



Accessing support whilst on the MBChB programme 2020/21



**Enabling students to
achieve their potential...**

**...everyone's
responsibility**

www.medicine.leeds.ac.uk/mbchb/support

Support whilst on the MBChB programme

Supporting you during your studies.

The University of Leeds has the vision that all students have an “*exceptional learning experience*”. The School of Medicine believes that the focus of support should be developmental i.e. helping you to identify areas for academic and personal development so that you can achieve your individual potential.

Who provides academic and pastoral support to me during my studies?

You have been assigned a named Personal Tutor (PT) on the MBChB programme who should be considered your primary contact for pastoral and academic support. Other local sources of academic support that you may access include your placement tutor or ICU lead. The School Student Education Services team and members of this team at peripheral teaching sites can also offer you support.

Who do I contact if I have a general MBChB or intercalated degree curriculum enquiry?

Due to the coronavirus pandemic staff are not working from the University campus and the phone numbers listed will not be manned. Please use the emails listed as the primary form of contact.

The Student Education team at the Leeds Institute of Medical Education can assist you with any general MBChB enquiries you may have: medschool@leeds.ac.uk

Tel: **0113 3437234**
(08-00hrs to 17-30hrs Mon-Friday, excluding University holidays)

https://medicinehealth.leeds.ac.uk/homepage/159/leeds_institute_of_medical_education

Who do I contact if I have an urgent Student Support issue and my Personal Tutor is not available?

For an **urgent** student support related issue (e.g. a pastoral issue) you can email the School's Student Support Team at somstudentsupport@leeds.ac.uk or phone Student Education reception on **0113 3437234**.

Who do I contact if I am aware of an issue that may impact upon my progress?

You will need to contact the Academic Sub-Dean for your academic year. The Academic Sub-Dean for your year has an in-depth understanding of the rules and regulations of the University and School of Medicine and can assist you in managing issues that may impact directly on your ability to progress e.g. having a significant health issue, needing time out from the programme, academic under-performance or getting a police caution or criminal record.

If you're not sure who to speak to or would like advice before contacting your ASD please contact the Student Support team (somstudentsupport@leeds.ac.uk) or the schools Progress Officer, Steph Bradley (s.b.bradley@leeds.ac.uk).

Who is responsible for ensuring the smooth running of each of my years of study?

The MBChB Year Head is ultimately responsible for ensuring the timetabling and smooth running of your MBChB studies and assessments. It will be the Year Head who will be contacted should adjustments be required to your timetable or placements as a consequence of a significant academic or health event. However, if you have any general queries regarding your teaching or placements please contact your dedicated year co-ordinator.

Does the School make allowance for poor performance as a consequence of circumstances beyond my control?

'**Mitigating circumstances**' refer to events which could not reasonably have been predicted or prevented and

which might have had a significant effect on your academic work e.g. illness and accidents, being the victim of crime, and family problems such as the death or illness of a close relative.

Application for consideration of mitigating circumstances should be made before assessment and is never considered after assessment results have been published. Detailed information can be found at: https://students.leeds.ac.uk/info/1000039/school_of_medicine/1233/school_of_medicine_mitigation

I am a carer and an urgent caring issue has arisen, what do I do?

The normal expectation is for 100% attendance, but we recognise there can be emergency situations where you may not be able to attend e.g. childcare arrangements falling through, illness, caring responsibilities etc. If this is the case, you should contact Student Education Reception on **0113 343 7234** who will be able to advise you on what you should do depending on your circumstances. You will also need to remember to self-certify via Minerva (the new Portal).

If you do have childcare or caring responsibilities it may be useful to contact the Student Support Team to alert them to this fact so they can make local arrangements to help support you with these responsibilities and your studies. You are under no obligation to alert the University to these responsibilities, but please be aware that the University cannot put measures in place to support you unless they know about your situation.

If your overall attendance becomes a matter of concern, we will arrange a meeting with the Academic Sub-Dean to discuss any additional support you may require.

Child Care emergencies

There may be times when your child care arrangements fall through at short notice. In some circumstances, Bright Beginnings childcare centre may be able to provide emergency support for you; for example in the event of their regular childcare provider being ill, or for students who need to take examinations and have no other childcare cover, however we cannot guarantee this.

You should not normally bring your child with you into any public teaching and research areas – such as lecture theatres, seminar or teaching rooms, laboratories or shared work spaces – and so you will need to make arrangements for the care of your

child whilst you are in these locations.

University of Leeds Policy on support for students who are parents or carers: https://equality.leeds.ac.uk/governance_strategy_policy/policies/

I'm an international student, who do I contact if I need advice?

International students, like all students, should call upon their Personal Tutor for initial guidance and support.

The Medical School has an International Officer who can offer one-to-one advice should you require it. This position is currently being recruited so in the meantime please contact the Student Support Team (somstudentsupport@leeds.ac.uk).

To access specialist advice regarding visas or other related issues you will need to contact the University International Student Office. https://students.leeds.ac.uk/info/10500/international_students/877/international_student_office

If you require support with the English language you can contact the University Language Centre who can assess your level of competence and assist you in improving your skills. https://www.leeds.ac.uk/homepage/52/language_centre

More targeted support is provided by staff within the school where appropriate.

I have a disability, who should I speak to?

Having a recognised disability (the definition of which includes a number of chronic health conditions) should not be considered a barrier to a successful career in Medicine.

A formal assessment of need is usually required in order to identify any 'reasonable adjustments' you may require.

Financial support may be available. Discuss this with the University's Disability Services Support Team. The Student Support Team (somstudentsupport@leeds.ac.uk) can advise you on school disability matters.

The University's Disability and Wellbeing Services team can provide advice to all students https://students.leeds.ac.uk/info/10710/disability_mental_health_learning_difficulties

I have or may have a mental health condition, where can I get support?

During the course of a medical career it is not unusual for medical students or doctors to have concerns about their mental health or to suffer from a mental health condition specifically given the demanding nature of the training and career.

If you do have a mental health concern you can speak to:

- Your Personal Tutor
- The Student Support Team
- Access support from the University Counselling Centre
- Contact the University Mental Health team: https://students.leeds.ac.uk/info/100001/counselling_and_wellbeing/1081/university_mental_health_advisors
- Make an appointment to see your GP. The contact details for Leeds Student Medical Practice are: Ph. **0113 295 4488**; <http://www.leeds.ac.uk/lsmp/>

Please note some mental health conditions are considered a disability under equality legislation and can make you eligible for additional support.

If you feel you need to talk to someone in an emergency about how you are feeling you can contact:

The Samaritans:
116 123

Leeds University Union nightline:
0113 380 1381

I have a health issue that I consider may impact on my ability to study or practise medicine, who should I speak to?

Occasionally you may have a health issue that can impact on your ability to study or practise medicine safely or it may be that you require advice relating to a health condition that may require you to consider your future career options in more detail. If this is the case your first point of contact should be the Academic Sub-Dean for your year. He or she can refer you to the local NHS Occupational Health Service for an assessment or/and guidance if you require it.

I am having financial difficulties, where can I get guidance and support?

The School of Medicine has little in the way of funds that it can make available to you, apart from occasional bursaries which Jack Armstrong (J.D.Armstrong@leeds.ac.uk) can advise on. The key source of support is the Student Advice centre at the Leeds University Union <https://leedsuniversityunion.knowledgeowl.com/help/money>.

Information regarding external sources of financial support can be found at:

Financial Health and Support for medical students https://students.leeds.ac.uk/info/1000039/school_of_medicine/1236/school_of_medicine_student_support

Information on NHS student bursaries: www.nhsbsa.nhs.uk/Students/816.aspx

Money4medstudents website: www.money4medstudents.org

I have experienced inappropriate behaviour, harassment, assault or discomfort, who should I speak to?

The School takes these matters seriously and will act to support affected students. The University of Leeds has a dignity and mutual respect policy: <https://equality.leeds.ac.uk/support-and-resources/bullying-and-harassment/>. All staff and students have the right to ask a person to stop behaving in a manner which is insulting, degrading or offensive to them. If you want to report an incident that contravenes this policy whether or not you are the person directly involved, there are four main routes to doing this:

1. Via your personal tutor. You may wish to contact them directly or discuss in a personal tutoring session.
2. Via the Medical School's Student Support team https://students.leeds.ac.uk/info/1000049/school_of_medicine_support/1236/school_of_medicine_student_support
3. Via the University's Student Support Services <https://students.leeds.ac.uk/#Support-and-wellbeing>
4. Via the Student Advice Centre. They also have a confidential chat line during term-time. More information can be found via this link: <https://leedsuniversityunion.knowledgeowl.com/help/harassment-and-bullying>

For sexual assault and violence other sources of support and advice in Leeds are:

- Leeds Nightline – for all students in Leeds:
www.leedsnightline.co.uk
Listening service **0113 380 1381**
Information service **0113 380 1380**
- Support after Rape and Sexual Violence:
<http://supportafterrapeleeds.org.uk>
Freephone Helpline **0808 802 3344**
- West Yorkshire Police
(sexual assault and domestic violence):
www.westyorkshire.police.uk/help-advice/sexual-assaults
www.westyorkshire.police.uk/domesticviolence

I'm not sure which speciality is right for me or if medicine is the right career choice for me, who can I speak to?

Approach your Personal Tutor in the first instance.

The Medical School has a dedicated MBChB Careers Adviser, Ms Helen Steele. Ms Steele can provide you with a one-to-one careers guidance interview. To arrange an appointment please e-mail Ms Steele at h.l.steele@leeds.ac.uk. Please note Ms Steele only works 2 days per week with the School.

The University Careers Centre provides a drop in service for careers advice, which you can access more information about on their website: <http://careerweb.leeds.ac.uk/>.

I need a reference, who can provide it?

Your Personal Tutor can provide you with a character reference whilst the Academic Sub-Dean for your year can provide you with an academic reference.

I need advice which is independent from the School of Medicine, who should I speak to?

During your studies you may need to seek advice which is independent from the School of Medicine. This usually relates to such issues as plagiarism or appeals. If this is the case the Leeds University Union is best placed to advise you. More details can be found on their website www.leedsuniversityunion.org.uk

Where can I find further information regarding sources of support that are available to me as a Student of the University of Leeds?

The central University resources are without doubt the primary source of support for you. Further Information about the support available to you from the University can be accessed at: <http://students.leeds.ac.uk/>.

Who has access to my personal information?

The School of Medicine is subject to the University's policy on Data Protection. This is available at <https://students.leeds.ac.uk/privacy>

Any personal information you provide is treated as highly confidential and is only accessible to School of Medicine staff that require it to plan your studies - e.g. Student Education staff, your placement lead or/ and your placement co-ordinator.

Occasionally you may share information with your tutor that your tutor considers may impact on your studies significantly. Your tutor will ask for your consent to share this information with a member of the School's core academic staff, usually the Director / Associate Director of Student Support or an Academic Sub-Dean, before doing so.

If a member of School of Medicine staff considers that there is a significant risk to your personal health and wellbeing or to the health and wellbeing of patients they may under exceptional circumstances need to share confidential information about you with other members of staff without your consent.

Essential Numbers

See: https://students.leeds.ac.uk/info/10440/staying_safe/835/university_emergency_contacts

- Emergency Ambulance, Fire Brigade or Police: **phone 999** (freephone) and ask for the service.
- Emergency SMS service: <http://www.emergencysms.org.uk/> - for deaf, hard of hearing and speech-impaired people in the UK to send an SMS text message to the UK 999 service.
- Non-emergency police: **101**. Use this number to report crime that does not require an emergency response. See the police website for more details: <http://www.police.uk/contact/101/>
- Medical emergency: Leeds Student Medical Practice - **0113 295 4488**
- University emergency / University security: (This number is staffed 24 hours a day) **0113 343 2222**
- Taxi company - Amber Cars: **LUU's recommended private hire company - 0113 231 1366**

If you have no money or find yourself in any kind of difficulty, you can pay for your car by providing the driver with your student card - you will be asked to sign a docket and then retrieve your card from the students union and pay your fare with the union.

Listening service

- University Nightline: <http://www.leedsnightline.co.uk/> **0113 380 1381** (listening), **0113 380 1380** (information) - 8pm to 8am term time only.
- The Samaritans (a national charity): Ph. **116 123**

MBChB contacts for students

Director of MBChB, Heads of Year and Year Co-ordinators

Dr Jason Ward
Director of MBChB programme.
K.J.Ward@leeds.ac.uk

Dr Richard Bishop and Dr James Pickering
Year 1 Heads
R.I.Bishop@leeds.ac.uk
J.D.Pickering@leeds.ac.uk

Ms Julie Briggs
Year Co-ordinator
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Dr Richard Bishop and Dr James Pickering
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R.I.Bishop@leeds.ac.uk
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Ms Rosa Tillison
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Dr Shireen McKenzie and Dr Kristan Toft
Year 3 Heads
S.N.McKenzie@leeds.ac.uk
K.Toft@leeds.ac.uk

Ms Catherine McAndrew
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C.L.Callghan@leeds.ac.uk

Dr Etienne Ciantar
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Ms Stephanie Bradley
Year Co-ordinator
S.B.Bradley@leeds.ac.uk

Dr Michelle Eldridge
Year 5 Heads
M.Eldridge@leeds.ac.uk

Mr Matthew Sewell
Year Co-ordinator
M.Sewell@leeds.ac.uk

MBChB contacts for students

Student Support Team
Dr Jonathan Darling Director of Student Support J.C.darling@leeds.ac.uk 0113 34 31926
Ms Andrea McGoverin Associate Director of Student Support Years 3,4 & 5 A.M.McGoverin@leeds.ac.uk 0113 34 38832
Dr Rehna Khan Associate Director of Student Support Years 1 and 2 R.Khan1@leeds.ac.uk
TBC MBChB International Officer
Ms Helen Steele MBChB Student Careers Co-ordinator H.L.Steele@leeds.ac.uk 0113 34 30230
Ms Stephanie Briggs Student Support Coordinator and Disability Officer, Years 1-5 MBChB Personal Tutor Co-ordinator somstudentsupport@leeds.ac.uk 0113 34 34335
Ms Olivia Clarkson Student Support Officer and Disability Officer, Years 1-5 MBChB Personal Tutor Co-ordinator somstudentsupport@leeds.ac.uk
Mr Matthew Sewell Mitigation Officer M.Sewell@leeds.ac.uk 0113 34 31067

Student Progress Committee contacts
Prof Andrew Hill Director of Student Progress A.J.Hill@leeds.ac.uk 0113 34 32735
Dr Christy Ralph Year 1 Academic Sub-Dean C.Ralph@leeds.ac.uk
Dr Mike Routledge Year 2 Academic Sub-Dean M.N.Routledge@leeds.ac.uk 0113 34 37763
Dr Moira Blyth Year 3 Academic Sub-Dean M.Blyth@leeds.ac.uk
Mr Dermot Burke Year 4 Academic Sub-Dean D.Burke@leeds.ac.uk 0113 34 37532
Dr Graham Woodrow Year 5 Academic Sub-Dean graham.woodrow@nhs.net 0113 2066247 (secretary)

Document History

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