



University of Liverpool

Departmental Supplement to the Admissions Policy

School of Medicine

Introduction

The University of Liverpool, School of Medicine aims to equip its students with the knowledge and skills necessary to enable graduates to successfully practise medicine in the 21st century. The innovative problem-based curriculum promotes independent and life long learning skills with students working together principally in small, facilitated groups, and using their curiosity to seek out the information they require for their training.

The learning of medical sciences, clinical skills and professional attitudes is integrated throughout the curriculum with clinical and communication skills training beginning in the first semester, along with more traditional subjects. The development of professional skills and attitudes is an area of special interest within the School of Medicine. The School's educational facilities include dedicated suites for anatomy (the Human Anatomy Resource Centre [HARC]), clinical skills, and modern lecture theatres with video-conferencing facilities to allow links to clinical sites around the North West.

Successful applicants to the School of Medicine come from a wide range of backgrounds, but all demonstrate a thoughtful, caring and compassionate approach to medical practice, and have the motivation and academic ability to benefit from and contribute to the School.

The typical entry qualifications for the degree programmes offered by the School of Medicine are available from the University Prospectus and detailed guidelines for applicants can be found at www.liv.ac.uk/medicine/undergraduate/admissions

The programmes of study include:

Medicine and Surgery MBChB A100

Medicine and Surgery MBChB (Graduate Entry) A101

Medicine and Surgery MBChB (based at Lancaster University) A105

Year 0 (Foundation to Health Studies. Health Sciences programme, leading to possible progression to A100, please see www.liv.ac.uk/healthsciences for details)

Please note that Lancaster Medical School has applied to the General Medical Council (GMC) for approval to deliver a medical degree programme independently from the University of Liverpool. The decision will not be confirmed until October 2012, after the deadline for applications for 2013 entry. Applicants who have applied to study medicine at Lancaster (A105) before the 15th October 2012, will be informed by e-mail of the GMC's decision as soon as it is known. If you have any questions regarding this matter, please contact the admissions team on medicine@lancaster.ac.uk.

All applicants to the medical school's A100, A105 and A101 programmes should usually have at least 5 GCSEs at Grade B or higher, or equivalent. These must include English Language, Maths and Science (either Core & Additional Science or separate Biology/Chemistry/Physics). For most applicants nine GCSEs in separate subject areas will be required but some mature adults who are returning to education may only be required to offer at least 5 GCSEs at grade B. Advice on this can be obtained from consulting our guidelines at www.liv.ac.uk/medicine/undergraduate/admissions and if necessary applicants should contact the Admissions Team at mbchb@liv.ac.uk for individual advice. All applicants for a place at the University of Liverpool School of Medicine who hold a degree at the time of application are usually expected to have graduated with at least a good 2:1 honours degree (transcript mark 65% or greater). Applications from those holding a 2:2 degree (or lower) are not considered.

A100 and A105:

A levels in three subjects (at A grade) plus a grade B in a fourth subject at AS level are usually required. Biology and Chemistry must be offered at A2 and General Studies and Critical Thinking are only considered as the 4th subject. Only one of Maths or Further Maths will be considered. Unit grade information is not used. Science graduates applying to A100/A105 are usually expected to have graduated with at least a good 2:1 honours degree (transcript mark of 65% or greater) and to be able to offer a minimum of three B grades at A level plus a grade B in the fourth subject at AS level. APL/APEL is not accepted for admission to the School of Medicine. However, we accept Access to Medicine qualifications from Local FE Colleges (Liverpool Community, Halton, Hugh Baird, Wirral Metropolitan, Southport) and from Manchester College, West Anglia College of Medicine, the Pre-medical Studies course at Lancaster (A900) and the Staffordshire Access to HE course. Interviews and offers for a place on A100 and A105 are made on a competitive basis and both the academic qualifications and non-academic criteria (as assessed at interview) of the applicant will be assessed prior to offers being made to the most competitive candidates. Further information is available at www.liv.ac.uk/medicine/undergraduate/admissions

Year 0:

Year 0 provides the necessary academic grounding for admission to medical school. It is targeted at applicants with significant appropriate workplace experience or people with related vocational rather than traditional A level qualifications. Year 0 is a Health Sciences programme the details of which are available at www.liv.ac.uk/healthsciences/

A101:

A levels in three subjects plus a grade B in a fourth subject at AS level are usually required. Biology and Chemistry must be offered at A2 and General Studies and Critical Thinking are only considered as the 4th subject. Only one of Maths or Further Maths will be considered. Applicants must offer a good 2:1 degree in an appropriate subject (transcript mark of 65% or greater). Unit grade information is not used. Interviews and offers for a place on A101 are made on a competitive basis and both the academic qualifications and non-academic criteria (as assessed at interview) of the applicant will be independently ranked prior to offers being made to the most competitive candidates. Further information is available at www.liv.ac.uk/medicine/undergraduate/admissions

Assessment Criteria

The School of Medicine reviews applications in a stepwise process against the published admission requirements and invites suitable applicants for interview. Selection is highly competitive and both academic and non-academic criteria inform the selection process. Because of the competition, meeting the minimum academic and non-academic requirements does not guarantee that you will receive an invitation to an interview. Applications are assessed by reference to prior academic achievement, predicted grades and their non-academic attributes. The selection procedure at Liverpool is a three stage process which is competitive at each stage. The threshold for progressing through each stage varies from year to year depending on the quality and quantity of applications that year. No candidate will be made an offer without interview. The first stage in the admissions process is to assess the academic potential of the applicants. The minimum academic criteria may vary for applicants from non-traditional routes and for applicants applying from the Liverpool Scholars or Realising Opportunities Group Schemes but in general applicants are usually expected to have a minimum of 15 points at GCSE level as defined at www.liv.ac.uk/medicine/undergraduate/admissions

and to be sitting or to have achieved appropriate additional qualifications as determined by the requirements of the programme to which they are applying. Applicants should note that the 14-19 Level 2 diploma will not necessarily cover GCSE requirements and applicants offering this qualification will be looked at on an individual basis. Places for interview are limited and for the A100 programme preference will be given to applicants offering higher GCSE scores. Predicted grades may influence the decision to interview and for A100 and A105 programmes we usually only invite for interview candidates with minimum predicted grades of AABb. As stated above the academic qualifications of graduates applying to A101 will be ranked to determine the most academically competitive candidates. Neither the UKCAT nor any other national University entrance test is used in selection for the Liverpool Medical Programmes. Applicants demonstrating the most academic potential are then assessed against our non-academic criteria which include health care career awareness and insight, caring for the local community and a critical, coherent, and informative approach to written communication. Those who most ably demonstrate that they fulfil these criteria when compared on a competitive basis with other applicants are invited to interview. The information available in the academic reference is also assessed and a reference should aim to be as informative as possible and personalised to emphasise the strengths and personal qualities of the applicant it supports. The Admissions Tutor may, where appropriate, take additional factors into account, including relevant skills and contextual factors. Applicants should include in their personal statement explanations of poorer than expected performance and this may be supported by their academic referee. Adverse circumstances which are likely to affect performance and occurring after submission of the application must be sent to us by

the 30th of June in the year following application and prior to the publication of the final examination results. They should be supported by appropriate evidence. In addition mitigating circumstances should be reported to the examination board as we are usually unable to consider mitigating circumstances not notified to them. Mitigating circumstances are dealt with on an individual basis but it should be noted that if at confirmation the available places are filled with individuals who have met the conditions of their offer then it may be impossible to make places available to those offering valid mitigating circumstances and those offering mitigating circumstances will not necessarily be placed at the top of any reserve list for available places. The University of Liverpool accepts applications from resit candidates and it would be expected that individuals who had failed to meet their offer but could present valid evidence of mitigating circumstances would take advantage of this. However there can be no guarantee of the success of any future application.

Timescales

The closing date for applications to the School of Medicine is October 15th, and applications after this date will not be considered. We usually have in excess of 2500 applications to consider. The majority of applicants who fail to meet our minimum academic criteria are usually notified of the result of their application by the end of December of the year in which they applied. Applicants who pass the academic requirements but who fail to be called to interview may be notified of the outcome at any time between the end of December and the end of the following March. Applicants who are called to interview for the A100 and A101 programmes cannot expect to be informed of the decision until the 31st of March in the year following application. Applicants for A105, who are called to interview, will be informed of the outcome between the end of February and the 31st of March.

Decision-Making

When your application arrives from UCAS, the University will send you an acknowledgement letter to confirm that it has been received. The School of Medicine will then review your application against published admission requirements as outlined above and reject via UCAS any that do not meet the minimum academic requirements. The most academically competitive applications for the A100, A105 and A101 programmes are then assessed for their ability to meet our non-academic criteria. This occurs through assessment of the personal statement. Suitable candidates are usually invited to interview between November and the end of February.

Open Days

Liverpool Medical School is not open to the general public but applicants invited for interview are usually given an opportunity to take part in a tour of the Medical School. The tour presently includes a visit to our Human Anatomy and Clinical Skills Resource centres as well as a more general introduction to the university campus. Current undergraduates from the MBChB programme lead the tours thus providing the opportunity for prospective students to ask questions. Attendance on the tour is entirely at the applicants' discretion and will have no impact on any decision made by the School. Similar arrangements are made for those who apply to A105 and are invited for interview at Lancaster.

Interviews/Open Days

Application review usually takes place from late October onwards and candidates for A100 and A101 who are considered competitive with respect to both the academic and non-academic criteria are usually invited to interview between 1st November and the end of February. No applicant will be offered a place without being interviewed in person.

Applicants are invited to an approximately 15 minute, semi-structured interview with two people drawn from a panel of trained interviewers, including academic members of the University staff, NHS clinicians, local GPs and members of Local NHS trusts. The structure of the interview and the assessment criteria used are the same for both A100 and A101 applicants. The criteria used to assess the interview are application of knowledge of the Liverpool medical programme and its curriculum, medical ethics and team work, together with the non-academic criteria as previously stated in this policy. Each interviewer independently scores the candidate in each domain and an overall score is generated for each applicant. There is also the opportunity for any particular concerns about the applicant's performance to be noted for the attention of the Admissions' tutor. For A100, it is usual that unless issues of concern have been raised that the interview scores are ranked and the top scoring applicants are made an offer. In making borderline decisions it may be necessary to make offers based on the combination of both academic achievement/potential and on the interview score of the applicant. As stated previously interviews and offers for a place on A101 are made on a competitive basis and both the academic qualifications and non-academic criteria (as assessed at interview) of the applicant will be independently ranked prior to offers being made to the most competitive candidates.

The interview process for selection to the A105 programme at Lancaster will consist of a Multiple Mini Interview (MMI). The MMI consists of 12 different "stations", most of which will be 5 minutes long. Some of the stations will consist of a short interview, where you will be asked questions related to your career choice. At others, you may be asked to read a short paragraph or watch a short video clip, take notes and then discuss at a subsequent station. An additional 20 minute station will involve group work and will assess your suitability for our problem-based learning curriculum. Applicants who are selected for interview will be sent more detailed information nearer the time. The applicant's performance in each station is assessed, against clearly defined criteria, by trained interviewers, including academic members of the University staff, NHS clinicians, local GPs and members of Local NHS trusts. There is also the opportunity for any particular concerns about the applicant's performance to be noted during the assessment. In the absence of any issues of concern, applicants with the highest overall MMI score will be made an offer.

Applicants will usually be informed that they are being invited for the MMI between November and January of the academic year in which they applied. We aim to give applicants two weeks' notice of their MMI date. The MMI will usually be held on five different dates, between December and February.

International Students

The number of overseas students admitted each year to study medicine is limited by HEFCE, and is currently set at 24 for the five year MBChB programme (A100). Selection follows the same procedures as for home/EU applicants. No offers are made without interview. Although applicants are usually expected to travel to the UK for their interview we usually are able to interview in Malaysia in January/February. Following interview, overseas students are ranked against each other and thus offers are made conditional on the overseas status of the applicant being unchanged at the time of registration. Applications for overseas and home places are dealt with independently as the competition from within each pool of applicants is different. Thus if the status of an overseas student changes then the offer for a medical school place

may be withdrawn as the applicant may not be considered competitive for an offer of a home place and there may be no home places available at the time the fee-status change occurs. The opposite situation is also true. The School of Medicine considers applications from students studying preparatory programmes at Liverpool International College and specific conditions of selection and progression may exist. Please see <http://www.liv.ac.uk/international/lic/> for further details. We usually do not accept other international foundation programmes but we consider applications from those studying on the INTO St. Georges Foundation Programme *English Language Requirements*

Applicants whose first language is not English must have at least grade B in English Language GCSE. In addition they must demonstrate proficiency in English through either IELTS, score 7.0 (with a minimum of 7.0 in any component) or TOEFL (IBT only) 100 (with a minimum of 22 in any component, and at least 24 in speaking). English Language qualifications must usually be less than two years old. We do not accept other English Language qualifications.

Provision of Feedback

The School of Medicine undertakes to provide feedback to unsuccessful applicants via UCAS Track at the time of notification of the result of their application. Further written feedback may be provided at the discretion of the Admissions Tutor but no requests will be considered after the 1st June in the year following their application.

UCAS Extra

We do not enter into clearing and applications are not accepted through the UCAS Extra scheme.

Progression Agreements

The School of Health Sciences offers a 'Year Zero' in collaboration with Carmel College, St Helens. Year 0 provides the necessary academic grounding for admission to medical school. Applicants accepted onto the Year 0 (for medicine) programme, subject to completing it satisfactorily, progress to Year 1 of the MBChB programme directly. For further information please see: <http://www.liv.ac.uk/healthsciences/>

We accept applications from students on the A900 Pre-medical Studies course at Lancaster University. A900 students are offered a guaranteed interview at either Lancaster or Liverpool. Students who have resat A2 examinations and are considering applying to A900 with the intention of applying for a medical place at Liverpool or Lancaster are advised that they are not eligible for a medicine offer. Similarly, applicants who already hold a 2:2 degree (or lower) are not eligible to apply to A900. Subject to satisfactory completion of the A900 course and performance in a medical school admissions interview, up to 10 students per year can enter year 1 of the MBChB medical degree on the Liverpool or Lancaster campuses. Re-applications for the A100 and the A105 programme from A900 applicants who were made offers but who failed to meet the condition of their offer will not be considered.

On its own, the Go Higher programme is not suitable as a route for entry to the MBChB programmes.

Other department-specific information

UCAS form

Applicants should take care to ensure that the UCAS form is completed fully, honestly and without any omissions as it is the policy of the School of Medicine not to consider applications which are not properly completed and not to accept unsolicited correspondence relating to applications. If a school has failed to complete the UCAS form correctly then we

will consider accepting additional correspondence relating to the omission if it is sent to us by 1st December of the year in which the application is made. We will usually not accept information which was unable to be included in the original UCAS form because it was unavailable prior to the 15th October deadline. The School of Medicine reserves the right to ask for certificates and additional references in support of the application and applicants should ensure that they can provide evidence to support any claims of work experience made within their personal statements. Receipt of a satisfactory employer's reference will often be made a condition of the offer should one be required. Graduates applying for a place on any medical programme will be asked to forward a transcript of marks by year of study including the final overall mark which determined degree classification.

Failure to provide additional information

The School of Medicine reserves the right to record a reject decision against the applications of candidates who have consistently failed to respond to requests to provide additional information in support of their application (e.g. failure to return fee status questionnaires, references or exam certificates). Applicants who are invited to interview will be expected to provide both their original certificates as listed on their UCAS form and photocopies at the time of attending the interview. Failure to provide any of the requested information will result in the applicant being given 7 days to provide the relevant information. Failure to do so will result in a reject decision being recorded. If there is a reason why certain information cannot be provided this should be discussed with the Admissions Team within the 7 day period.

Resits & Reapplications

Applicants who are retaking their examinations may apply for programmes within the School of Medicine. They usually must have achieved a minimum of CCC, AS (B) at first sitting. Resit applicants are usually expected to complete their A2 studies within three years. Applicants who are resitting must include a reflection of this in their personal statement and should mention any extenuating circumstances. Applicants who have applied to the University of Liverpool and been rejected in a previous UCAS cycle may make only one further consecutive application to the same programme. The applicant will be expected to demonstrate that additional evidence of potential has been obtained in the intervening period. It is therefore expected that any individual in this situation will not submit an identical personal statement to that submitted previously.

Plagiarism

The University is notified by UCAS of any applications that are considered to be plagiarised. The School of Medicine will automatically reject such applications. Applicants may apply in another admissions cycle if they submit an application that UCAS does not deem to be plagiarised.

Deferred Entry

Deferred entry is not normally possible for overseas students, Year 0 and those applying to the 4-year graduate entry programme (A101) due to the limited number of places available.

Transfers

We are unable to accept transfers into any of the undergraduate medical programmes and are unlikely in the absence of severe mitigating circumstances to be able to consider applications from current medical students or from individuals who have previously attended medical school.

Offers

Our typical offer for A100 and A105 is of three A levels (grades AAA), to include Biology and Chemistry, and a fourth AS level (grade B). Students who have been made this offer but are taking four A levels should be aware that achieving AAAC in their A levels is unlikely to meet the conditions of their offer unless the fourth AS level has been previously certified at grade B. The Medical School reserves the right to vary offer conditions depending on a candidate's application.

CRB and Health Checks

Applicants to programmes in the School of Medicine should be aware that the professional body governing the practice of medicine (The General Medical Council, [GMC]) has specific requirements relating to the protection of both staff and patients. Students will be required to undertake an enhanced Criminal Records Bureau (CRB) check, undergo an occupational health check and be tested for and/or immunised against a range of infectious diseases prior to patient contact. See http://www.gmc-uk.org/education/undergraduate/undergraduate_policy/professional_behaviour.asp and http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_073132

In most instances minor offences will not be a bar to training and practising as a doctor. Applicants, however, will be expected to declare any convictions, cautions or fixed penalty notices when asked, and may be subject to further requirements to confirm their fitness to practise.

Disability

Applicants with a disability are advised to disclose their impairments at the time of application. This is to inform the medical school of their requirements at a possible interview and for reasonable adjustments to be made if a place is offered. A disclosed disability is not taken into account when assessing the UCAS application which will be considered on the basis of academic performance and personal qualities. If an interview is offered it will be conducted in the same way for disabled and non-disabled applicants. If a place is offered occupational health staff will advise on the applicant's 'Fitness to Practise' and in consultation with the disability officer determine what reasonable adjustments might be necessary.

Data Protection

Applicants, parents and referees should note that The School of Medicine's Admissions team is not legally allowed to enter into correspondence relating to an individual's application with anyone other than the individual themselves unless given permission to do so in writing by the individual in question.

Appeals and Complaints Procedure

Details of the University's Appeals and Complaints Procedure for applicants can be found at www.liv.ac.uk/study/undergraduate/applying/admissions_complaint_policy.pdf

An appeal is defined as a formal request for reconsideration of a decision on an application, usually where the decision has been to decline to offer a place and a complaint is an expression of dissatisfaction with admissions procedures and their implementation or about actions or lack of actions by the university or its staff. Applicants may not make an appeal or complaint about a decision which disputes the academic or professional judgement of admissions staff regarding their suitability for entry to a particular programme of study. Additionally appeals will normally be allowed only if there is evidence of a material irregularity in the decision-making process. An applicant who wishes

to make a complaint in relation to their interview should do so preferably at the time of the incident or within a few days thereof. Making such a complaint will not prejudice the outcome of the application.

The Appeals and Complaints procedure may not be used where the decision **not** to offer a place arises from a failure on the applicant's part to fulfil any academic (e.g. specific achievement in examination results, English Language requirements) or non-academic requirements for admission (e.g. enhanced CRB check or medical screening).

October 8th 2012