



THE UNIVERSITY OF
BUCKINGHAM

MEDICAL SCHOOL

MB ChB

Mitigating Circumstances; Personal Tutor and Pastoral report forms

1 Introduction

The relationship between Mitigating Circumstances and Fitness to Practise

The GMC guidance Medical Students: Professional Values and Fitness to Practise states that medical students should be aware that their own poor health may put patients and colleagues at risk. The GMC requires that in order to demonstrate that they are fit to practise, students should seek medical or occupational health advice, or both, if there is a concern about their health, including mental health. Medical students should accept that they might not be able to accurately assess their own health and must be willing to be referred for treatment and engage in any recommended treatment programmes. The Medical School requests that students who are concerned about their physical or mental health should contact either, their Personal Tutor, Student Support or Pastoral Support. The majority of students will be seen as soon as possible.

Students who submit a Mitigating Circumstances form prior to an assessment should complete either a Personal Tutor summary form or a Pastoral summary form and should submit this form with their Mitigating Circumstances form. A copy of both of the forms is given below and can be obtained from the Medical School Office or Student Support Team.

2 Personal Tutor summary form

Student information	
Name	
Student number	
Year of Study	
Date and title of assessment	
Name of Personal Tutor	

I confirm that the above student has been seen by me, their Personal Tutor, and their problems discussed.

Yes No

I confirm that the above student has been seen by me, their Personal Tutor, and that the student has already sought and received professional support

Yes No

I confirm that the above student has been seen by me, their Personal Tutor, and advised that in view of the severity of his/her problems, that the student should arrange to meet with a member of Student Support or the Pastoral team

Yes No

Personal Tutor signature:

This form must be submitted to:

Dr Claire Stocker

Student Support Lead

Medical School

med-studentsupport@buckingham.ac.uk

3 Pastoral summary form

Student information	
Student name	
Student number	
Year of Study	
Date and title of assessment	
Name of Pastoral team member:	
Pastoral member specialism:	
Date of first contact with Pastoral team:	
Number of times seen by Pastoral team:	

I confirm that the above student has been seen by the Pastoral team. The student was advised that the problems he/she has experienced are within those normally experienced by medical students and that they should continue on the course and take the assessment above

Yes No

I confirm that the above student has been seen by the Pastoral team and in view of the problems that the student has suffered, that he/she has been given or should seek appropriate support/help/advice.

Yes No

I confirm that the student has been given or sought appropriate support/help/advice

Yes No

I confirm that the student has not sought appropriate support/help/advice

Yes No

I confirm that the above student has been seen by the Pastoral team and advised that in view of the severity of his/her problems, that the student should suspend their studies. The student has been advised to seek appropriate support.

Yes No

Pastoral signature:

This form must be submitted to: Dr Claire Stocker, Student Support Lead, Medical School, [med-studentsupport@buckingham.ac.uk](mailto:studentsupport@buckingham.ac.uk)

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