

The University of Liverpool

Departmental Supplement to the Admissions Policy

School of Medicine: A101 Programme (Graduate Entry, 4 -year programme)

Introduction

The University of Liverpool's School of Medicine is committed to providing our student doctors with the essential knowledge, skills and values required for a confident and successful medical career. Whether leading research to shape future clinical care, delivering the very latest in innovative and supportive teaching, or actively engaging with our communities, we aim to make a difference to our students, our profession, and to the health of our city and our region.

Successful applicants to the School of Medicine come from a wide range of backgrounds, but all demonstrate the potential for a thoughtful, caring and compassionate approach to medical practice, and for the motivation and academic excellence to benefit from, and contribute to, the School. Introduced in March 2015, NHS Values Based Recruitment (VBR) is an approach aimed at ensuring that we recruit the correct students, with not only the right skills and in the right numbers, but with the appropriate values to support delivery of excellent patient care and experience. Details of VBR can be found at <http://www.nhsemployers.org/your-workforce/recruit/employer-led-recruitment/values-based-recruitment>. The Selection Process at Liverpool Medical School for 2024 entry is compatible with the requirements of VBR.

In November 2014, the Medical School's Council (MSC) published 'The Selecting for Excellence Report' which aimed to provide a body of evidence to ensure that medical schools are selecting candidates who will make excellent doctors –regardless of backgrounds. Liverpool School of Medicine supports the principles underlying the report and recommends the resources that the MSC have made available to support the application process. Please access relevant information sheets at <https://www.medschools.ac.uk/studying-medicine/applications/resources-for-students-and-teachers> If applying to our medical school you are advised, as a minimum, to read the 'statement on the core values and attributes needed to study medicine' and 'work experience guidelines for applicants to medicine'. In response to COVID-19 '[Guidance on gaining relevant work experience to study medicine during the pandemic](#)' (Link) has been created.

Applicants are advised that they may use a variety of different experiences to inform themselves of what may be involved in a medical career but the advice provided on the MSC website is relevant to graduates applying to the A101 programme.

Applicants to any of the School of Medicine's programmes are requested to consult our Frequently Asked Questions which are available on our website. Access our [web-site](#).

The A101 programme

The A101 graduate entry programme (GEP) is expected to take applications via UCAS by the 16th October 2023 for entry to the programme in 2024. No late applications will be considered.

Please note that the A101 curriculum is still awaiting full university approval and some of the details within this supplement may be subject to change. Please note the following:

- Students studying in the School of Medicine must be aged 18 years old on/by the 1st October in the year of entry to their programme.
- The A101 programme only considers applications from students with home status. No international applicants can apply to the programme.
- Deferred application to the A101 programme is not considered.

Programme Details

- Minimum academic and non-academic criteria as specified on our [A101 Guidelines Entry 2024](#).
- The A101 course is an 'accelerated programme' lasting 4 -years in total. The first year will cover what is typically covered in the first two years of the standard 5 -year A100 programme.
- Graduate applicants may also apply to our A100 (5-year) programme. Details can be found on our [web-site](#).
- The first year of the A101 programme will be taught predominantly separately from the A100 programme. Some sessions may be combined if appropriate.
- Students on the GEP join the clinical rotation pattern of the main A100 programme in their second year (year 3 of A100).
- To accommodate the accelerated nature of the proposed programme, the GEP programme is expected to start in mid-August and finish toward the end of July in the following year. All applicants should note that the academic year is longer than standard and **applicants should note this anticipated start time as no deferral of applications will be allowed.**

It is expected that:

- The first year of GEP will be taught in 5 weekly system blocks, with foundation material being covered alongside. Within each block there will be a mix of learning opportunities that include recorded content, and face to face sessions including seminars, consolidation sessions to go over the recorded content, case-based learning, HARC (anatomy) and clinical skills.
- Early placement experience may take place towards the end of the first academic year
- Students on the GEP will NOT have guaranteed Wednesday afternoons free in their first year but are likely to do so once they merge onto the clinical rotation patterns in their second year
- GEP students will have two assessment periods, one at the end of the first semester and one at the end of the second. There will be both written assessments (applied knowledge tests); a portfolio and a research and scholarship assignment to complete.

Admissions Information

As the admissions process for entry to the A101 programme in 2024 is new we anticipate that some changes to the process listed here may be required and thus the information listed should be considered as advisory. We reserve the right to alter our admissions process in the event of any unexpected circumstance but if required to make change we will consider carefully any impact on the fairness and transparency of the admissions process.

A101 General Admission Principles

- The programme considers applications from Home students only. In most cases EU students are considered to be international. Information on the EU settlement scheme can be accessed at: <https://www.liverpool.ac.uk/studentssupport/international/visas/eu->

[settlement-scheme/](#) and information for Irish Nationals can be found at [Common Travel Area guidance - GOV.UK \(www.gov.uk\)](#)

- Graduates can use two of their UCAS choices to apply to both the A100 and the A101 medicine programmes if they wish.
- Applicants applying to the Foundation to Human and Animal Health Professions medicine route (UCAS code 789S) should have normally been out of education for at least 5 years and be considered **ineligible to apply to the MBChB programmes**. If in doubt about your eligibility to apply as a graduate to the A100/ A101 or Foundation programme please seek advice by contacting us at mbchb@liverpool.ac.uk
- Dentists wishing to pursue a career in maxillofacial surgery are expected to apply for year 2 entry to our A101 graduate entry programme. Those applicants applying to the OMFS route will not be expected to offer an admissions test and have their own selection process. Please consult our guidelines at <https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/>
- Dentists wishing to progress in a medicine career but not on the OMFS route may be eligible to apply for first year entry to either/both A100 and A101, but **must** offer the GAMSAT admissions test.
- Applicants are advised to consider the financial implications prior to placing an application and may find the following guidance to be helpful
 - [Financial support at university | Health Careers](#)
 - <https://www.gov.uk/government/organisations/student-loans-company>
 - <https://www.medicmind.co.uk/medicine-ucas-guide/how-is-graduate-entry-medicine-funded/>
 - [NHS Bursary Funding for Medical and Dental Students 2022-23 \(nhsbsa.nhs.uk\)](#)
- It is unlikely that we would consider applicants who have failed to complete previous degrees or who have withdrawn from other medicine programmes.
- The A101 programme starts in mid-August and therefore applicants offering Masters Qualifications or PhDs will usually need to have completed their studies prior to placing an application
- Because of the strong competition, meeting the minimum academic and non-academic requirements does not guarantee that you will receive an invitation to an interview. Applications are assessed using prior academic achievement, admissions tests and applicants' non-academic values/attributes/experience.
- Where there is appropriate evidence we may consider contextual information that supports widening participation.
- Predicted degree awards may be used for graduate applicants.
- The selection procedure at Liverpool is a four-stage process, which is competitive at each stage. The threshold for progressing through each stage varies annually, depending on the quality and quantity of applications. No candidate will be made an offer without interview. In order to fully assess the competitiveness of any application, the School of Medicine reserves

the right to ask for further information as necessary and to use any relevant information available to them in making borderline decisions. (see section entitled **Department-specific information & Applicant on-line form**).

- Applicants are advised to complete the application fully and to leave no gaps in educational and employment history. The School reserves the right to reject an application on the basis of insufficient information where applicable
- **Note: While a process is in place to support transparency and fair admissions principles, the academic judgement of selectors in relation to deciding the most appropriate candidates to receive interviews/offers cannot be appealed.**

Admissions Test – Information for Graduate applicants (including dentists not wishing to pursue a career in maxillofacial surgery)

Graduate applicants are defined as those who already hold a relevant degree (according to stated criteria) or who are on, or about to enter, the final year of a degree programme and have a degree award pending.

Graduate applicants would need to offer the **GAMSAT** admissions test as part of the entry requirements for the A101 (and A100) programme. Details of GAMSAT at <http://gamsat.acer.org> The GAMSAT consortium offers two Testing Windows annually in March and September. Registrations for the September 2023 GAMSAT are now open. Prospective applicants are advised to consult the GAMSAT web-site.

Please also consult the **Extenuating Circumstances** section (see below).

Academic Criteria for Graduate Applicants applying to A101

Applicants are requested to consult the PDF documents, which are provided at <https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/> to identify if their particular qualifications would normally be considered to meet our minimum academic criteria. If additional advice is required please contact mbchb@liverpool.ac.uk

Places available: Up to 30 expected for 2024 entry

Interviews: Approximately 130 interviews expected

Application Review

The university will send you an acknowledgement-e-mail to confirm receipt of your application via UCAS. If you have not submitted the applicant on-line form you will need to do so by the 23rd October in the year of application. The School of Medicine will then review your application against published admission requirements. Selection is highly competitive, and as outlined in our published guidelines, both academic and non-academic criteria inform the selection process with offers made to those considered to be the most competitive candidates.

Applicant on-line form

Dentists and graduate applicants applying to the A101 programme, via UCAS, will be expected to review, complete and submit an A101 applicant on-line form which will be available on our web-site from September 2023.

The applicant on-line form captures the additional information that the School will need to inform our decision-making process and thus applicants are advised to consider carefully if they need to provide additional information and evidence in support of their application such as details of extenuating circumstances and examination resits. Please refer to **Extenuating Circumstances** information below:

Evidence might be expected to include (but is not limited to):

Qualifications listed on UCAS (including degree transcripts or evidence of appropriate professional qualifications)

Evidence to support a widening participation background.

e.g.

- Completion of realising opportunities scheme prior to entrance to first degree
- Award of Widening Participation bursary from previous education.
- UCAT bursary awards

A supporting statement of no more than 1000 characters may be included.

Personal statements and academic references submitted via the UCAS application will not routinely be considered as part of the decision to invite individuals to interview. However, the type of experiences that individuals record through their personal statement are likely to be considered as part of the interview, in assessment of the applicant's non-academic attributes. Non-academic attributes valued by the School are listed on our guidelines at:

<https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/> and include the following:

- health care career awareness and insight
- caring for the community
- a critical, coherent, and informative approach to verbal and written communication
- the values that embody and underpin good healthcare practice.

Academic references will, for entry in 2024, be used to support applicant claims of extenuating circumstances but they will not be considered as a replacement to providing sufficient information and evidence via our applicant on-line form. It is intended that only those applicants who disclose extenuating circumstances in relation to previous academic performance will have their academic references read. However, candidates are advised to ensure that the academic referee is aware that the reference should aim to be as informative and personalised as possible and to emphasise the strengths and personal qualities of the applicant it supports. It should corroborate claims made by the applicant pertaining to academic qualifications and personal attributes. The reference of graduate applicants applying with degree awards pending should be from a recent academic tutor who can advise on their progression on their current programme. Applicants who have achieved their qualifications may submit recent employer references. References from friends & family are specifically disallowed.

All candidates should ensure that the submitted UCAS form includes a fully completed personal statement and academic reference as, while it is not intended for the School of Medicine to use them for decision making in relation to the majority of applications, we reserve the right to use them during the decision-making process if necessary. This may be of particular importance in relation for applications received in 2023 as a new process for accessing A101 applications is being put in place. **Applicants who are returning to education must make sure that their personal statement is as informative as possible and illustrates their full journey to placing a medicine application. Applicants are advised to complete the application fully and to leave no gaps in educational and employment history. The personal statement should be as informative as possible and illustrate the full journey to placing a graduate entry medicine application.** The School reserves the right to reject an application on the basis of insufficient information where applicable.

Expected Timescales

- October 16th: Closing date
- October 23rd: Closing date for receipt of applicant on-line form
- October 16th - 31st March: Application Review
- January - 15th March: Most competitive applicants invited to interview
Decisions/feedback on unsuccessful applicants posted via UCAS:
<https://www.ucas.com/undergraduate/after-you-apply/track-your-ucas-application>
- March 31st: Final decisions posted and feedback on UCAS track.
- April - 1st June: Limited written feedback available on written request.

Note: Some of the above dates are estimates. While we hope that all offers will be issued by the 31st March annually this is no longer a UCAS deadline for clinical programmes. Late applications will not be considered.

Limited feedback is posted on UCAS track. ***Please note that if your admissions test is not judged to be competitive we may not be able to provide feedback on the full application.*** Applicants who are not invited to interview are advised to carefully consider their feedback promptly and to contact us within 7 days if there is evidence of material irregularity in the decision-making process. Applicants will be expected to book their interview invite from the dates offered but in exceptional circumstances we will offer one additional opportunity for interview. It is anticipated that no interviews will be offered after the 15th March 2024.

Application Processing

The process is in 4 stages and will be predominantly points based:

Stage 1: The GAMSAT Score will be considered for all graduates applying to the A101 programme <http://gamsat.acer.org> Applicants who can offer a minimum overall score of 50 with no less than 50 in each subcomponent will be considered in stage 2 of the process.

Stage 2: Applicants offering acceptable GAMSAT scores will have points awarded to their application based on:

- GAMSAT score (increased points awarded for academic excellence)

- Meeting the Minimum Academic Criteria. A predicted 2:1 honours degree in any subject will be considered to meet our minimum academic criteria. Increased points will be awarded for achieved qualifications.
- Significant work-place experience in healthcare setting (2 years paid employment)
- Contextual information in support of WP background - evidence based.
- Discretionary points may be added by the admissions tutors if the evidence supports this. In such cases a note will be made and the information used to streamline the process in future years.

Stage 3: The most competitive applicants will be invited to interview. No applicant will be offered a place without being interviewed. The interview format for E2024 has yet to be confirmed but is likely to be face-to-face Multiple Mini Interviews. We reserve the right to change the format for delivery of the interviews if circumstances require this. In exceptional circumstances and in the unlikely event that some interviews are required to be delivered on campus and others on-line the structure of the interview will be similar for all applicants and thus the interviews will be considered to be equivalent. The format of the interview cannot be used to appeal the final decision on the application.

Stage 4: Offer – usually based on the achievement of a competitive interview score. Offer conditions for the A101 programme are likely to vary depending on a candidate's application, but offers typically reflect the minimum academic criteria as stated in our guidelines. It is usual that, unless issues of concern have been raised, the overall interview-scores are ranked, and the top-scoring applicants are made an offer. In making borderline decisions, any relevant information that relates to our academic and non-academic criteria, and which is available to the Admissions Tutor, may become a factor in the decision-making process and interviewers who have concerns in relation to the applicant's performance, which are not covered by marking to stated criteria, are requested to note these for the attention of the Director of Admissions.

Extenuating Circumstances:

If an applicant has had their study or examinations interrupted due to circumstances beyond their control, such as illness or bereavement, they should complete the applicant online form. This is an opportunity for us to be informed as to what the circumstances are/were, how the applicant's study/exams have been affected, and upload any evidence the applicant has to support this. Each case will be considered individually and without prejudice.

NB: Please note we are aware that the study of most school students and recent graduates has been interrupted by the COVID-19 pandemic so we do not require applicants to submit an online form for this reason.

The School of Medicine will not accept unsolicited correspondence in relation to extenuating circumstances that were available for inclusion in the UCAS application and in the applicant on-line form at the time of application (16th October 2023) and will only usually consider circumstances as defined within the form. Candidates should note that evidence in support of any claims of mitigation will be required and should be uploaded via the on-line form.

Adverse circumstances that are likely to affect performance but occur after submission of the UCAS application **must be sent to us by the 30th of June** in the year following application (and before the publication of any pending final examination results if their publication date is earlier). A notification of adverse circumstances should be supported by appropriate evidence and should have been reported and considered by the relevant examination board. For graduates we consider

the institution where they have studied for their degree to be best placed to consider how their final award has been impacted by their circumstances and we are unlikely to confirm the place of a graduate failing to achieve a minimum 2:1 honours degree if this was part of their offer.

While extenuating circumstances are dealt with on an individual basis, it is often impossible to know the extent to which any specific set of circumstances has impacted on an applicant's performance, and therefore it may be impossible to give priority in the admissions process to applicants who advise us of extenuating circumstances, even where these are considered valid. This is particularly true at stage 3 of the admissions process (interview), and thus we believe that it is fair to all applicants to offer places to those candidates able to demonstrate that they are competitive at this stage. If an applicant does wish to inform the medical school of circumstances that they believe may impact on their interview performance, they are expected to do so at the time of invitation to interview, and certainly before the interview. **Applicants who go ahead with the interview will be declaring themselves as 'Ready for Interview'**. If invited to interview applicants will be asked if they require any special consideration/reasonable adjustment. Having declared, by ticking an appropriate box on the UCAS form, that you have a disability or special need will not automatically mean that you are awarded extra time /reasonable adjustment at interview. Thus if you require us to consider if you need extra time or some other adjustment during the interview process you will need to request this in response to the information that is sent as part of our interview invitation.

Please note:

There is **no** appeal to the Australian Council for Educational Research (ACER) about an applicant's GAMSAT result. The School of Medicine will usually not consider appeals or extenuating circumstances in relation to an applicant's GAMSAT result. Applicants who undertake the test are considered to be declaring themselves 'Fit to Sit'.

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 that are not properly completed and not to accept unsolicited correspondence relating to applications (other than that previously outlined in this document). Applicants should make sure that, when they list their qualifications on their UCAS form, they give full details of the individual subjects and grades that make up the qualifications declared. Failure to do so may result in the rejection of an application based on insufficient information. It is important that the information provided is declared in the correct boxes as we will not pick up on information that is declared within personal statements/academic references instead of the appropriate areas of the UCAS form.

We expect applicants to include all relevant information within their UCAS application form and applicant on-line form, and will not usually accept additional unsolicited material that was available for inclusion prior to the E2024 16th October deadline. ***Applicants should consult the specific guidelines on our web-site when filling their UCAS form, and should avoid leaving gaps in academic history, as they will provide guidance on the information we require. Applications without the required information are unlikely to be considered.***

The School of Medicine reserves the right to ask for certificates, or possibly school and degree transcripts, and additional references in support of the application, and may request applicants to provide NARIC certificates indicating the equivalence of their qualifications.

Applicants offering European or international qualifications will be expected to send officially translated versions of certificates/qualifications, as necessary. Receipt of a satisfactory employer's reference may be made a condition of the offer, should one be required.

- **Failure to provide additional information**

The School of Medicine reserves the right to record a 'deemed unsuccessful' 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. references, or examination certificates/transcripts of marks). **In particular, failure to return fee-status questionnaires promptly within the specified time frames will lead to the application being deemed unsuccessful.**

Applicants who are invited to interview are usually expected to provide both their original certificates (as listed on their UCAS form) and photocopies at the time of attending the interview. Applicants may be expected to scan and e-mail them to us prior to 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 'deemed unsuccessful' decision being recorded. If there is a reason certain information cannot be provided, this should be discussed with the Admissions Team within the 7-day period.

- **Fee-status**

Offers for the A101 programme will only be made to those with home status. If the fee-status of an applicant is uncertain a fee-status questionnaire will be issued by the medicine team. This questionnaire needs to be returned promptly to central university who will confirm the fee -status of the individual. It is important that applicants follow any instruction given in relation to fee-status and failure to return the form within the stated time frame and failure to respond to requests from our team will lead to the application being deemed unsuccessful.

- **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. Please note that if your application has been deemed unsuccessful on the basis of a non-competitive admissions test your full application may not have been processed and we may not be able to provide feedback on your complete application. Further written feedback (usually on interview performance) may be provided at the discretion of the Director of Admissions, but no requests will be considered after the 1st June in the year following their application.

- **UCAS Extra**

We do not accept applications via the UCAS extra scheme. If, in future, the School of Medicine is listed as entering clearing full details will be made available on our web-site.

- **Re-application**

Applicants who have applied to the A101 programme at the University of Liverpool and been rejected in a previous UCAS cycle may make only one further consecutive application to the same programme.

- **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 for A101 is not considered.

• **Transfers**

We do not usually consider transfers into the medicine programmes. It is unlikely that applications from individuals who have withdrawn from other medicine programmes will be successful as it would be anticipated that these could only be considered where extreme extenuating circumstances have been recorded and evidence supports academic progression in previous studies. Please note that the School reserves the right to request further information, both academic and pastoral when considering any such cases. The failure to provide the requested information within a specified time frame will result in the application being deemed unsuccessful.

• **Confirmation**

Individuals who are confirmed on the programme must make sure that they are familiar with term-dates and the dates for registration. There is no deferred entry for the A101 programme and it is expected that applicants who are unable to start on the programme will have to re-apply and compete for a place in another admissions cycle.

• **The Use of Contextual Data**

Since 2015-16 the School of Medicine has piloted the use of contextual data in selection. More on the institutions use of contextual data can be found at <https://www.liverpool.ac.uk/study/undergraduate/applying/contextual-data/> However please note that the policy currently in place is not applicable to graduates applying to the A101 programme.

• **Professionalism and the use of social media**

Applicants attending interview at Liverpool are expected to sign a confidentiality clause in relation to the interview. While the main aim of this clause is to ensure that no student is disadvantaged through the sharing of questions, applicants should note that any actions which are considered to be unprofessional, defamatory or offensive to the university and its staff are taken seriously by the School. All UK medical schools have a duty to ensure that no member of the public is harmed as a consequence of participating in the training of medical students. If your conduct as an offer holder falls below the high standards of behaviour that the public has a right to expect, your offer may be subject to a review through the School of Medicine's professionalism and fitness to practice processes. Students will also be expected to comply with the regulations and policies required by the University of Liverpool. Applicants are advised that the university has a policy on student conduct and discipline and it is expected that applicants and offer holders should avoid any conduct which may be considered discreditable to the University or may bring the University into disrepute. Therefore applicants and offer holders should consider carefully the appropriateness of their behaviour (including their comments posted on social media).

• **MSC Excluded Students Database**

In the interests of public safety, in accordance with Outcomes for Graduates, and in your own best interests, information pertinent to your educational achievements and to your fitness to practise may be shared by Liverpool Medical School with training providers, employers, regulatory organisations and other medical schools. The MSC Excluded Students database has been created to record students who have been excluded from a medical school on the grounds of fitness to practise. Thus, in the interests of patient safety, the School of Medicine may share some information provided in your application with the MSC to verify your fitness to practise. Any offer for the medical programme will be conditional on applicants having disclosed any previous fitness to practise findings against them and their consent being given to this use of information.

• **Disclosure and Barring Service (DBS) 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 Disclosure and Barring Service (DBS) check, undergo an occupational health check, and be tested for and/or immunised against a range of infectious diseases prior to patient contact. See: <https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice> and <https://www.bma.org.uk/advice/employment/contracts/criminal-record-checks-and-declarations/criminal-record-checks>

In most instances, minor offences will not be a bar to training and practising as a doctor. Applicants will, however, 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.

• **Occupational Health Checks**

All applicants who are accepted onto the medicine programme will undergo an occupational health check, and be tested for and/or immunised against a range of infectious diseases prior to patient contact. Following confirmation of acceptance on to the programme applicants will be issued with a health declaration form. This form should be completed and returned as soon as possible, to the occupational health team (ohadmin@liverpool.ac.uk). The information submitted on the form is confidential and the form should not be returned to the School of Medicine. Please note that all applicants must undergo the occupational health check and this includes applicants who may previously have worked in a healthcare environment, e.g. nurses, pharmacists, dentists, etc. Note that you should not wait until you arrive in Liverpool and register with a new GP before arranging for the completion of the form. Delays in occupational health clearance often result from delays in transferring files between practices. Health clearance is needed prior to you being able to have patient contact and ultimately you may have to suspend studies if there is a delay in achieving clearance. Achieving the appropriate health clearance is part of any offer posted on UCAS track and it is possible that your studies may be terminated if you fail to engage with the process in an appropriate manner.

• **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) non-academic attributes/experience. 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. Useful information on 'Standards of medical fitness to train' can be found at: [https://heops.org.uk/wp-content/uploads/bsk-pdf-manager/2019/09/1521730794HEOPS Medical Students fitness standards 2015 v12.pdf](https://heops.org.uk/wp-content/uploads/bsk-pdf-manager/2019/09/1521730794HEOPS_Medical_Students_fitness_standards_2015_v12.pdf)

• **Post-graduation**

On successful completion of the undergraduate course you will receive your MBChB degree, which is a primary medical qualification (PMQ). Holding a PMQ entitles you to provisional registration with the General Medical Council, subject only to its acceptance that there are no Fitness to Practise concerns that need consideration. Provisional registration is time limited to a maximum of three years and 30 days (1125 days in total). After this time period, your provisional registration will normally expire.

Provisionally registered doctors can only practise in approved Foundation Year 1 posts: the law does not allow provisionally registered doctors to undertake any other type of work. To obtain a

Foundation Year 1 post you will need to apply during the final year of your undergraduate course through the UK Foundation Programme Office selection scheme, which allocates these posts to graduates on a competitive basis. So far, all suitably qualified UK graduates have found a place on the Foundation Year 1 programme, but this cannot be guaranteed, for instance if there were to be an increased number of competitive applications from non-UK graduates.

Successful completion of the Foundation Year 1 programme is normally achieved within 12 months and is marked by the award of a Certificate of Experience. You will then be eligible to apply for full registration with the General Medical Council. You need full registration with a licence to practise for unsupervised medical practice in the NHS or private practice in the UK.

Although this information is currently correct, students need to be aware that regulations in this area may change from time to time.

There is some discussion about whether to remove provisional registration for newly qualified doctors. If this happens then UK graduates will receive full registration as soon as they have successfully completed an MBChB degree. It should be noted that it is very likely that UK graduates will still need to apply for a training programme similar to the current Foundation Programme and that places on this programme may not be guaranteed for every UK graduate.

In addition, the GMC is expected to introduce a formal assessment that all doctors would need to pass in order to be granted full registration. Applicants should be aware that the GMC envisages that future cohorts of medical students will need to pass parts of a new UK Medical Licensing Assessment before the GMC will grant them 'Registration with a Licence to Practise'.

• Data Protection

Applicants, parents, and referees should note that the School of Medicine's Admissions team is not legally allowed to enter into correspondence/communication relating to an individual's application with anyone other than the individual themselves, unless given explicit 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 <https://www.liverpool.ac.uk/media/livacuk/study/postgraduate/applying/Admissions,Appeals,and,Complaints,Policy,2021,FINAL.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 that disputes the academic or professional judgement of admissions staff regarding their suitability for entry to a 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 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 DBS check or medical screening).