

## 1. Aim

In line with Health Education England's Values-based Recruitment Framework, 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 MBChB Curriculum. This policy document sets out the Medical School's selection procedure and will be reviewed annually.

## 2. Governance

The Lead for Medical Admissions will chair an Admissions Group which will meet at least twice a year, and report to the Learning and Training 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 in the GMCs 'Achieving Good Medical Practice' (2016) and the NHS constitution, as well as the capacity to achieve the academic and practical outcomes for medical graduates described by the [http://www.gmc-uk.org/education/undergraduate/undergrad\\_outcomes.asp](http://www.gmc-uk.org/education/undergraduate/undergrad_outcomes.asp) and therefore successful registration by the GMC.
- Ensure through collaboration with the 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. The closing date for applications to medicine through UCAS is the 15<sup>th</sup> October.

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 April prior to each admissions cycle.

### 3.1 Entry Requirements and Places

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

For 2020 entry the number of places on our A100 MBChB course will increase to 290 (previously 260). 272 places are for Home/EU students, with 18 places available for international applicants.

Full details of our entry requirements and our scoring document can be found on our website. These are updated annually and published around April time 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 three routes for applying.

- 1) Applications from those with achieved or predicted A-levels (or equivalent). These must be completed within 2 years of GCSEs (or equivalent).
- 2) Applications from those with an achieved or a predicted honours degree.
- 3) Applications from mature students with an achieved or a predicted Access to Medicine qualification

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

Applicants who meet our A-level entry requirements may apply during the FIRST year of another degree. Otherwise they will need to be in their final year, or have completed their degree. We will not consider applicants in the second 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** and is supported by a generous donation from a local benefactor. 25 places are reserved for applicants resident in the East Midlands and who meet the widening access criteria as published on the Medical School website <https://www2.le.ac.uk/departments/medicine> and 'Study With Us' webpages.

For 2020 entry a further 10 places will be available to candidates who meet all the educational and widening access criteria and are resident in any part of the UK. International students are not eligible.

All applicants must also be within 2 years of leaving school at time of UCAS closing date.

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, UCAT50 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 as a bursary flag. 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 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 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 paragraph 5 of this document.

### 3.4 International Candidates

18 places are available for international candidates on our A100 course. International candidates are required to apply via UCAS and to sit the UCAT. UCATSEN and other adjusted forms of the test are acceptable but proof of eligibility for adjustment may be required. Exemption is not provided on geographical grounds and applicants are required to travel to their nearest test centre. UCAT provide a Test Centre Locator to enable candidates to locate their nearest test centre.

## 4. Minimum Age

All candidates 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 will 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. All information concerning mitigation must be provided before 1<sup>st</sup> October in the year of application. If submitted before 31<sup>st</sup> August a decision will be given to the candidate, but we cannot guarantee one after this date. The process for submission is on our website <https://www2.le.ac.uk/departments/medicine>

## 6. Widening Participation and Use of Contextual Data

The A199 course is specifically designed to widen access for candidates from the East Midlands, and 10 places are available to candidates from the whole of the UK who meet all the other entry requirements.

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 Leicester Enhanced Access Programme (LEAP or Med-LEAP) may receive academic bonus points in the scoring of their application if their school performed below the national average and, if successful at interview, may be made an adjusted offer of ABB at A-level.

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

- a) POLAR 3 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,

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 'Gateways to the Professions' (currently being revised as 'Welcomed and Valued'). 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 ['Outcomes for Graduates'](#)

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 available. In some instances a referral to the Fitness to Practise panel will also be required.

## 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 interviews 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:

- Verbal communication
- Written communication
- Listening
- Problem solving
- Motivation
- Ability to show empathy and compassion

Each station will be given equal weighting and applicants will be ranked by total interview score, and a global rating score given for each station. Adjusted circuits are arranged for candidates with evidence of special educational needs. We do not offer extra time circuits.

The highest ranked applicants following interview will receive offers. No offers are made without an interview. Candidates in a borderline group (e.g. lower score &/or a number of poor global ratings) following interview will be reviewed by the Admissions Tutors along with their UCAS application, contextual data as above (Section 6), personal statement and reference. In rare situations such candidates may be called for a second interview.

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

## 9. Offers

The number of offers 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.

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.

All offers are conditional on a satisfactory Occupational Health screen, and may have academic conditions too. In the case of candidates with firm conditional offers the Medical School will consider those applicants who narrowly fail to meet the academic terms of their offers and may admit such applicants to the course if places are unfilled.

## 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 October 1<sup>st</sup> 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.

## 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 practice.

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 behaviour 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 10% below the level required for an offer in the year that they applied.

UCAT will need to be resat 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 numerical form.

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.

## 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. 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 students studying Biological Science, any of the Medical Science degrees, Chemistry 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.

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

## 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.