

The University of Liverpool

Departmental Supplement to the Admissions Policy

School of Medicine

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 2022 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' has been created. <https://www.medschools.ac.uk/media/2636/guidance-on-gaining-relevant-experience-for-studying-medicine-in-the-time-of-covid-19.pdf>

Information on the School of Medicine's A100 programme is available in our institution's on-line prospectus, and detailed guidelines for applicants can be found on our admissions web-site. Applicants are also requested to consult our Frequently Asked Questions which are available on our website. Access our web-site at: <https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/>

Please note that the situation in relation to the COVID-19 pandemic is still uncertain and we reserve the right to alter our admissions process if required.

It is expected that certain groups of applicants applying to the School of Medicine in 2021 for entry in 2022 or 2023, may have to provide additional information via an on-line form, e.g.:

- **If you are resitting examinations (Please note that following the use of Teachers Assessed Grades it has been announced that there will be an Autumn Examination**

Series in England. We will update our web-site in relation to this when further information becomes available)

- **If you have extenuating circumstances that may have affected examination performance (Please note that as we are aware that the study of ALL Year 12/13 students has been interrupted by the COVID-19 pandemic, we do not require applicants to submit an online form for this reason)**
- **If there are circumstances that you feel the Admissions team should be aware of**
- **If you are sitting other A-levels, or equivalent level 3 qualifications, to those already achieved/sat**
- **If you are a European or international applicant who cannot offer GCSEs/IGCSEs, or offer limited GCSEs, please upload school year 10 and/or 11 transcript/s of subjects and marks.**
- **If you are a dentist with intentions to pursue a career in oral maxillofacial surgery and intend to apply for year 3 entry to the A100 programme.**

This form will be available, on our medicine admissions web-site, for completion in September 2021.

For E2022 we offer:

Medicine and Surgery MBChB A100

The A100 (5 year) programme accepts applications from school-leavers, graduates, and those offering non-traditional qualifications. The programme considers applications from Home, EU and international students. Accepted applicants to the A100 medicine programme must be 18 years old by the 1st October in the year of entry to the programme. There is a route on the A100 programme for those applicants wishing to pursue a career in maxillofacial surgery; this will be referred to within this document as A100MF. Specific guidelines are posted at <https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/> Applicants to this route will be expected to apply via UCAS to the third year of the A100 programme, and will need to complete an additional on-line form in support of their application to this route. Applicants to this route will not be considered for entry to year 1 of the standard A100 programme. A maximum of 3 places is available for this route annually and thus deferred entry is not considered for applicants applying to A100MF.

The Medicine and Surgery MBChB (Graduate Entry) A101 is withdrawn for entry in 2022.

Please note that we will continue to accept graduate applications to the A100 programme and details of other graduate entry routes which exist at other institutions can be found on the Medical Schools Council web-pages. 'Entry Requirements for UK medical Schools'

<https://www.medschools.ac.uk/media/2701/msc-entry-requirements-for-uk-medical-schools-2021.pdf>

Year 0 (Foundation to Health and Veterinary Studies).

Year 0 is a **Health Sciences programme** that *may* lead to progression to A100; please see: <http://www.liverpool.ac.uk/study/undergraduate/courses/foundation-to-health-studies-year-0/overview/> for details. Year 0 provides the necessary academic grounding for admission to medical school, and is targeted at applicants with substantial, appropriate workplace experience or people with related vocational rather than traditional A-level qualifications. Please note that entry to this programme is competitive and meeting the minimum academic criteria does not guarantee an interview. Applicants are advised to make sure that their UCAS form reflects their full academic and non-academic history as applications without the required information are unlikely to be considered.

General Principles: Information relating to A100 (including A100MF).

Admissions Tests

All applicants applying to Liverpool's School of Medicine must have taken the relevant medicine admissions test. The admissions test offered by applicants is dependent on the undergraduate/post-graduate status of the applicant. All applicants are advised to consult UCAT and GAMSAT websites for the most up-to-date guidance.

Non-graduate applicants

All non-graduate applicants applying to the A100 programme must take UCAT. Non-graduate applicants would include those offering non-traditional qualifications such as locally approved access to medicine programmes. Details of the admissions test at: www.ucat.ac.uk

Graduate applicants (excluding A100MF)

Graduate applicants would need to offer the GAMSAT admissions test as part of the entry requirements for the A100 programme. Details of GAMSAT at <http://gamsat.acer.org> Graduate applicants are defined as those who already hold a minimum 2:1 honours degree or who are on, or about to enter, the final year of a degree programme and have a degree award pending.

The GAMSAT consortium offers two opportunities to sit the test annually; one is scheduled on a Wednesday, the other on a Saturday. Registrations for the September 2021 GAMSAT are now open. Prospective applicants are advised to consult the GAMSAT web-site.

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

Note that dental graduate applying to A100MF will not have to sit GAMSAT as they have their own selection process. Please see the appropriate guidelines.

Academic Criteria

Applicants applying to our programme offer a wide range of traditional and non-traditional qualifications which include a variety of Level 2 and Level 3 qualifications, degrees, European and international qualifications. 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 your qualifications are not listed or you need additional advice please write to us at mbchb@liverpool.ac.uk

Graduate applicants

Graduate applicants applying to the A100 programme must meet our minimum GCSE and A-level requirements, and have achieved, or be predicted to achieve, a minimum of a good 2:1 honours degree in an appropriate subject. Applicants applying to the A100 programme may offer a wide range of degree subjects. Graduates who are predicted a 2:2 degree or lower, will not be invited to interview.

Applicants who are currently registered on a degree programme should finish their degree prior to applying to the medical programme or be in the final year of their degree programme (i.e. applying as a graduate applicant). It is unusual for us to consider applicants who have failed to complete previous degrees or who have withdrawn from other medicine programmes.

Applicants currently studying for a Master's degree must usually have completed their programme by the end of August of the year in which they enter the School. Applicants currently undertaking a PhD must have submitted their thesis by the 1st of January of the year that they wish to enter the University of Liverpool, School of Medicine. If invited to interview applicants will be expected to provide the appropriate proof in relation to expected completion of their programme or submission of their thesis.

A100 Programme.

GCSEs

Most applicants should usually have at least 5 GCSEs at Grade B/score 6 or higher, or equivalent. These must include English Language, Mathematics, 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/score 6, given other achievements that they offer. Advice on this can be obtained from consulting our guidelines at:

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

Please note that Methods in Mathematics and Application of Mathematics are considered to be a paired qualification and applicants (if offering these) must offer both of them with a minimum of B/6 grade being achieved in each qualification. A maximum of 2 points is awarded for the paired qualification. Some Level 2 BTECs and OCR awards achieve points in our scoring system but no more than two Level 2 BTEC qualifications or OCR awards can be considered as part of the 9 GCSEs or equivalents. Details as per our subject specific guidelines. No subject area is awarded more than 2 points in our scoring system. If necessary applicants should contact the admissions team at mbchb@liverpool.ac.uk for individual advice. Graduate applicants to the A100 programme must be able to offer GCSEs in English Language and Mathematics at a minimum of grade C. Note: For GCSEs awarded a score; 4 is equivalent to a C grade, 6 to a B grade, 7 to an A grade and 8/9 to an A*.

A-levels:

AAA, in A levels taken in one sitting after a 2 year period of study usually required. **AAA**, to include Chemistry together with either Biology, Physics or Mathematics and a third academic subject. Alternatively **A*AB** is also accepted but the A* A grades **must** include Chemistry together with either Biology, Physics or Maths; and a B grade required in the third academic subject. Please note: The Advanced Welsh Baccalaureate Skills Challenge Certificate is accepted in lieu of a third academic subject. General Studies, Critical Thinking and Level -3 BTECs are not considered. Only one of Mathematics or Further Mathematics will be considered. Unit-grade information is not used.

Graduates:

Science graduates applying to A100 are usually expected to graduate or to have graduated with at least a good 2:1 honours degree and to be able to offer a minimum of BCC grades, to include Chemistry together with either Biology, Physics or Mathematics and a third academic subject.

Access to Medicine:

Accredited Prior Learning (APL) and Accreditation of Prior and Experiential Learning (APEL) are not usually accepted for admission to the School of Medicine. We do, however, accept a range of Access to Medicine qualifications. Details of Access Guidelines at

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

At Liverpool University, our School of Health Sciences offers our own Year 0 programme:

<http://www.liverpool.ac.uk/study/undergraduate/courses/foundation-to-health-studies-year-0/overview/>

A100MF:

Specific criteria and processes exist for this programme, please see our guidelines at

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

Dental graduates applying to the medical programmes usually must already hold Membership of the Joint Dental Faculties (MJDF) (portfolio plus Part 1 and Part 2 examinations). Applicants with a Bachelor in Dental Science (BDS) obtained from outside the EU will need to gain the Overseas Registration Examination (ORE)/Licence in Dental Surgery (LDS), and applicants should make sure that their degrees are registered with the General Dental Council (GDC).

These applicants must submit an applicant on-line form (on our web-site from September 2021) with their application. Applicants will not be required to sit GAMSAT.

Application Numbers for A100/ E2020: Approximately 3700

Places available for E2022 estimated to be: 332 (including 23 internationals). The 29 places which were available for A101 in E2021 are transferred to the A100 programme for E2022 and are counted within the 332 total.

Application Review

When your application arrives from UCAS, the University will send you an acknowledgement-e-mail to confirm receipt. The School of Medicine will then review your application against published admission requirements. Selection is highly competitive, and both academic and non-academic criteria inform the selection process with offers made to the most competitive candidates. Details of academic and non-academic criteria at: <https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/>

Timescales

October 15th: Closing date

October 15th to 31st March: Application Review

Mid-November to 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: Late applications will not be considered. Interviews for E2022 are expected to be semi - structured and on-line.

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 offered after the 15th March 2021.

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. 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 (see section entitled **Department-specific information & Applicant on-line form**).

Applicant on-line form

Personal statements and academic references 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 will 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.

Candidates applying, via UCAS, to Liverpool School of Medicine are advised that they may be required to complete the applicant on-line form which will be available on our web-site from September 2021. This 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 disclose additional information to us. This information may include, but is not limited to, declarations of extenuation in relation to achieved academic qualifications. For example, home applicants who cannot offer 9 GCSEs should submit evidence from their school which explains this or EU/international applicants who cannot offer GCSEs should upload year 10 and/or 11 school transcripts to support their application. While it is intended that only those applicants who disclose extenuating circumstances in relation to previous academic performance will have their academic references read, 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.

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. **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 should therefore ensure that they declare their full academic and employment history.

Application Processing

The selection process varies depending on the type of applicant and typically accommodates school leavers, graduates and EU/internationals. The selection process is a competitive process and applicant groups compete for places within separate cohorts. Prior to reviewing applications, the number of interviews to be offered for each group will be determined. E2022 interviews numbers are currently expected to be:

School Leavers - 2000.
Graduates -130
International and EU -150 respectively.

Numbers are approximate and based on previous experience. We reserve the right to alter these depending on application number and quality. The number of interviews we can offer limits the number of applicants who can progress through the first and second stages of the process.

The process is in 4 stages:

Stage 1: Applications are ranked based on the results of the relevant admissions tests.

UCAT: all non-graduate applicants applying to A100

www.ucat.ac.uk (Overall score and Situational Judgement Test/Home Students)

GAMSAT: all graduate applicants applying to A100 <http://gamsat.acer.org>

Stage 2: Those with most competitive admissions test scores assessed to determine which meet/exceed minimum academic criteria

Stage 1 & 2 repeated until interviews are allocated

Stage 3: Highest ranked applicants interviewed

Stage 4: Offer – usually competitive interview (31st March)

Please note the following:

Special consideration may be given within the process to specific applicant groups. However special consideration does not guarantee an interview or offer for the programme as places are limited and selection is competitive. Groups to be given special consideration are listed below:

- Approved Access Course or MSC Access to HE (medicine)
- Scholar & Realising Opportunity Group Students
- Widening Participation applicant (contextual data)

Please consult our guidelines

Stage 1: Applicants will be ranked on the basis of admission test results.

Non – Graduate Applicants. UCAT will be used for non-graduate applicants. Applicants are thus advised to consult the UCAT website for details of how to register, prepare for and sit this test.

Exploring the UCAT web-site is highly recommended as you will find top tips, tutorials and example questions. At Liverpool Home applicants will need to score band 1-3 in the situational judgement test for their application to be processed and we will use the overall score (not individual subtest scores) in our ranking. International/EU applicants can offer any of the 4 SJT bands. UCAT cut off scores will vary from year to year. For E2021 we used a different approach to UCAT, but for Home applicants a competitive score in the 2018-19 admissions cycle was 2420; the score in 2019-20 was 2400. Following ranking the top scoring applicants, will progress to the second stage of the process (academic assessment). Home applicants who cannot offer 9 GCSEs **must** submit extenuating circumstances via our applicant on-line form. For international and EU students who offer GCSEs/iGCSEs, but not 9, an equivalent GCSE score will be awarded. If a limited number of GCSEs/no GCSEs are offered you must upload a year 10 and/or 11 school transcript to support our decision making. GCSE 'point score equivalencies' will be determined by the admissions directors and there will be no appeal against their academic judgement. School transcripts can be uploaded via the applicant on-line form.

Graduate Applicants. GAMSAT will be used for graduate applicants. All applicants who offer a minimum score of 50 or above in each sub-component will be ranked based on their overall score. Following ranking the top scoring applicants, will progress to the second stage of the process (academic assessment). In previous years an overall score of 55 or 56 with no less than 50 achieved in any section has been considered to be competitive but there may be annual variation, dependent on the quality of applications and the number of interviews offered.

Stage 2 (meet/exceed minimum academic criteria)

The minimum academic criteria varies depending on qualifications offered and for graduate and non-graduate applicants. Academic and non-academic criteria may also vary for applicants from non-traditional routes and for applicants applying from the Liverpool Scholars or Realising Opportunities Group Schemes.

In general, non-graduate applicants are usually expected to have a minimum of 15 points at GCSE-level, as defined at <https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/> 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 assessed on an individual basis. **For non-graduate applicants applying to the A100 programme, preference may be given to applicants offering higher GCSE scores if borderline decisions need to be made.** Predicted grades will not be used for non-graduate applicants however predicted degree awards will be considered when assessing graduate applications for the programme.

Stage 3 (Interview):

• Graduate and non-graduate applicants

The most competitive applicants will be invited to interview. No applicant will be offered a place without being interviewed. The interview format for E2022 is expected to be semi-structured and on-line and will be compatible with Values Based Recruitment and the Selecting for Excellence report. The structure of the interview, and the assessment criteria used, are likely to be the same for all applicants applying to the A100 programme.

Stage 4 (offers)

The Medical School reserves the right to vary offer conditions for the A100 programme 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, it may be necessary to make offers based on the combination of academic achievement/potential, admissions testing, the interview score of the applicant or other contextual information. Any other relevant information that relates to our academic and non-academic criteria, and which is available to the Admissions Tutor, may also be 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. Interviewees will be fully informed of the format of the interview.

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, which will be available on our website from September. 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 that as we are aware that the study of ALL Year 12/13 students has been interrupted by the COVID-19 pandemic, 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 (15th October 2021) 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.

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.

In general, extenuating circumstances should have been reported to the examination board. We are usually unable to consider extenuating circumstances that have not been notified to the appropriate examining-body. Extenuating 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 even to those offering valid extenuating circumstances. Those offering extenuating circumstances will not necessarily be placed at the top of any reserve-list for available places.

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'.

Any applicant who fails to meet the terms of their offer in the admissions cycle, and who has presented extenuating circumstances to the School and who is considering re-applying to the School should contact us for advice.

At confirmation, an extenuating circumstances panel having reviewed the applications will advise:

- (a) If a re-application will be considered
- (b) The process for that application
- (c) The expected offer for that applicant

Applicants who have previously held an offer with us, and who have had their extenuating circumstances accepted by us, may on re-application, be exempt from assessment in the individual stages of the process, and will be advised prior to application of the academic conditions of a possible offer. Each case will be assessed on an individual basis, and any offer made may not be the same as the one they achieved previously. There is no guarantee as to the success of any future application.

Please note:

- Teachers Assessed Grades (TAGs) will be awarded in 2021 and will be considered to be equivalent to A-level grades. An Autumn Examination Series (AES) is planned for 2021. We await further information but it is likely that exams taken in the AES will be considered as 'first sit' and the summer of 2022 as 'resits'. An update will be posted on our web-site but applicants will be expected to declare on their UCAS form when they are taking examinations.
- 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'.
- The UCAT is a compulsory entry requirement for non-graduate applicants. Candidates unable to sit UCAT in 2021, because of a significant medical or personal issue, are advised to contact the medical school at mbchb@liverpool.ac.uk for advice. Notifications to the School must be placed before the closure of UCAT testing and applicants are advised not to leave testing until extremely late in the test cycle. Candidates will be required to provide us with detailed reasons why they feel that they are unable to sit the test and to provide the appropriate medical/other evidence for our consideration. Should you have very specific circumstances that UCAT need to take into account, you should contact the UCAT office. Please use the link below for guidance from UCAT: <https://www.ucat.ac.uk/ucat/mitigating-circumstances/> If you have been unable to sit the UCAT exam you should inform us, via email (mbchb@liverpool.ac.uk) as to why this was the case, with evidence that this has been discussed with UCAT, prior to placing your application. The test cycle is available for a significant time period and the medical school is unlikely to consider illness or other personal reasons as mitigating if occurring late in the testing cycle. The medical school will consider UCAT annotations as part of the selection process. However, applicants who undertake the test are considered to be declaring themselves 'Fit to Sit'.

International Students (to include EU applicants for 2022 entry):

The number of overseas students admitted each year to study medicine is limited by the Office for Students and is currently set at 23 for the five-year MBChB programme (A100). Selection follows the same procedures as for Home applicants, thus meeting the minimum academic and non-academic requirements does not guarantee that you will receive an invitation to interview. Applicants are assessed against their performance in admission tests, prior academic achievement and non-academic attributes. Graduates applying to A100 will usually be expected to sit the GAMSAT admissions test and predicted degree awards will be considered in the decision making process. Non-graduate applicants will be expected to sit the UCAT. UCAT no longer issue exemptions for geographical reasons. Consortium universities expect overseas applicants to take the UCAT, which may mean travelling to another country. Candidates unable to sit the UCAT are advised to read the information in the 'Extenuating Circumstances Form' which relates to UCAT. The Medical School will advise on the possibility of exemption. The selection procedure for international applicants follows the same four-stage process which is outlined in this document.

Applications for overseas and home places are dealt with independently, as the competition from within each pool of applicants is different. Thus, it is possible that different thresholds for invitation to interview may result. It is accepted that not all international applicants have the opportunity to offer 9 GCSEs and therefore each applicant's situation will be considered on an individual basis and an equivalent GCSE /iGCSEs score determined using GCSE equivalents or year 10 or 11

transcripts. 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. If the status of an overseas student changes, therefore, 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 of the fee-status change). 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.liverpool.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.

Students joining the medical programme via transfer from IMU are asked to note that their start date is in mid-August in each year and that no late registrations are allowed. IMU students must provide a certificate of good conduct from their own countries prior to being allowed to start hospital placements.

• 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 writing, reading and listening, 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. Proof of meeting the English Language qualifications must be held in our office by the time of A-level confirmation each year. The admissions team will be happy to advise students of this date each year and applicants are advised that we will be unable to consider English Language qualifications that are submitted after this date.

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.

Progression Agreements

The School of Health Sciences offers a Foundation Year in collaboration with Carmel College, St Helens. The Foundation Year provides the necessary academic grounding for admission to medical school. Applicants accepted onto the Foundation to Health and Veterinary Studies (for medicine) programme, subject to completing it satisfactorily, progress to Year 1 of the MBChB programme directly. For further information please see:

<http://www.liverpool.ac.uk/study/undergraduate/courses/foundation-to-health-studies-year-0/overview/>

We do not accept applications from students on the A900 Pre-medical studies course at Lancaster University. The Go Higher programme is not suitable as a route for entry to the MBChB programmes.

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). The School of Medicine considers its core subjects usually to consist of English Language, Mathematics, and the Sciences (Core & Additional Science or individual Biology, Chemistry, and Physics). 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. Schools will also be expected to provide the relevant information in the appropriate areas of the UCAS form. If a school has failed to complete the UCAS form correctly, then we will consider accepting additional correspondence relating to the omission, if sent to us by 1st December of the year in which the application is made.

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 15th 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 who have sat the UCATSEN, if invited to interview, will be expected to present the appropriate supporting evidence to the school. Details at www.ucat.ac.uk

EU and International applicants will be expected to send 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. failure to return fee status questionnaires, references, or examination certificates/transcripts of marks).

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. Applicants who have sat UCATSEN will be asked to present appropriate evidence. 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.

• **Resits & Reapplications**

Applicants who are retaking their examinations may apply for programmes within the School of Medicine. If applying to the Liverpool A100 programme for the first time they usually must have

achieved a minimum of ABB at first sitting. Resit applicants are usually expected to complete their A-level studies within three years and must complete the applicant on-line form.

Applicants who have spread their A-levels over a three year period (possibly by re-taking an AS year) are required to complete the applicant on-line form. Such applicants will usually be considered resit applicants.

It is expected that any offer made to resit students would usually be at a higher level to reflect an additional year of study. As such, it might be expected that applicants re-taking A-levels would usually be expected to achieve an A* grade in subjects that they are resitting. It is expected that resit students should be able to offer at least one A* grade within their three A-levels.

We await further information on the Autumn examination Series but applicants who wish to take level-3 examinations following receipt of teacher assessed grades may be considered as 'first-sit' applicants if the examinations are taken at the first opportunity to do so. We will provide confirmation on this when we have further information.

If an applicant wishes to re-apply having previously held an offer with us, and having notified us of extenuating circumstances, then they are advised to contact the School of Medicine for advice. 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.

- **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 international/EU students, A100MF and the Foundation Programme due to the limited number of places available. Other A100 applicants who request deferred entry via UCAS at the time of their application, if eligible for an offer, will have the offer deferred. We will consider requests for deferrals made during an admissions cycle but applicants should be aware that there is no guarantee that we will be able to accommodate such requests. Medicine places are capped and applicants are asked to note that very late requests for deferral (after confirmation) are unlikely to be considered.

- **Transfers**

We do not usually consider transfers into the medicine programmes, but we commit to reviewing all new applications on an individual basis, including those from applicants who have withdrawn from non-medicine degrees. 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. **It is also unlikely that we will consider applications from applicants in the second year of other degree programmes.** Please note that the School reserves the right to request further information, both academic and pastoral, when considering applications from individuals who have started degrees at other institutions and in the event of an offer being made, any offer condition may not be typical. 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. Registration dates are prior to the official term start dates and it is mandatory that confirmed students attend registration. If, as occasionally, but rarely happens, there are medicine places available at the time of confirmation any relevant information that relates to our academic and non-academic criteria and which is available to the Admissions Tutor may be used in the offer of these places. In the event of the School choosing to enter clearing information will be made available on our web-site.

- **The Use of Contextual Data**

From the 2015-16 admissions cycle the School of Medicine has piloted the use of contextual data. In the pilot phase, the data has been used to monitor our process and explore the potential benefits of giving extra consideration to identified individuals at specific stages of the admissions process. Currently no differential offers are made to this group of applicants. Details of the university's work on contextual data can be found at www.liverpool.ac.uk/study/undergraduate/applying/contextual-data/

The pilot is expected to be continued in the next admissions cycle and special consideration will be given to this group of applicants when allocating interviews.

- **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 Tomorrow's Doctors, 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

• **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 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 DBS check or medical screening).

June 10th 2021