

**Policy for Admissions to Undergraduate Programmes in
Medicine MBBS and Certificate in Clinical Foundation Studies (London & Malta)
2019 application and 2020 entry**

Review	Every year
Approval/Adopted:	SRAG – August 2019
Original Distribution of draft for comment:	Head of Admissions (Medicine & Dentistry) Senior Tutors for Admissions Dean for Education Institute Manager of IHSE
Related Policies and documents:	2019 SMD UG Prospectus Policy for the enrolment of Medical Students without DBS or Health Clearance
For particular attention of:	Student Recruitment and Admissions Manager Senior Tutors for Admissions Head of Admissions (Medicine & Dentistry) Applicants
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Replaces:	2018 Admissions Policy

1. Introduction

1.1. The purpose of this document is to ensure a fair and transparent process of admission to undergraduate medical programme within the School of Medicine and Dentistry. The policy provides clear procedural guidance to applicants and to staff involved in the administration of the admissions process.

1.2. The policy has been written in line with recommendations outlined in the Admissions to Higher Education Review "Fair Admissions to Higher Education: Recommendations for Good Practice" (the Schwartz Report, 2004) and the Medical Schools Council Guiding Principles for the Admission of Medical Students (2004).

2. Scope

2.1. This policy covers admissions to undergraduate programmes in the School of Medicine and Dentistry, which are as follows:

- Five year MBBS programme Malta (A110)
- One year CCFS programme Medicine in London (A120)
- One year CCFS programme Medicine (Malta A120)

2.2. It sets out the involvement of staff in the selection and decision process, the admissions process and the procedures for applicants to appeal or complain.

3. Equality and Diversity Statement

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- 3.1. The School of Medicine and Dentistry firmly and actively promote equality and diversity and is committed to eliminating discrimination against any person because of their religion/belief, race, age, gender, sexual orientation, marriage/civil partnership.
- 3.2. Applicants with disabilities should seek advice from the Admissions team well before the deadline for applications so that each case can be given individual attention and consideration. Applicants are advised to seek advice by 1st January in the year of application. Candidates admitted to our programmes need to be eligible for registration by the GMC on graduation. Applicants that have declared a disability will receive a letter from the Head of Admissions (Medicine and Dentistry) prior to interview to ensure we can accommodate any specific needs. If you are offered a place on the course, we will send information regarding the requirement for prior assessment. This will be in the form of a confidential health questionnaire which follows the HEOPS guidance, but also we will ask you to make contact with our Disability and Dyslexia Service. This is so that a discussion of reasonable adjustment or discussion of your assessment of needs report can be made prior to the 31st July in the year of intended enrolment.
- 3.3. All staff involved in the Admissions process are aware of their responsibility to implement the College's Policy on Equal Opportunities/Equality and Diversity. Interview Panel Members receive compulsory training in selection with particular emphasis on equal opportunities.

4. Staff Involvement in Recruitment

- 4.1. The Student Recruitment and Admissions Manager (Medicine and Dentistry) is responsible for implementing the Admissions Policy and reports to the Institute Manager, the Head of Admissions (Medicine & Dentistry), and the Admissions and Recruitment Committee (ARC). The Head of Admissions (Medicine & Dentistry) reports to the Dean for Education (Medicine) and the Dean for Dentistry. The Head of Admissions (Medicine and Dentistry) reports to the School Education Committee.
- 4.2. The ARC is a sub-committee of the School Education Committee (SEC) and has responsibility for the overall decision making process for all matters relating to student admissions, recruitment, and marketing for the undergraduate (including GEP) medical and dental programmes. The ARC proposes recruitment targets in line with the Government quota for the Medical and Dental degrees for the undergraduate programmes within the School of Medicine and Dentistry, which are agreed by SEC and noted by the Student, Recruitment and Admissions Group (SRAG).
- 4.3. Interview Panel Members, whether lay members, staff, or students, shall be approved by the ARC and receive compulsory training in selection and on equal opportunities. The Student Recruitment and Admissions Office are responsible for maintaining a record of all panel members and the dates of their training. Training is provided annually and all members are required to participate at least once every three years. Refresher training is provided at the start of every interview session.

5. Applications Process

- 5.1. All applications should be made directly to the University, between the 1st October and 30th June each year.

5.2. Suitably qualified applicants can apply to the MBBS (A110) programme or CCFS (A120) programmes.

6. Entry Requirements for the Five Year Medicine MBBS Malta Programme

Please visit our [website](#) for the full entry requirements.

6.1. Qualifications which do not meet our entry requirements

6.1.1. The following qualifications are not considered for entry into Medicine, this list is not exhaustive but names the most popular qualifications:

- BTEC HNC/HND
- GNVQ/AVCE/Applied A levels
- City and Guilds
- Open University course credits
- Pre-medical/dental programmes or access courses from another other institution
- Equivalent high school qualifications from other countries not listed above.

6.1.2. Qualifications from other countries may not be acceptable for entry to the MBBS or CCFS courses. Graduates with a non-UK degree must send full transcripts (translated in English where necessary) prior to application in order to be considered.

6.2. English Language qualifications

6.1.3 An English Language qualification is required from applicants educated outside the UK (or educated within the UK but not in the English language medium) who meet our other academic criteria: Our acceptable English Language qualifications are available on our [website](#).

6.3. Graduates and mature students

6.7.1 Graduates are eligible to apply for Medicine and Dentistry (A100, A101, A110 and A200). The minimum academic entry requirements are an upper second class honours (2:1) degree. Degrees are divided into three categories. Bioscience degrees which DO contain sufficient biology and chemistry - no further A or AS level requirements

- Science degrees which lack biology or chemistry then candidates must have a minimum A or AS level grade C for biology and/or chemistry (depending on what is missing in your degree).
- Non-science degrees. Candidates must have a minimum B grade A or AS level in chemistry or biology, plus one other science also at grade B. Accepted science subjects are Chemistry, Biology, Physics, Maths, and Psychology. It is acceptable that a graduate applicant can take or re-take their required AS/A levels in order to achieve a grade B during or after their degree if it has not been offered. Non-UK graduates are required to send a full

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transcript of their degree prior to making an application, which will be considered on a case by case basis. Only an applicant's first degree is considered, and candidates are required to complete their degree within the minimum prescribed period allowed by their University, excluding any periods of intermission or interruption granted on grounds relating to serious extenuating circumstances protected under the Equality Act 2010.

6.3.1. Applications from candidates who are in their last year of the degree are accepted provided they are predicted to achieve an upper second class honours (2:1) degree or above. If these applicants are offered a place, they must have completed this degree prior to enrolment. Applicants are not accepted from degree students in the first or second year of their degree.

6.3.2. Students who have commenced a medical degree at any school within the UK or internationally and have either voluntarily withdrawn, or have been deregistered by the university are not eligible to apply.

6.3.3. Transfers are only accepted on exceptional academic grounds and at the discretion of the Head of Admissions (Medicine and Dentistry) or the Dean for Education.

7. Entry Requirements for the Certificate in Clinical Foundation Studies programme (A120 & A130)

7.1. The programme provides applicants with an alternative route into Medicine MBBS in Malta and London. It is for applicants who needs to attain education to the level of Year 13 (age 17-18) in the UK, which is required for entry to the Medicine MBBS Malta.

7.2. They will accept some European and International qualifications and these are available on our [website](#).

8. Non-academic entry requirements

8.1. Age requirements

8.1.1. All students for the MBBS Malta programme must be at least 18 years old at the start of their clinical work. Applicants who are within weeks of being 18 at the start of the course must, along with their parents, follow the QMUL Under 18 Policy which can be found [here](#). Applicants who will be under the age of 18 by the start of their clinical work can apply for deferred entry so that they will meet the minimum age requirement by the start of the course.

8.1.2. Applications are encouraged from mature students for the Medicine programme. There is no upper age limit, provided academic entry requirements are satisfied.

8.2. Deferred Entry (Gap year students)

8.2.1. Applications for deferred entry for A110 requested by the 30th June deadline will be accepted and applicants assessed in the cycle in which they apply.

9. Number of places available for 2019 entry

9.1. The number of places available on the 2019 Medicine programme is as follows:

Programme	Places
5-year MBBS programme in Medicine A110	45
1-year CCFS programme Medicine (London A120)	30
1-year CCFS programme Medicine (Malta A120)	4/5

10. Selection process and sequence

10.1. Applications are firstly reviewed within the Admissions Office (School of Medicine and Dentistry) to check that they meet the minimum academic requirements. Any applications which do not meet the minimum academic requirements will be rejected at this point. The admissions process follows best guidance and aligns with Values Based Recruitment.

10.2. A110 applicants with an overall score within the third decile range or above in the UCAT and who meet our minimum academic entry criteria will be given a score for their tariff based on achieved/predicted grades for all tariffable qualifications, or a weighted score for EU and International applicants and for graduates based on degree classification. Candidates will be expected to achieve or be predicted a minimum tariff points from the scoring Academic component (A levels, IB, Pre-U etc.). We aim to interview approximately 300 for A110, applicants on the basis of UCAT score and predicted tariff, or the weighted score for graduates and EU/International students. It is not possible to predict what values to put on the threshold required for interview, nor to use data from previous years to predict subsequent years' thresholds, since it is essentially competitive and depends on who applies. Hence we do not plan to make this information public.

10.3 A120 applicants for interview will be based on meeting the academic entry criteria, meeting the minimum requirement in the UCAT and on the basis of the IELTS score. We aim to interview approximately 60 applicants on the basis of UCAT score.

10.3. Personal Statement and References

10.3.1. Personal statements and references are not weighted or scored but provide the Admissions Team with evidence that applicants satisfy the main entry requirements.

10.3.2. Personal statements should provide evidence of commitment to, and realistic appreciation of, the academic, physical and emotional demands of a medical course and career. It is expected that applicants will not merely be applying because they are 'good at science', or under family or peer pressure. Exceptional academic achievement does not guarantee success in the

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application process. Applicants may be closely questioned at interview on their personal statement and must ensure that it is an honest reflection of their strengths and interests. Personal statements must be written entirely by the applicants themselves. Personal statements showing evidence of plagiarism may cause the application to be rejected, irrespective of all other achievements.

10.3.3. In addition to academic ability, selectors will consider interests and talents and the contribution applicants could make to our School. They will also bear in mind the applicant's suitability as a future member of the medical profession. Good communication skills and the ability to work as a part of a team are essential strengths for a doctor.

10.4. Work Experience

10.4.1. At the interview stage, selectors will determine whether or not applicants have gained experience and understanding from an appropriate amount and type of work experience. It is recognised that direct observation of healthcare may be difficult to arrange but applicants should have some experience at working with the public in a caring or service role. We may check work experience references to ensure what has been reported is correct.

10.4.2. Medicine selectors strongly recommend that candidates have explored what a career in Medicine entails and this includes some work experience. The interview may explore candidates' understanding of the realities of a career in Medicine.

10.5. University Clinical Aptitude Test (UCAT)

10.5.1. For A110, school-leavers/gap-year students and graduates, applicants will be ranked according to a 50:50 weighting applied to the UCAT score and academic ability as measured by UCAS tariff or weighted score for EU/International applicants and academic ability for graduates based on a weighting of degree classification or postgraduate degrees compared to other applicants who apply in that same year.

You will not be offered an interview if you obtained a total UCAT score below the third decile. Please note there is no guarantee that you will be offered an interview if you score above the third decile.

Graduates who apply for the Medicine five-year programme and meet the minimum academic criteria will be ranked against the other graduate applicants applying in that year according to 50:50 weighting applied to the UCAT score and academic ability as measured using a points weighting of degree classification or postgraduate degrees.

10.6. Interviews (A110 & A120)

10.6.1. Given the intense competition for places to study medicine, not all applicants are invited to interview and no offers will be given without an interview. Interviews usually take place between January and June and last for 15 to 20 minutes. The interview panel usually consists of two members of senior clinical or non-clinical staff. Some panels may also have a lay observer

10.6.2. The interview is used to assess the applicant's determination; communication skills, team work skills and personality; and gives applicants a chance to meet the people involved with the course. To assess awareness of the realities of medicine, candidates are usually asked about their personal experiences gained through work experience or voluntary work.

10.6.3. Candidates will be asked to be prepared to discuss a case scenario or topical issue, which will be sent to them in advance. There are no 'right' or 'wrong' answers in this situation.

10.6.4. As in all aspects of the selection process, reasonable adjustments will be made to help an applicant with a disability. Applicants are advised to contact the Admissions team (Medicine and Dentistry) before the day of the interview.

10.7. Offers

10.7.1. Decisions after interview are normally made a week after the interviews have been completed and are based on interview performance and SJT score alone. All offers are conditional on meeting academic requirements, and satisfactory health and Disclosure and Bar checks (for UK and EU applicants only) by the required deadlines. All decisions are confirmed by email through the University.

11. Other Entry Conditions

11.1. Disclosure & Barring Service (formerly CRB) Clearance

11.1.1. Applicants who have any convictions, cautions, reprimands or final warnings that are not protected or do not meet the new filtering rules as defined by the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended in 2013) should declare them on their application form. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

11.1.2. Applicants who have been offered a place will be asked for further information about any criminal convictions or other punishments that they may have disclosed. The consideration of an applicant's criminal record is entirely separate from the selection process for the undergraduate medical at Barts and The London to ensure that there can be no bias in the selection process. The requested information will be processed in line with the School of Medicine and Dentistry's Policy on Applicants with Criminal Records.

11.1.3. All offers for UK/EU applicants are made subject to satisfactory clearance by the DBS. An Enhanced Clearance check will be required. The cost of the checks and registration process must be paid by the applicant. Applicants who fail to meet the deadline for submitting their online DBS

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applications will be rejected even if they have fulfilled the academic conditions of their offers. International applicants will be asked to provide a satisfactory certificate of police conduct issued by their home country within the last month.

11.1.4. Applicants in receipt of offers are subject to an ongoing obligation to disclose any criminal convictions or other punishment received since they completed their application form and up until the point they register for their course. In such cases, applicants should contact the Admissions Office (Medicine and Dentistry). Failure to do so may result in offers being withdrawn or de-registration from their programme.

11.1.5. Where the Enhanced DBS disclosure has not been received in time for enrolment, applicants will be asked to sign a full declaration of any criminal record received prior to full enrolment. More details of this process can be found in the Policy for the enrolment of Medical and Dental Students without DBS or Health Clearance.

11.2. Health Questionnaire

11.2.1. All applicants who are offered places are required to complete a health questionnaire, which will ask for information about their physical and mental health. All information disclosed is confidential between the applicant and the Occupational Health Service (OHS) but if it impacts significantly on an individual's ability to take on the roles and responsibilities of a medical student and doctor this could, in exceptional cases, result in the withdrawal or non-issue of an offer. Applicants will be asked to disclose whether they have been treated for past illness and the OHS may seek further information on this. Applicants who fail to meet the deadline for submitting their completed health questionnaire will be rejected even if they have fulfilled the academic conditions of their offers.

11.3. Blood-Borne Viruses and other infectious diseases

11.3.1. All medical students are advised to be vaccinated against hepatitis B and tuberculosis in order to protect both themselves and their patients. This can be undertaken prior to entry or by the OH team. Applicants who are known carriers of a blood-borne virus (BBV) should contact the OHS for further advice. All medical students are offered BBV testing on entry to medical school.

12. Feedback

12.1. Requests for feedback after interview should be made in writing (by letter or email) to the Admissions Office (Medicine and Dentistry). Candidates should clearly indicate their full name and address, and the programme for which they are requesting feedback. Feedback will normally be provided within 20 working days of receipt of the feedback request. Requests must be made directly by the candidate and not a third party. Feedback requests made directly to other members of College staff are likely to be delayed, or may not receive a response. Applicants who are rejected prior to interview are informed by email via U of the reason of their rejection. No further feedback is provided to these applicants.

13. Appeals

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13.1. Requests for appeals must be submitted by the candidate in writing (by letter or email) to the Head of Admissions (Medicine and Dentistry) within 20 working days from notification of the decision on application. Appeals received after this time may be considered only in exceptional circumstances. The letter of appeal must contain the following information:

- Candidate's full name, address, application number, and programme with regard to the appeal is made;
- The valid grounds for appeal (see below), with the full details of the case;
- Any other information that the candidate feels is relevant to the case.

13.2. Being unhappy with the decision, or not meeting the required UCAT score are not considered to be valid grounds for appeal. Valid grounds for appeal are as follows:

- Evidence of irregularities during the admissions and selection process – the candidate believes that the School has not complied with its own stated requirements and procedures;
- Evidence of improper conduct of staff during the admissions and selection process;
- Emergence of new and substantial information which, for good reasons, was not provided either in the application or during the admissions and selection process;
- Evidence of bias or prejudice.

13.3. Appeal requests will be considered by the Head of Admissions (Medicine and Dentistry). A response will be made in writing to the candidate within 20 working days and will include the reasons for the decision. Where a decision cannot be made in this time the candidate will be informed. All decisions are final and there will be no further right of appeal. No candidate will be discriminated against for submitting an appeal request.

13.4. Where an applicant feels his/her appeal has not been handled appropriately, a review of the decision may be requested. This request must be submitted in writing to the Head of Admissions, QMUL.

14. Complaints

14.1. Complaints about the admissions process should be addressed to the Admissions Manager (Medicine and Dentistry). A response will be sent to the candidate within 20 working days. Where a decision cannot be made in this time the candidate will be informed. If upheld, the outcome from a formal complaint could include an apology from the Admissions Manager, or a commitment to revise procedures.

15. Plagiarism and Falsified Applications

15.1. Applicants should be aware that the University routinely scans personal statements for plagiarism. Queen Mary will withdraw any offers made to applicants who are found to have submitted a personal statement that contains any plagiarised

- 15.2. Queen Mary will withdraw any offers made to applicants who are found to have supplied false information or omitted relevant information in their application. If a student registered with Queen Mary is found to have submitted a fraudulent application their registration will be terminated. There will be no refund of tuition fees or deposits for students who are found to have submitted fraudulent applications. There is no statute of limitations on this rule.

16. Data protection

- 16.1. Under the terms of the Data Protection Legislation, any correspondence relating to applications will normally only be with the applicant and not a third party, unless the applicant has provided consent.
- 16.1. Information provided by applicants will be used for the purposes of managing the School's recruitment, selection and admissions processes in line with QMUL's Data Protection Policy and data protection legislation. If you go on to enroll this personal data will form part of your student record. Anonymised data may be used for reporting purposes. For more information, please refer to relevant privacy notices.