a specific hub, a special circumstance request for a specific hub(s) professional, independent, verifiable evidence will be required.

Location of personal accommodation, non-possession of a vehicle, financial, employment, and social commitments are all **expressly** excluded from consideration.

Submitting Special Circumstances does not automatically mean the request will be approved and, in most cases, this does not mean students will be allowed to carry out both clinical phases at one hub. The Support and Wellbeing Team within the hub will endeavour to support students managing their own special circumstances without necessarily changing their hub allocation i.e. liaison with the placement. Please email: SS-Sup-MedHealthSci@exmail.nottingham.ac.uk

1. Submitting Special Circumstances once a hub has been allocated

If there is a change to your circumstances which you anticipate may affect your ability to be placed at your allocated hub it is vital that you complete a special circumstances form. Due to limitations of capacity we cannot guarantee moving you to a different hub but we will work closely with you to ensure you are appropriately supported whilst on placement.



2. Declaration and Submission of Special Circumstances

1. Pre allocation of hubs

The University will consider any declared special circumstances prior to hub allocation taking place.

2. New or change in circumstances arise after allocation of a hub

Should new or a change in circumstances arise after allocation of a hub, evidence will be required, demonstrating that these circumstances occurred after the original special circumstance's deadline. Due to limitations of capacity we cannot guarantee moving you to a different hub but we will work closely with you to ensure you are appropriately supported whilst on placement.

3. Special Circumstances Consideration

Every change request will be considered on an individual basis.

Students are NOT permitted to organise their own changes and they must not approach the Undergraduate Co-ordinators (UGC's) at the sites to request hub or placement changes.