

## 1. Aim

In line with Health Education England's Values-based Recruitment Framework, <https://www.hee.nhs.uk/our-work/values-based-recruitment>, the aim of Leicester Medical School is to have a selection process that is open, objective and fair in order to select students with the ability, character and values to become caring, competent, compassionate, effective and safe doctors as set out in the Leicester Medical School Code of Practice for Management of the MB ChB Curriculum. This policy document sets out the Medical School's selection procedure and will be reviewed annually.

## 2. Governance

The Lead for Medical Admissions, or one of the other Admission Tutors, will chair an Admissions Group which will meet at least twice a year, and report to the School Education Committee. The Admissions Group will:

- Ensure that the Medical School publishes information about admissions procedures, including guidance about the selection process and the basis upon which places will be offered.
- Ensure that selection criteria and processes take account of the personal and academic qualities and values needed in a doctor as set out by the GMC and the NHS constitution, as well as the capacity to achieve the academic and practical skills outcomes for medical graduates described by the <https://www.gmc-uk.org/education/standards-guidance-and-curricula> and therefore successful registration by the GMC.
- Through membership of the Medical Schools' Council Selection Alliance review latest evidence regarding academic qualifications, selection tests and selection processes.
- Ensure, through collaboration with the Medical School's Assessment team, that the selection procedures adopted are valid, reliable and fair.
- Ensure that the selection process includes individuals with a wide range of expertise and knowledge, including patient / carer and student representation.
- Ensure that those involved in selection are trained to follow current equal opportunities legislation and good practice. (University of Leicester Equality, Diversity and Inclusion Team.)
- Work with the University to ensure the smooth operation of selection and recruitment.
- Put into place and manage mechanisms to deal with queries or complaints from applicants/potential applicants.
- Work with the University to ensure that the number of applicants recruited in specified categories is consistent with externally set quotas.
- Work with the University widening participation and recruitment teams to monitor recruitment from under-represented groups and explore ways of enhancing recruitment from these groups.

### 3. Selection

The Medical School offers a five year MB ChB course (A100), and a six year MB ChB with a Foundation Year Course (A199).

Our aim is to select students who possess the academic ability and personal qualities required for the study and practice of medicine. All applications for the **A100 and A199** courses must be made through UCAS, with the exception of those applying via the UoL Internal Transfer route, see section 17 below, and received before the UCAS closing date (Monday 16<sup>th</sup> October for 2024 entry). We do not consider late applications, but on occasions will enter clearing if we have not filled all our places. The specific entry requirements and full details of the selection procedure are published on the Medical School website <https://www2.le.ac.uk/departments/medicine> in May or June prior to each admissions cycle.

#### 3.1 Entry Requirements and Places

##### **A100 Five year MBChB course**

For 2024 entry the number of places on our A100 MBChB course is 290: 272 places are for Home students (up to 35 of these be made up of those progressing from our A199 course), with 18 places available for International applicants. EU candidates are considered as international students unless they have settled or pre-settled status in the UK.

Full details of our entry requirements and our scoring document can be found on our website. These are updated annually and published around May or June for the year of application.

<https://www2.le.ac.uk/departments/medicine>

All applicants must meet our minimum GCSE requirements in addition to other academic requirements. Equivalent qualifications are considered. There are 5 routes for applying.

- 1) Applications from those with achieved or predicted A-levels (or equivalent). These would normally be completed within 2 years of GCSEs (or equivalent).
- 2) Applications from those with an achieved or a predicted Bachelor with Honours degree, or a 4 years integrated Master's degree.
- 3) Applications from mature students with an achieved or a predicted QAA approved Access to Medicine qualification
- 4) Successful progression from our standalone International Medicine Foundation Year course A198
- 5) Internal transfer from selected other University of Leicester courses.

All applicants must show evidence of recent academic study (within three years of the UCAS closing date).

Applicants who have started another degree and meet our A-level entry requirements may apply during their FIRST year otherwise they will need to be in their final year, or have completed their degree. We will not consider applicants in the second or penultimate year of another degree course.

### **A199 Six Year MBChB course**

The A199 Medicine with a Foundation Year (6 Year) course began as a local initiative to widen access to medicine from under-represented groups in the East Midlands. For 2024 entry there are 35 places and up to 25 will be reserved for applicants resident in the East Midlands. All applicants must meet the widening access criteria as published on the Medical School website <https://www2.le.ac.uk/departments/medicine> and 'Study With Us' webpages.

International students are not eligible to apply. Applicants must be UK students who are studying in the UK.

All applicants must also be within 2 years of leaving school at time of UCAS closing date. Candidates who have started another degree course will not be considered, even in the first year of that course.

Full academic entry requirements and the scoring document can be found on our website <https://www2.le.ac.uk/departments/medicine>

## 3.2 UCAT

All applicants for both A100 and A199 must take the UCAT in the year of application. UCAT does not offer exemptions, but can offer a number of access arrangements, including other versions of the test (UCATSA, UCATSEN, UCATSEN50 and UCATSENSA). If an applicant is unable to take the test due to illness or personal circumstances, decisions regarding whether to consider an application will be made by the Admissions Tutors following receipt of all required evidence.

UCAT provide a bursary scheme for those who receive benefits due to a low household income. Medical schools are provided with this information. Having a UCAT bursary may be used with other contextual data as stated in section 6 below.

The total UCAT score is used in combination with prior academic attainment to generate a score to rank candidates for interview.

Candidates with SJT Band 4 will not be considered further. Details of the scoring procedure for the A100 and A199 courses are made available in separate documents on the [Medical School Website](#).

## 3.3 Personal Statement & Academic Reference

The personal statement and reference are not routinely used in selection for interview but are used for refinement of the ranking for borderline candidates either prior to interview and/or when making an offer. Predicted grades (including degrees) must be stated in the academic qualification part of the UCAS form and not in the reference. We cannot guarantee that predictions or mitigation will be picked up if they are in the reference. Mitigation must be submitted as described in section 5 of this document.

### 3.4 International Candidates

18 places are available for international / EU candidates on our A100 course. International / EU candidates are required to apply via UCAS and to sit the UCAT. Exemption is not provided on geographical grounds and applicants are required to travel to their nearest test centre. UCAT provides a Test Centre Locator to enable candidates to locate their nearest test centre.

If candidates do not have formal year 10/11 examination results (ie GCSE equivalents) they will need to submit school transcripts at the time of application to [medadmis@le.ac.uk](mailto:medadmis@le.ac.uk). We will not chase candidates for this information.

## 4. Minimum Age

All candidates on either course must be 18 years of age by 1<sup>st</sup> September in the year of enrolment. If a candidate will not be 18, but meets all our other entry requirements, they can still apply, but if they are made an offer it would be for deferred entry a year later.

## 5. Mitigating Circumstances

Academic performance may be affected by unforeseen or unpredicted personal circumstances and such circumstances may be taken into account when considering applications. These might include, but are not restricted to, personal health, health of an immediate family member and domestic issues. Applicants must provide evidence of mitigation with independent corroboration. We will not consider on the basis of personal emails only.

All information concerning mitigation must be provided before 1<sup>st</sup> September in the year of application in order to get a response before the UCAS closing date and will not be considered after the UCAS closing date in any pre-existing circumstance.

NB. We will not consider applicants with academic requirements below our minimums, even if we accept their mitigation, but may accept resits.

## 6. Widening Participation and Use of Contextual Data

The A199 course is specifically designed to widen access for candidates.

Contextual data is used to provide equal opportunity to applicants from all backgrounds on our A100 course in the following ways.

Applicants who successfully complete a Realising Opportunities Programme (ROP) or the UoL AccessLeicester:Medicine or a fellow UKWPMED member's progression course, may be invited directly to interview if they meet a number of other requirements. If successful at interview and having completed the programme successfully, these candidates may be made an adjusted offer. Applicants must have Home fee status to be on these programmes.

Applicants who fall into a borderline group (either pre or post interview) will also be assessed using the following contextual data:

- a) POLAR 4 quintile 1 or 2, and attended a non-selective state school for GCSEs which has an Attainment Score 8 below the national average for the 2020 cycle. Department for Education performance tables will be used.
- b) Or Refugee status
- c) Or more than three months in local authority care,
- d) Or UCAT Bursary
- e) Or first in family to Higher Education

as well as their whole UCAS application and UCAT result.

## 7. Specific Learning Difficulties and Disabilities

Candidates with specific learning difficulties or disabilities are welcome to apply and will be considered according to the University's Equal Opportunities Policy, taking into account the advisory guidelines published by the GMC in their 'Welcomed and Valued' document. Declaration on the UCAS form does not negatively influence the pre-interview selection process, nor the interview, in any way. In addition, the Medical School may be able to make reasonable adjustments for such candidates, including at interview.

However, the Medical School must ensure that all candidates will be able to meet the core learning outcomes and competencies of the course and, in addition, be able to practise as a doctor on completion of the course. The GMC mandates that, in order to be conferred a medical degree and be registered by the GMC on course completion, doctors must be able to perform a number of practical tasks as listed in GMC's <https://www.gmc-uk.org/education/standards-guidance-and-curricula/standards-and-outcomes/outcomes-for-graduates/outcomes-for-graduates---practical-skills-and-procedures>

A satisfactory Occupational Health screen is a requirement of the offer, but some candidates will be asked to have a formal Occupational Health assessment to discuss any reasonable adjustment and support mechanisms that should be put in place.

Occasionally, this assessment may result in a referral to a Fitness to Practise panel (see Section 13).

## 8. Interview

In addition to academic ability, applicants should possess those personal qualities required of a good doctor. These include empathy, good communication skills (speaking and listening) and a caring manner. These qualities will be assessed predominantly at interview. The number of candidates interviewed will be determined prior to each admissions cycle following a review of the previous year.

A multiple mini-interview format is used and stations will assess attributes including:

- Communication Skills
- Problem solving
- Personal qualities and values
- Motivation and suitability
- Ability to show empathy and compassion
- Organisational ability
- Numeracy

These may be face to face for Home applicant's, online for International; but we reserve the right to change the interview format if circumstances change.

Each station will be given equal weighting. Candidates are also assigned a global rating (excellent, good, satisfactory or poor). Candidates with a good overall score, but poor rating(s), may be asked for a second interview. This is usually a face to face panel interview.

Details of the timing of interviews and offers will be published for each admissions cycle on the Medical School website.

## 9. Offers

No offers are made without an interview.

The number of offers likely to be made will be determined prior to each admissions cycle following a review of the previous year. Following batches of interviews some candidates will receive offers, some will be rejected and some will be kept on hold until all interviews have been completed and final decisions can be made between completion of the interviews and the UCAS deadline for University decisions in May.

Some late offers may be made throughout the cycle depending on the conversion rate of offers to firm acceptances. The decisions by applicants is a process we cannot control but this affects our ability to make final decisions on some other candidates.

Sometimes candidates who are not holding other medical places will be asked if they wish to remain on a waiting list. Invitations to be on the wait list will be sent prior to the UCAS candidate decision deadline, since applicants who have accepted a 5<sup>th</sup> choice offer (not medicine) cannot be approached unless they have contacted us to confirm that they wish to be on our list.

All offers are subject to a satisfactory Occupational Health and Disclosure and Barring Service screens. Many will have academic conditions too. Some candidates will be asked to have a formal Occupational Health assessment to discuss any reasonable adjustment and support mechanisms that should be put in place.

Whilst most offers will be based on total interview score compared to applicants in the same group, candidates in a borderline group (e.g. lower score and/or a number of poor global ratings) will be reviewed by the Admissions Tutors along with their UCAS application, contextual data as above (Section 6), personal statement and reference.

## 10. Deferrals

Although we are happy to consider applications for deferred entry, and will make deferred offers to candidates who will otherwise be under 18 years of age on 1<sup>st</sup> September of year of entry, we will not consider deferred entry from graduates, nor consider late requests for deferral **after 1st April** in any cycle unless there are significant unforeseen circumstances that have been agreed by the Admissions Tutors.

For candidates who are undertaking mandatory national service for a 2 year period we will consider 2 year deferral in this situation.

## 11. Equality and Diversity

All staff involved in selection will receive training in equality and diversity and unconscious bias in addition to specific training about the selection process.

## 12. Criminal Records

Students who have been resident in the UK are required to complete a fully enhanced Disclosure and Barring Service (DBS) check at commencement of the course. Students who are resident in other countries must provide a Certificate of Good Standing from the embassy or local police force. Potential applicants are advised to contact the Medical School if they have a criminal conviction, caution, reprimand or final warning which is not 'protected' as this may affect their fitness to practise.

The 2013 amendments to the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 now means that certain spent convictions are 'protected' and therefore do not need to be declared, others are 'listed offences' and must always be declared. Further details are available at [www.GMC-uk.org/ftpdec](http://www.GMC-uk.org/ftpdec) and <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

## 13. Fitness to Practise

It is anticipated that graduates will practise as doctors and therefore require provisional, then full, registration with the General Medical Council (GMC). Any issues regarding health, disability or criminal conduct that might preclude future registration must therefore be declared at the time of application. Such declarations will not affect the scoring of applications; however, if the Admissions Tutors consider that a declared issue may impair future fitness to practise, they will refer the applicant to the Fitness to Practise Committee who will deal with such matters separately from the selection process.

Candidates being considered for an offer will have their details checked against the Medical Schools' Excluded Students database, following signed consent. No place will be given without receiving this signed consent.

Candidates should also remember that our policy is to recruit in line with Values-Based recruitment as part of the NHS constitution and if a candidate is felt to demonstrate inappropriate behavior, or inappropriate use of social media, this may result in a referral to a Fitness to Practise Panel and/or withdrawal of their offer.

## 14. Re-application

We will consider repeat applications in the following circumstances:

- Applicants presenting with achieved or predicted A-levels, IB or equivalent who have applied once before but have not been interviewed, will be considered and scored as usual on their second application. Subsequent applications will not be considered without further qualification at degree level.



- Applicants presenting with achieved or predicted degree who have applied once before with their degree, but have not been interviewed, will be considered and scored as usual on their second application. Subsequent applications will not be considered without substantial evidence of paid employment in a caring role.
- Applicants presenting via the Access to Medicine route who have applied once before but have not been interviewed, will be considered and scored as usual on their second application. Subsequent applications will not be considered without substantial evidence of paid employment in a caring role.

In all cases applicants who have been rejected following interview will only be considered in a subsequent application if their interview score was no more than 5% below the level required to be on our waiting list in the year that they applied. Since they will be considered to have had prior interview experience the two scores will be averaged.

UCAT will need to be retaken in the year of application.

Candidates who were invited to interview, but failed to attend and did not inform the Medical School as to why, will not be considered again.

## 15. Feedback

Unsuccessful candidates can request feedback on their application. This will normally be in the form of areas of strength and weakness.

Feedback for candidates attending interview, but not being made an offer, will not normally be made available until all interviews have taken place and candidates have been informed of the Medical School's decision. We will not release individual station scores, but will give themes for future development.

We will not provide interview feedback to successful candidates.

## 16. Transfers from Other Medical Schools

Applications for transfer from other UK or non-UK medical schools are not considered unless a specific agreement with an institution or government is in place.

Applications from candidates who have previously started a medical degree and have been terminated **will not** be considered.

Applications from those who have voluntarily withdrawn through ill health or circumstances beyond their control will be considered on evaluation of the evidence provided, including references from their previous institution. Such applicants will be expected to begin their studies in year 1 of the MBChB programme and will be subject to the same entry requirements and application process as all other applicants, i.e. there is no guarantee that they will be selected for interview nor made an offer. We will not consider applicants where there are any unresolved fitness to practise or professionalism concerns, nor any academic progress issues.



## 17. Internal Transfer

A competitive application process, mirroring closely the standard application process, will allow a small number of year 1 University of Leicester students studying Biological Science, any of the Medical Science degrees, Chemistry, Natural Sciences or Psychology to enter year 1 of the A100 medicine course.

The following will be taken into consideration:

- First year University academic achievement
- A level or equivalent qualifications
- UCAT in year of transfer
- Personal statement
- Ongoing commitment to medicine
- References

The highest scoring candidates will be invited to attend multiple mini-interviews as described above. There is also a competitive transfer route from Clinical Sciences to year 2 of medicine, which assesses similar criteria to those above.

Whilst international applicants can apply for transfer, because of the cap on international students there may be no vacancies in the year they wish to apply for.

The minimum GCSE requirements for A100 must also be met, and there are also minimum A level (or equivalent) requirement.

## 18. Review

At the end of each admissions cycle a review will take place to determine any changes or improvements required for the following cycle.