



Policy for Adjustments to Agreed UCO Timetable

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Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jun 2017 Academic Council	To formalise procedures for students applying for changes to the agreed scheduling of clinical hours for their year group.	M.Ost (Part Time) Course Leader	All master versions will be held in: J:\0 Quality Team – Core Documentation Intranet	Jun 2019
V2.0	May 2018 PRAG Chair	Administrative Amendments to reflect title changes (i.e. from Principal to Vice-Chancellor, etc.)	M.Ost (Part Time) Course Leader	All master versions will be held in: J:\0 Quality Team – Core Documentation Intranet	Jun 2019
V3.0	Dec 2019 TQSC Chair's Action	Policy Change of name (from “Adjustments to agreed clinical hours policy” to “Adjustments to Agreed UCO timetable policy”). Modification to include any changes to UCO Timetable.	M.Ost (Part Time) Course Leader	All master versions will be held in: J:\0 Quality Team – Core Documentation Intranet	Nov 2022

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

X

Neutral equality impact (i.e. no significant effect)

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

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1. SCOPE

- 1.1 This document details the University College of Osteopathy (UCO) policy and procedure regarding student applications for any changes to your agreed timetable for your year, group and team.
- 1.2 This policy should be read in conjunction with the Student Attendance Policy.

2. INTRODUCTION

- 2.1 Attendance at the UCO, including clinical work and teaching sessions, is central to your progression as a student osteopath.
- 2.2 Your timetables are developed to promote a positive student experience. This means considering a range of factors including the numbers or students in teaching or clinical sessions, the student-educator ratio, as well as the overall schedule for students.
- 2.3 If your personal circumstances change while you are on the course, such that you are struggling to attend your timetable as set out, you may apply to request a modification.
- 2.4 Changes in circumstances will be considered by the relevant Course Leader and Head of Clinical Practice, and other members of staff as appropriate.
- 2.5 You should begin the course fully aware of the number of hours in which you will be required to attend teaching and clinical sessions, and to commit to the course. The expectation is that you will have taken measures to ensure that you are able to attend within the specified pattern and enrol in anticipation of this.

3. CIRCUMSTANCES UNDER WHICH ADJUSTMENTS WILL NORMALLY BE CONSIDERED

- 3.1 Only requests made through the proper procedure (see below) will be considered. Circumstances under which adjustments may be considered are likely to include:
 - a) Illness or personal injury
 - b) Unforeseen changes to working schedules
 - c) Regular hospital treatments for healthcare needs
 - d) Legal proceedings
 - e) Unanticipated care of dependants
 - f) Changes in your financial situation
- 3.3 Circumstances that are not normally considered appropriate for requests for adjustments to be considered include:
 - a) Regular childcare arrangements
 - b) Regular working patterns
 - c) Holidays or other recreational travel
 - d) Personal convenience
 - e) Moving out of the area

These lists however are not exhaustive.

4. PROCEDURE FOR REQUESTING ADJUSTMENTS TO UCO TIMETABLE

- 4.1 To request a change to your UCO Timetable, you should complete the Application form that can be found at SharePoint at:
<https://bso.sharepoint.com/sites/StudentPortal/SitePages/Adjustments-to-Agreed-UCO-Timetable.aspx>
- 4.2 Once you have submitted this, the Course Leader and the Head of Clinical Practice will review it. You will need to provide information on your circumstances that are preventing you from attending your timetable within the agreed pattern as well as how these circumstances have changed since you enrolled on the course.
- 4.3 You will be asked to provide evidence of the changes to your circumstances which may include:
- a) Letter from a doctor or other relevant healthcare specialist
 - b) Updates of professional contracts
 - c) Letter from a lawyer or solicitor
- This list is not exhaustive.
- 4.4 Your Course Leader and Head of Clinical Practice, along with any other members of staff as appropriate will review your application.
- 4.5 If you would like the details of your application to be kept confidential to Registry, the Course Leader and Head of Clinical Practice, you will need to specify this appropriately on the form.

5. FOLLOWING ANY AGREED CHANGES TO YOUR UCO TIMETABLE

- 5.1 Your Course Leader and Head of Clinical Practice will aim to make a decision about your application within two weeks of your request being submitted.
- 5.2 If your request is granted you may still be required to attend within the normal pattern for assessments. If the request involves changes to your clinic hours and this means you are not available to receive feedback on assessments with other students, then you are responsible to make arrangements to receive this feedback as necessary.
- 5.3 If you are not satisfied that your application has been dealt with fairly or appropriately then you are invited to appeal the decision by contacting the Vice Principal (Education).

6. RETAINING APPLICATION FORMS AND DOCUMENTARY EVIDENCE

- 6.1 All application forms and documentary evidence will be stored on SharePoint where access is limited to the Course Leader, Head of Clinical Practice and Registry.

7. APPLICATION FOR ADJUSTMENTS TO AGREED UCO TIMETABLE

APPENDIX 1: APPLICATION FOR ADJUSTMENTS TO AGREED CLINICAL HOURS FORM

Please complete the form that can be found on SharePoint and will be reviewed by the Course Leader and Head of Clinical Practice. The form can be found at:

<https://bso.sharepoint.com/sites/StudentPortal/SitePages/Adjustments-to-Agreed-UCO-Timetable.aspx>

The form consists of the following:

SECTION 1 – To be completed by the student

Name:			
Course:			
Year of Study:			
Please detail the circumstances that are preventing you from completing your clinical hours with the agreed schedule and when you would like to be able to complete them instead.			
Please detail how these circumstances have changed since you enrolled on the course and what necessitated these changes.			
Type of documentary evidence attached:			
Please tick this box if you would like the details of your application to remain confidential:			<input type="checkbox"/>
Signature:		Date:	

SECTION 2 – To be completed by the Head of Clinical Practice and/or Course Leader

Name of person completing section:			
Please detail any risks related to the proposed alterations of the student's clinic attendance.			
Names of people consulted in the consideration of this application, i.e. Head of Clinical Practice, Course Leader, Unit Leader, Student Support Manager, Academic Tutor, any outside agencies.			
Decision			