

PENG Clinical Update Deferral/Substitution SOP

Introduction

- A deferral/substitution can be requested where a delegate is booked onto the clinical update course and wishes to defer their place to a future course and or be substituted by a colleague.
- The delegate or employer is responsible for any **change in price of the cost fee to be covered**.
- **Free place winners** are not able to defer and will sacrifice their place if unable to attend.
- Full BDA T&C's can be found here <https://www.bda.uk.com/events/booking-terms-and-conditions.html>.

Deferral rules and considerations

- The option to defer or to be substituted by a colleague **for any reason** is only **possible prior to the pre-coursework being released** and if **full payment or purchase order** has been received at the point of deferral request. The BDA events team will attempt to fill the place either with the substitute put forward by the delegate/their employer/funder or from the waiting list.
- The option to **defer once the pre-coursework has been circulated** is only possible with **extenuating circumstances** and is **subject to approval by the course moderator at QMU**. **Full payment** must have been received at the point of deferral request
- The substitution of any delegate once the pre-coursework has been released is subject to;
 - The date that the request is received and the ability of the replacement delegate to fulfil the entry criteria.
 - The pre-coursework deadline being extended to a maximum of one week prior to the tutor marking deadline at the very latest.
 - Any substituted delegates need to confirm that they understand they have a reduced time period for the pre-coursework and that it will only be reviewed by a tutor if submitted by the revised submission date provided. Delegates can be reminded it is only formative and there would be no penalty for a part/no submission however, the pre-coursework is designed to prepare delegates attending the course and consolidating knowledge to facilitate participation in tutor group discussions and reflection to develop practice
 - A 10% admin charge
- Where a blended learning course and face to face course are planned in the following 12-month period, delegates can be given the option of which course they would like to be deferred to.

- To manage deferrals and income we have agreed to overbook each course by approximately 5% e.g. a course with a capacity of 80 will have 84 delegates. This would apply to both face to face and blended learning courses.
- As well as the course fees potentially changing in the deferral period, the course content, programme, assignment etc could also change and deferred candidates will need to abide by these.
- If a delegate is sick immediately prior or whilst on the course deferral will only be considered where they have not completed at least one full day of the course. If they have completed at least 1 full day they will be supported with virtual content for self-directed learning and guidance on completion of the post course assignment.

QMU guidance

- Full QMU guidance can be found here: [Student Deferral Procedure | Queen Margaret University](#)
- A deferral is applicable where a student discontinues study with the University for an extended period of time (i.e. into the next academic year). It can be applied for and approved on the basis of valid medical or personal reasons at the request of the student.
- A deferral of studies will normally be granted for a maximum of 12 months. Extensions to this will only be granted in exceptional circumstances and students must reapply.
- The criteria for a deferral are circumstances beyond a student's control which may affect their ability to continue on their programme of study. These are normally of a medical or personal nature affecting the student for an extended period of time i.e. a significant proportion of the current academic session. This would include circumstances preventing attendance on an ongoing basis. Examples would include, but not be limited to, illness, pregnancy, maternity or paternity leave, accident, bereavement or a significant change to the student's employment.
- Where deferral is agreed but the place is not substituted/or the substituted delegate does not require accommodation the deferring delegate will be responsible for the accommodation cancellation fee as below.
 - *In respect of cancellation more than 30 days in advance of the clinical update date course 25% of the total fee for the booking*
 - *In respect of cancellation 15 to 29 days in advance of the clinical update date course 50% of the total fee for the booking*
 - *In respect of cancellation 14 days or less in advance of the clinical update date course 100% of the total fee for the booking*

Process

Delegate contacts BDA events/QMU Programme lead

Deferral application form provided and completed by delegate [QMU Deferral Request Form](#)

Deferral application form should be provided to the delegate for completion and submission to QMU Lead (Alison Lyles, a.lyles@gmu.ac.uk and academicadministration@gmu.ac.uk),

BDA events (sgevents@bda.uk.com) and the PENG Clinical Update Collaboration Link (Rhys White, rhys.white@gstt.nhs.uk).

Decision made and delegate informed

Deferred delegates added to deferral log which is shared between BDA and QMU and should contain the following information

- Delegate name
- Reason for deferral
- Date deferral agreed
- Pre-coursework completed and submitted Y/N
- Place substituted Y/N and name of substitution
- Course deferred to i.e. following June, blended learning course