

Paediatric Critical Care Society

Guidance for Deferral from a Paediatric Critical Care courses ratified by PCCS

This guidance should be read in conjunction with your Trust's study leave policies and if a conflict in wording exists; discuss with your course lead and manager.

What is Deferring from a course?

Deferring from a course of study is usually requested by a student when a change in their circumstances happens which could not have been predicted when the student started their course of study.

If deferral is requested during the assessment process period extenuating circumstances may be more appropriate (See PCCS EC guidance)

Deferring is different to withdrawing from a course. Deferring implies that the student plans to return to their studies at a specified time in the foreseeable future

Reasons for requesting a deferral (this is a suggestive not comprehensive list)

- Pregnancy and maternity leave
- Career break (which was not planned at the start of the course)
- Long term sickness/injury
- Long term sickness or injury to a family member

Procedure for Deferral

If a student wishes to ask for a deferral, the first action is to talk it through with their manager and course lead. Once a period of deferral has been agreed the attached form should be signed and copies kept by all three parties

The maximum deferral period is normally 12 months, a longer period than this will impact on the student's abilities to resume their studies where they left off without considerable support from the course and clinical teams. If this period is exceeded the student may be required to re-start the course from the beginning.

Agreement to student Deferral from PCCS ratified PCC course

Student Details	
Students Name:	
Dates of course of study	
Proportion of PCC course attended/assessments completed	
Agreed length of Deferral/ expected date of resumption of studies	
Request Agreed	
Name of Manager/Matron	Signature of Manager
Name of Course Lead	Signature of course lead
Signature of student	
<p>By signing this contract, You the student are agreeing to resume your studies by the date you have agreed to. Extensions beyond this time frame will only normally be granted in exceptional circumstances. If you do not resume your studies by the agreed date, you may be liable to fee reclamation as per your Trust's study leave policy</p>	

If Trust policy requires it, Trust paperwork may also require completion