

## Placement Mitigating Circumstances (PMC) review procedure.

Rationale: To give students the opportunity to request for their placement to be changed due to mitigating circumstances.

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### Procedure

- Placements are released by the placement department where possible 3 weeks before the date of the placement start.
- The students will be provided with information on the Placement MC procedure as part of the placement information release process.
- Students then have 5 working days to complete and submit a Placement MC Review form. Please note these forms will not be considered after the time.
- This form needs to be submitted to the [HWBplacementsEC@shu.ac.uk](mailto:HWBplacementsEC@shu.ac.uk). The PMC review form will also be available on BB organisational sites.
- Students will receive a read receipt for this email.
- Placement staff will check all placement MC forms taking into account
  - Previous experience on the placement circuit
  - travel (distance over 2 hours, measured from Collegiate Crescent Campus of Sheffield Hallam University)
  - travel timings (arrival on shift)
  - placement availability
- All PMC review forms will be considered at a PMC review panel within 10 working days of the placement release date. The PMC review panel will consist of members of the CMT, Placement team staff and Student Support officers. Please note PMC decisions at the review panel will be final.
- **The following will not be considered extenuating circumstances:**
  - Travel under 2 hours, measured from Collegiate Crescent Campus of Sheffield Hallam University
  - Cost of travel
  - Risk of adverse weather
  - Routine carer responsibilities
- If the PMC is upheld the placement team will contact students within 5 working days regarding plans for a placement change.
- If the PMC is not upheld the SSO's will contact the student regarding the decision within 5 working days.

The following scoring system is used to help decision making regarding the prioritisation of placement changes.

Highest single or combined score = highest priority.

<b>Reason for placement change</b>	<b>Priority score.</b>
Placement cancelation (Placement Provider Decision)	7
Disability	6
PMC accepted	5
Placement Refer	4
Returner Maternity leave	3
Returner General	2
Making up placement hours	1
Refusal to go on placement	0-FTP referral