Y3 STUDENT CHOICE PROJECTS BASED IN PRIMARY CARE – TIMELINE FOR SUPERVISORS

FOR PROJECTS TAKING PLACE IN JUNE AND JULY 2027

Call for Projects: 5 October 2026

The medical school puts out a request through various channels for supervisors to come forward. If you have an idea for a six-week project, we can help you action it. If your proposed student choice project (SCP) involves a trip away, you might need help with your risk assessment.

Budget Issues. The medical school pays Primary Care a fixed amount of money per student per SCP. For Primary Care to approve your SCP we need to be confident it will not run over budget.

The income you'll draw depends of course on the number of students you can attract. Many of the costs don't rise much with student numbers, so a seminar with an invited external lecturer will cost the same with 4 students as it does with 8 students.

Many SCPs are inexpensive to run. Others that involve trips away can be pricey – but also attract more students. As a general guide, if offering a trip, we would encourage you not to accrue costs of more than £2000/student over the six weeks.

You will need to set a *minimum* number and a *maximum* number of students you will accept. This is not just budget-related. For a group-based SCP, there will be a minimum number of students to give a sense of life to the group. By contrast, a library-based SCP, or audit, can work with just x1 student.

You will need to do a rough budget for what you propose. We have a spreadsheet that helps a *lot* with budget planning (as it is prefilled with typical types of expenditure and also payment rates).

Items to Cost. For Bristol-based SCPs typical costs are for clinical staff teaching time, non-clinical staff teaching time and room hire. For expedition-type SCPs, additional costs will include travel, accommodation and subsistence. Most SCPs include a few additional costs like refreshments, printing, or specialised equipment. Always add a line for contingencies.

When you have a budget outline and decided on your educational contents and teaching methods, send it all over to us so we can check it over. You also have to do a risk assessment document, even for Bristol SCPs. Leave enough time for us to get back to you. This document doesn't need to be too granular.

Whilst not essential, students like short promotional videos to help them select their project. After your successful first year this can include the testimonials of former students.

Please let us know when you have submitted your project proposal.

The deadline for project submission: 6 November 2026

We're really happy to review your proposal before submission. Please email phc-teaching@bristol.ac.uk to get in touch.

When submitting your project online it is super-important that you select *Primary Care* in the drop-down menu. The central team will study your submission and may ask for clarifications on things like risk assessment. We can help you with that. They will contact you to confirm that your offer has been accepted. As a courtesy, please forward your confirmation notice to us, as we don't hear directly straight away.

Catalogue Released to students: 1 February 2027

The catalogue of approved projects will be released to students on Monday 1 February 2027. The range of options is huge and potentially overwhelming. To raise the profile of PC SCPs we share our portfolio with students, in lectures and via our GP teachers during placements. We may well contact you asking you to create a promotional PowerPoint slide. It really helps when you respond promptly to any queries from students in this period.

Supervisors are informed of student numbers: 5 March 2027

This is an important day in your SCP journey. Alas it can happen that your project has not been chosen by sufficient numbers of students. We can help you rethink. If you have been lucky, the work begins in earnest planning your SCP. Students are informed of their project placements on Friday 19 March, and must complete their agreement forms by Friday 16 April. It is nice to send a holding email at this point.

Supervisors create budget by 2 May 2027

As said, we have a spreadsheet with the different rates of payment built in (you supply the hours). It is a requirement for you to forward us your budget by 2nd May. This will allow us to raise any queries. We realise that not all costs can be predicted and so allow some reasonable leeway, but all headline costs need to be set out. Completely new costs presented *after* the SCP has run will not be honoured. We can send you sample budgets as examples of best practice.

You have to include the names and contact details of all participating teachers so that *right to work in the UK* can be checked, and methods of payment determined. Note that we deal with payment issues directly with your teachers – this is a substantive bit of administrative work off your hands.

Supervisors contact students by Friday 21 May 2027

Though you should have been in contact already this is the deadline for sending students their timetable and a welcome letter detailing the aims of the SCP, pre-reading and all related practical information. We can send some examples of best practice for welcoming letters.

Projects take place from 14 June to 23 July 2027

During the course of the SCP please keep a record of student attendance.

Deadline for completion of marking is 15 September 2027

Payment to external contributors will be made once the work of individuals is completed. We ask individuals to contact phc-teaching@bristol.ac.uk when they are ready for payment.