

## Guidance notes for completing the change of placement request form

### Meet with your personal supervisor.

The Placement Team recommend that all students discuss any concerns about attending a placement and when considering submitting a request to change a placement with their Personal Supervisor. However, your Personal Supervisor **cannot** request a change of allocated placement on your behalf.

It is a requirement that for the smaller fields of nursing (Mental Health, Child and Learning Disability) that students contact their Personal Supervisor before submitting a Request to Change Placement form. This is because the placement opportunities for these fields are limited, and more specific guidance about managing an allocated placement or confirming that the student's circumstances meet the specified criteria is needed before submitting the form.

Students should use this opportunity to discuss your issues with your personal supervisor confidentially. They can go through the form with you and help signpost to any support you may feel is beneficial for you.

You may also wish to speak with:

- Your Student Hub
- A member of the Student Life Team
- [Hull University Students' Union's Advice Centre](#)

If you have recently engaged with the Student Life Team, the Mental Health Support Team, the Disability Inclusion Team, or the Learning Support Team and require a supporting statement from them to support your request, please raise an enquiry in the [myHull portal](#). You are not required to arrange an appointment for this.

### Examples of Evidence

The following table provides examples of evidence that may support your request to change placement:

Circumstances	Examples of evidence
<b>Personal illness</b>	<ul style="list-style-type: none"><li>• Self-Certification, or</li><li>• A letter from GP, or</li><li>• Doctor/consultant letter, or</li><li>• Copy of prescription, or</li><li>• Hospital admission paper</li><li>• Occupational Health report</li></ul>
<b>Disabilities, Conditions, or SpLDs for which reasonable adjustments have been put in place</b>	<ul style="list-style-type: none"><li>• Reasonable Adjustment in your Individual Learning Support plan</li></ul>
<b>Disabilities for which reasonable adjustments have not yet been put in place</b>	<ul style="list-style-type: none"><li>• Self-Certification, or</li><li>• A letter from Student Support Services, or</li><li>• Relevant medical evidence i.e. a letter from a specialist</li></ul> <p>Please note that this may require a referral to relevant services such as Occupational Health</p>
<b>Travel exceeds 2 hours</b>	<ul style="list-style-type: none"><li>• Mapped journey that shows travel to placement exceeds 2 hours</li></ul>

If you are having issues gathering evidence, please contact your personal supervisor as soon as possible or for further guidance, please speak to the Student Life Team or Hull University Students Union Advice Centre.

### **Change of Placement Request Form**

Once you have gathered the evidence, you will need to fill in the Change of Placement Request form.

The Change of Placement Request Form can be downloaded from the [Faculty Placement Team website](#).

Students **must** submit the completed form to the Placement Team using SID (online Student Information Desk) [https://evision.hull.ac.uk/urd/sits.urd/run/siw\\_lgn](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn). Students **must** ensure they attach the Change of Placement Request form to their SID enquiry.

Students **must** complete the form as fully as possible and where possible and appropriate, students are expected to provide evidence to support their request (see table). Your request to change a placement will be considered as submitted and you will **not** be contacted to elaborate if you do not include sufficient information. Requests to change an allocated placement will only be considered against the exceptional circumstances stated in the Change of Placement Criteria document.

### **Outcome**

**Requesting a change does not guarantee that it can be made. As practice placements are often at capacity this may result in an alternative placement not being available.**

Requests to change an allocated placement will be considered by a panel in the Faculty of Health Sciences. The student will receive an email to their university email account directly from the chair of the panel (Associate Dean for Student Experience). If the request is upheld the student may also receive an email directly from the Placement Team with new allocation details.

It is after this stage in the process, a student remains dissatisfied, they may appeal a decision related to the 'Change of Placement Process'. This process is outlined in the Change of Placement Criteria document.