

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 2019 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, at a minimum, to read the 'statement on the core values and attributes needed to study medicine' and 'work experience guidelines for applicants to medicine'.

Information on the degree programmes offered by the School of Medicine is available from the University Prospectus, and detailed guidelines for applicants can be found on our admissions web-site at: <https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/>

It is expected that certain groups of applicants, applying to the School of Medicine in 2018 for entry in 2019 or 2020, may have to provide additional information via an on-line form. It is anticipated that this form will be available, on our medicine admissions web-site, for completion in September 2018.

Our programmes of study include:

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.

Medicine and Surgery MBChB (Graduate Entry) A101

In this document reference to A101 refers to the standard 4 –year graduate entry programme (A101) while the route for those wishing to pursue a career in maxillofacial surgery will be referred to as A101MF.

A101: The programme only considers applications from Home/EU students. ***Applicants should note that the A101 programme starts with a summer school and thus the start date of this programme is mid-August in their year of entry. A101MF graduates will be invited to join the summer school prior to entering year 3 of the A100 programme. No late registrations are allowed.***

A101MF: A three-year route for dentists wishing to pursue a career in maxillofacial surgery. Only Home/EU applications are considered. 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 second year of the A101 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 eligible to apply to the standard A101 programme.

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.

General Principles: Information relating to medicine programmes A100 and A101 (including A101MF).

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 and not necessarily the programme that the applicant is applying to.

Non-graduate applicants

All non-graduate applicants applying to the A100 programme must take UKCAT. 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.ukcat.ac.uk

Graduate applicants

Graduate applicants would need to offer the GAMSAT admissions test as part of the entry requirements for both the A100 and A101 programmes. 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 remaining GAMSAT test date for 2018 is the 12th September. This date will now be the only opportunity to sit GAMSAT in 2018. In 2019, it is expected that there will be two test dates in March and September. Prospective applicants are advised to consult the GAMSAT web-site. One of the two dates offered in 2018 was a Saturday, the other a Wednesday, and applicants are advised to be aware of this and to check the GAMSAT site regularly for early confirmation of the situation for testing in 2019.

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

Academic Criteria

Applicants applying to our programmes 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 either the A100 or A101 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 but degree subjects considered for the A101 programme are more limited- please see specific A101 information). Graduates who are predicted a 2:2 degree or lower, will not be invited to interview for either programme.

Applicants who are currently registered on a degree programme should finish their degree prior to applying to the medical programmes 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 (by the end of July for A101).

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 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, 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 grade being achieved in each qualification. A maximum of 2 points is awarded for the paired qualification. Although certain non-GCSE qualifications may be awarded points in our system, please be aware that certain qualifications such as level 2 BTECs/ DiDa are not GCSEs and are not necessarily awarded maximum points in our scoring system. No subject area is awarded more than two 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 and 7 to an A grade.

A-levels

A-levels in three subjects (at A-grade) are usually required. Biology and Chemistry must be two of the three A-levels offered. Please note General Studies and Critical Thinking are not considered as the 3rd subject. Unit-grade information is not used. 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 in the required A-levels. The B grade must be offered in Chemistry or Biology. 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 Access to Medicine qualifications from local further education (FE) Colleges (City of Liverpool College, Halton, Hugh Baird, Wirral Metropolitan, Southport) and from Manchester College, West Anglia College of Medicine, and the Staffordshire Access to Higher Education (HE) course.

A101 Programme.

GCSEs

Applicants to the A101 programme must offer GCSEs in English Language and Mathematics at a minimum of grade C/score of 4.

A-levels

A-levels in three subjects (usually at a minimum of grade B) plus a grade B in a fourth subject at AS-level are usually required. Biology and Chemistry must be offered at A-level, and General Studies and Critical Thinking are only considered as the 4th subject. Only one of Mathematics or Further Mathematics will be considered.

Degree:

Graduates applying to A101 are usually expected to graduate or to have graduated with at least a good 2:1 honours degree in a Biological, Biomedical, or Health Sciences subject. Unit-grade information is not used.

A101MF:

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).

Application Review

Timescales

The closing date for applications to the School of Medicine is October 15th, and application review usually takes place from October 15th onwards.

Applications received after this date will not be considered. We usually have over 2500 applications to consider. Most applicants who fail to meet our minimum academic criteria are notified of the result of their application by the end of December of the year in which they applied. Applicants who pass the academic requirements, but who are not called to interview, are usually notified of the outcome by the end of the following March. Applicants who are called to interview for the A100 and A101 programmes cannot expect to be informed of the decision until at least the 31st of March in the year following application.

Decision-making

When your application arrives from UCAS, the University will send you an acknowledgement-letter to confirm receipt. The School of Medicine will then review your application against published admission requirements and reject via UCAS, those applications that do not meet the minimum academic requirements.

The most academically competitive applicants for the A100 and A101 programmes are expected to be invited to interview. The dates of the MMI, have previously been in January/February of each

year. The finalised dates are published annually, on our web-site at <https://www.liverpool.ac.uk/medicine/study-with-us/undergraduate/admissions-information/>

The School of Medicine reviews applications in a stepwise process against the published admission requirements, and invites suitable applicants for interview. Selection is highly competitive, and both academic and non-academic criteria inform the selection process 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/>

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, predicted grades, admissions tests and applicants' non-academic values/ attributes/experience. The selection procedure at Liverpool is a three-stage process, which is competitive at each stage. The threshold for progressing through each stage varies from year to year, depending on the quality and quantity of applications that year. No candidate will be made an offer without interview. 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

In assessing applications submitted for the 2018-19 admissions cycle it is anticipated that the personal statement and academic reference will not be routinely considered as part of the decision to invite individuals to interview. The personal statement will be used, 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 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 is expected to be available on our web-site from September 2018. It is expected that the form will capture 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 mitigation in relation to achieved academic qualifications. 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.

Stage 1 (academic potential)

The first stage in the admissions process is to assess the academic potential of the applicants. The minimum academic criteria vary on a programme-specific basis, 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.

Non-graduate applicants

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 may influence the decision to interview. For A100, we usually only invite for interview candidates with minimum predicted grades of AAB.

Stage 2 (admissions test)

Applicants who meet, or exceed, our basic minimum academic criteria will progress to the second stage of the admissions process.

Non-graduate applicants

Non-graduates applying to the A100 programme will need to sit UKCAT. Applicants who progress to the second stage of the process and who achieve the required band in the SJT will be ranked according to their overall UKCAT score (Home/EU applicants must offer SJT bands 1 to 3, international applicants can offer any of the 4 bands). Following ranking of the overall UKCAT scores, the top scoring applicants, will be invited to interview in the third stage of the process. For Home/EU applicants a competitive score in the 2017-18 admissions cycle was 2460. The UKCAT threshold for invitation to interview varies on an annual basis and is dependent on the number of applicants who meet/exceed the minimum academic criteria, their performance in the admissions test, and on the number of interview slots that are available. It is anticipated that there will be an increased number of interviews offered in the 2018-19 admissions cycle.

Graduate applicants

Graduate applicants applying to either the A100 or A101 programme, and who are considered to meet/exceed the minimum academic criteria must achieve performance above cut-off in the **GAMSAT**. The minimum GAMSAT score will be agreed annually and, if necessary, on a competitive basis. The overall GAMSAT score is dependent on the number of A101 applicants who meet/exceed the minimum academic criteria, their performance in the admissions test, and on the number of available A101 interview slots. 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. The GAMSAT score required for applicants applying to A100 is determined by comparison to the scores obtained from the A101 applicants,

Stage 3 (Interview)

Graduate and non-graduate applicants

Candidates who achieve competitive scores in the appropriate admissions test and who are considered to meet/exceed our minimum academic criteria will usually be invited to interview in January/February. No applicant will be offered a place without being interviewed in person. In line with VBR and the Selecting for Excellence report, applicants will be invited to take part in a fully structured interview in the format of a Multiple Mini Interview. The structure of the interview, and the assessment criteria used, are likely to be the same for both A100 and A101 applicants. The criteria used are currently under review but previous stations explored: the applicants' core values and attributes (using the personal statement), teamwork, communication skills, ethical views, learning from work experience and caring contribution, health-care awareness and insight and numeracy.

For both the A100 and A101 programmes, 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 both academic achievement/potential and the interview score of the applicant. 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.

Applicants who are invited to interview will be fully informed of the format that the interview will take via their invitation to interview letter.

Extenuating Circumstances

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 2018) and will only 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 failed to meet the terms of their offer in the previous admissions cycle, 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 that usually 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 UKCAT is a compulsory entry requirement. Since 2016, UKCAT no longer issues exemptions for medical or personal reasons. Candidates unable to sit UKCAT in 2018, because of a significant medical or personal issue, are advised to contact the medical school at mbchb@liverpool.ac.uk for advice. 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 evidence for our consideration. 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 UKCAT annotations as part of the selection process. However, applicants who undertake the test are considered to be declaring themselves 'Fit to Sit'.

International Students

The number of overseas students admitted each year to study medicine is limited by the Higher Education Funding Council for England (HEFCE), and is currently, until 2019 entry, set at 23 for the five-year MBChB programme (A100). There are no international places available on the A101 programme.

Selection follows the same procedures as for Home/EU 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 prior academic achievement, performance in admission tests, predicted grades, and non-academic attributes. Graduates applying to A100 will usually be expected to sit the GAMSAT admissions test. Non-graduate applicants will be expected to sit the UKCAT. UKCAT no longer issue exemptions for geographical reasons. Consortium universities expect overseas applicants to take the UKCAT, which may mean travelling to another country. Candidates unable to sit the UKCAT in 2018 due to war, civil unrest, or natural disaster, making travel to test centres unsafe, are advised to contact the medical school at mbchb@liverpool.ac.uk to make a case for UKCAT exemption. Supporting evidence will need to be provided with any request. The Medical School will advise on the possibility of geographical exemption.

The selection procedure for international applicants follows the same three-stage process which is outlined in this document. No offers are made without interview and applicants will be expected to travel to the UK for their interview, which is likely to be in February.

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 UKCAT thresholds may result. 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 24 in writing and reading, minimum of 22 in listening, and at least 25 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. Further written feedback 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 'Year Zero' in collaboration with Carmel College, St Helens. Year 0 provides the necessary academic grounding for admission to medical school. Applicants accepted onto the Year 0 (for medicine) programme, subject to completing it satisfactorily, progress to Year 1 of the MBChB programme directly. For further information please see:

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

We no longer 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 in the next admissions cycle 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. Thus predicted grades should be declared in the relevant section and not embedded within the text of the academic reference. 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.

The School of Medicine reserves the right to ask for certificates, or possibly 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 UKCATSEN, if invited to interview, will be expected to present the appropriate supporting evidence to the school. Details at www.ukcat.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 will be expected to provide both their original certificates (as listed on their UCAS form) and photocopies at the time of attending the interview. Applicants who have sat UKCATSEN 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 (most usually 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.

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 overseas students, Year 0, and those applying to the 4-year graduate entry programme (A101, A101MF), due to the limited number of places available.

Transfers

We are unable to accept transfers into any of the undergraduate medical programmes, and are unlikely (in the absence of severe extenuating circumstances) to be able to consider applications from current medical students, or from individuals who have previously attended medical school. We also do not consider applications from undergraduates who may be in the early years of study in other degree programmes. Current undergraduates who apply to the School will be expected to be applying as a graduate applicant to the A100 or A101 graduate-entry programmes, and will be assessed against the relevant criteria.

Offers

Our typical offer for A100 is of three A-levels (grades AAA), to include Biology and Chemistry. The Medical School reserves the right to vary offer conditions depending on a candidate's application.

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 was used to monitor our process and was not used in offer making. 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 extend into the 2018-19 admissions cycle.

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: http://www.gmc.uk.org/education/undergraduate/undergraduate_policy/professional_behaviour.asp

and http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_073132

In most instances, minor offences will not be a bar to training and practising as a doctor. Applicants 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, signed by your GP, 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 the form should be filled in by the doctor who is currently your GP and 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:

www.heops.org.uk/HEOPS_Medical_Students_fitness_standards_2011_v7.pdf

Post-graduation

At the end of the undergraduate course you will receive your MB ChB 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 MB ChB 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 (probably in 2022 or 2023) 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 <http://www.liv.ac.uk/study/undergraduate/applying/admissions-policy/>

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).

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. Applicants are advised that the university has a policy on student conduct and discipline and it is expected that applicants should avoid any conduct which may be considered discreditable to the University or may bring the University into disrepute. Therefore applicants should consider carefully the appropriateness of any 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.

July 20th 2018