

# The University of Liverpool

## Departmental Supplement to the Admissions Policy

### School of Medicine

#### Introduction

The University of Liverpool, School of Medicine aims to equip its students with the knowledge and skills necessary to enable graduates to practise medicine successfully in the 21<sup>st</sup> century. In 2013 we reviewed our curriculum, gathering feedback from students, teachers and patients to design a new approach that would meet the needs of today's demanding healthcare environment. Curriculum 2014 uses a variety of learning and teaching techniques such as case-based learning, lectures, technology-enhanced learning and tutorials to ensure the most appropriate methods are used to deliver the course objectives.

The curriculum promotes independent and life-long learning skills. At Liverpool, we place great emphasis on the development of professionalism and appropriate communication skills in our students. Our students will also be helped to develop into effective leaders and managers, and to develop core skills in research and scholarship.

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 ability 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 [www.nhsemployers.org/recruitingforvalues](http://www.nhsemployers.org/recruitingforvalues). The Selection Process at Liverpool Medical School for 2018 entry is compatible with the requirements of VBR.

In November 2014, the Medical Schools Council published 'The Selecting for Excellence Report'. As part of its report the Medical School's Council has supported VBR with the publication of a statement identifying the core values, skills and attributes needed to be a doctor. It is intended that the statement should be used by applicants to prepare for their application to medical school. The Medical Schools Council has also developed guidelines for applicants on work experience and the resource 'A Journey to Medicine – preparing your students' for teachers and advisers. Liverpool School of Medicine is supportive of the principles underlying both the statement and guidelines and recommends the document entitled 'A Journey to Medicine' Please see [www.medschools.ac.uk/Pages/default.aspx](http://www.medschools.ac.uk/Pages/default.aspx) for full details.

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 at: [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions)

The programmes of study include:

**Medicine and Surgery MBChB A100**

The A100 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: Applicants must be able to offer a minimum of an Upper Second-Class honours degree (2:1) (or a predicted Upper Second Class degree (2:1) or above if you are in, or about to enter, the final year of your degree programme) in a Biological, Biomedical, or Health Science subject. Additional entry criteria also exist (see below). The programme only considers applications from Home/EU students. Applicants should note that the start date for the graduate entry programme is mid-August in their year of entry. No late registrations are allowed.

A101MF: There is a three-year route for dentists wishing to pursue a career in maxillofacial surgery. Specific guidelines are posted at [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions)

Applicants to this route will be expected to apply via UCAS to the second year of the A101 programme, and will need to mention that they wish to apply to this route in the first line of their personal statement. Applicants to this route will not be eligible to apply to the standard A101 programme.

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).

All accepted applicants, including graduates on A101 and those on the OMFS pathway, are advised that if accepted on to the medicine programme, they will receive a request to fill in an occupational health questionnaire. The form should be returned promptly, and directly, to the occupational health department. Relevant documents and instructions will be forwarded to all accepted applicants. However, please note that failure to return the form promptly may prevent you from studying on the programme as occupational health clearance is required before any patient contact can occur.

### **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.

**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 1<sup>st</sup> 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.**

A guaranteed interview scheme exists for applicants on the BSc honours programmes and pathways in the School of Life Sciences. 'Medicine Life Sciences Student Criteria 2018 Entry' is found at [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions)

## **Academic Criteria**

### **Admissions Tests**

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 at [www.ukcat.ac.uk](http://www.ukcat.ac.uk)

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.edu.au/gamsat-uk>

The remaining GAMSAT test date for 2017 is the 13<sup>th</sup> September. This date will now be the only opportunity to sit GAMSAT-UK in 2017. In 2018, it is expected that there will be two test dates in March and September. Prospective applicants are advised to consult the GAMSAT web-site. 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.

### **GCSEs**

Most applicants to the A100 programme should usually have at least 5 GCSEs at Grade B or higher, or equivalent. For reformed GCSEs a score of 5 is deemed equivalent to a C grade, 6 to a B grade and 7 to an A grade. 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 [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions). 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](mailto:mbchb@liverpool.ac.uk) for individual advice. Graduate applicants to the A100 programme

(i.e. those who already hold a minimum of a good 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) must be able to offer GCSEs in English Language and Mathematics at a minimum of grade C (score 5). The A101 programme accepts applications from graduates who can offer (or potentially) offer a minimum of a good 2:1 honours degree in a Biological, Biomedical, or Health Science subject. Applicants to the A101 programme must offer GCSEs in English Language and Mathematics at a minimum of grade C. Applications from individuals holding (or predicted to achieve) a 2:2 degree (or lower) are not considered for either the A100, A101 or A101MF programmes.

### **A-Levels**

*A100 (2018 entry):* A-levels in three subjects, (at A-grade) are usually required. Subject requirements include Biology and Chemistry at A-level. Please note General Studies and Critical Thinking are not considered as the 3<sup>rd</sup> 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. Interviews and offers for a place on A100 are made on a competitive basis, and both the academic qualifications and non-academic attributes/achievements of the applicant will be assessed before offers are made to the most competitive candidates. Further information is available at: [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions)

*A101:* 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 4<sup>th</sup> subject. Only one of Mathematics or Further Mathematics will be considered. 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. Interviews and offers for a place on A101 are made on a competitive basis, and both the academic qualifications and non-academic attributes/achievements of the applicant will be assessed before offers are made to the most competitive candidates. Further information is available at [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions)

A101MF: Specific criteria and processes exist for this programme, please see our guidelines at [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions)

### **Assessment Criteria (A100 and A101)**

The School of Medicine reviews applications in a stepwise process against the published admission requirements, and invites suitable applicants for interview. Selection is highly competitive, and both academic and non-academic criteria inform the selection process. Because of the 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 **Other department-specific information**).

#### Stage 1 (academic ability and use of admissions test)

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. In general, non-graduate applicants are usually expected to have a minimum of 15 points at GCSE-level, as defined at [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions) and to be sitting, or to have achieved, appropriate additional qualifications (as determined by the requirements of the programme to which they are applying). Applicants should note that the 14-19 Level 2 diploma will not necessarily cover GCSE requirements, and applicants offering this qualification will be assessed on an individual basis. **Places for interview are strictly limited.** 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. Graduates who are predicted a 2:2 degree or lower, will not be invited to interview.

Applicants who meet, or exceed, our basic minimum academic criteria will not necessarily proceed to the second stage of the admissions process. Non-graduates applying to the A100 programme will need to sit UKCAT. It is expected that applicants who achieve Band 4 in the Situational Judgement Test of the UKCAT will not have their applications processed beyond the 1<sup>st</sup> stage and, of the remainder, only those applicants who meet/exceed our minimum academic criteria, and who offer the most competitive overall UKCAT scores, will have their applications proceed to the second and third stages. Liverpool School of Medicine used the UKCAT test for the first time in the 2015-16 admissions cycle. For Home/EU applicants a competitive score was 2500 or greater.

Since this time the UKCAT consortium has developed a new test in which a 'Decision Making' subtest replaces the 'Decision Analysis' subtest used previously. Thus, the UKCAT threshold used in 2016 cannot be considered indicative of the threshold UKCAT score that will be used for 2018 entry to the programme. Factors affecting the 2017-18 threshold will include:

- changes to the make-up of the test
- the overall performance of Liverpool applicants on the new test
- the expected availability of an increased number of interview places

Graduate applicants applying to either the A100 or A101 programme must meet our minimum GCSE requirements, and have achieved, or be predicted to achieve, a minimum of a good 2:1 honours degree and to achieve performance above cut-off in the **GAMSAT**. The minimum GAMSAT score will be agreed annually and, if necessary, on a competitive basis. Thus, the threshold for progression from stage 1 may vary from year to year, depending on the quality and quantity of the competition.

### Stage 2 (non-academic attributes)

Applicants demonstrating the most academic potential are then assessed against our non-academic criteria, which include health care career awareness and insight, caring for the community, a critical, coherent, and informative approach to written communication and the values that embody and underpin good healthcare practice. Those applicants who have successfully passed from the first stage of the process, and who have successfully demonstrated that they meet these criteria, are invited to interview. If insufficient interview slots are available, preference may be given to those applicants who offer the most competitive scores from the relevant admissions tests, and who most ably demonstrate the necessary and appropriate core skills, values and attributes. The information available in the academic reference is also considered, and a reference should aim to be as informative and personalised as possible, to emphasise the strengths and personal qualities of the applicant it supports. It should corroborate claims made within the personal statement pertaining to academic qualifications and personal attributes.

### Stage 3 (Interview)

Application-review usually takes place from October 15<sup>th</sup> onwards. It is expected that candidates for A100 and A101 who are considered competitive on both the academic and non-academic criteria, will be invited to interview in January/February. No applicant will be offered a place without being interviewed in person. It is expected that, 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 are likely to be knowledge of modern medical practice, medical ethics, and teamwork, together with the non-academic criteria as previously stated in this policy. If a Multiple Mini Interview is used it is possible that the numeracy skills of the applicants will be assessed together with communication skills. If the interviewers have any concerns in relation to the applicant's performance, they note these for the attention of the Admissions Tutor. 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.

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

### **Mitigating Circumstances**

The Admissions Tutor may, where appropriate, take additional factors into account, including relevant skills and contextual factors. Applicants should include in their personal statement explanations of 'poorer than expected' performance/mitigating circumstances, and this should be supported by their academic referee. The School of Medicine will not accept unsolicited correspondence in relation to mitigating circumstances that were available for inclusion on the UCAS form at the time of application.

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. Furthermore, mitigating circumstances should have been reported to the examination board. We are usually unable to consider mitigating circumstances that have not been notified to the appropriate examining-body. Mitigating circumstances are dealt with on an individual basis, but it should be noted that if, at confirmation, the available places are filled with individuals who have met the conditions of their offer, then it may be impossible to make places available even to those offering valid mitigating circumstances. Those offering mitigating circumstances will not necessarily be placed at the top of any reserve-list for available places.

While mitigating 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 mitigating 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 mitigating circumstances to the School and who is considering re-applying to the School should contact us for advice.

At confirmation, a mitigating 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 mitigating 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 there is no appeal to the Australian Council for Educational Research (ACER) about an applicant's GAMSAT result. The School of Medicine will not consider appeals or mitigating circumstances in relation to an applicant's GAMSAT result.

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 2017, because of a significant medical or personal issue, are advised to contact the medical school

at [mbchb@liverpool.ac.uk](mailto: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'.

### **Timescales**

The closing date for applications to the School of Medicine is October 15<sup>th</sup>, and applications after this date will not be considered for that cycle. We usually have over 2500 applications to consider. Most applicants who fail to meet our minimum academic criteria are usually notified of the result of their application by the end of December of the year in which they applied. Applicants who pass the academic requirements, but who are not called to interview, may be notified of the outcome at any time between the end of December and the end of the following March. Applicants who are called to interview for the A100 and A101 programmes cannot expect to be informed of the decision until at least the 31<sup>st</sup> 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, as outlined above, and reject via UCAS those applications that do not meet the minimum academic requirements.

The most academically competitive applications (including the results of the appropriate admissions tests) for the A100 and A101 programmes are then assessed for their suitability against our non-academic criteria. This occurs through assessment of the personal statement. Suitable candidates are expected to be invited to interview in January/February 2018. The dates of the MMI are published on our web-site at [www.liverpool.ac.uk/medicine/undergraduate/admissions](http://www.liverpool.ac.uk/medicine/undergraduate/admissions)

### **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 2018 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 2017 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](mailto: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 at Liverpool is a three-stage process, which is competitive at each stage. While the threshold for progressing through each stage varies from year to year, depending on the quality and quantity of applications that year, the number of interview places that we are able to offer affects the threshold for progression through the stages. No offers are made without interview. 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.

A small number of students from International Medical University (IMU) will transfer to the third year of A100 in 2018. Selection of students is agreed with their host institution. Official offer letters will be sent in May 2018 with the Certificate of Acceptance of Studies (CAS) forwarded no earlier than June 2018. It is the responsibility of the student to provide promptly, and on request, the Certificate of Good Conduct and the information that allows the generation of CAS. Delay in receiving the appropriate information may prevent registration on the programme.

International students (including IMU students) intending to register on the A100 programme, should be aware that they must apply for their visas promptly as their place is dependent on their ability to be in Liverpool for registration. The date of registration will be confirmed in the official offer letters. Students who book flights in the absence of visas are advised that they do so at their own risk.

### **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 Admissions Tutor, but no requests will be considered after the 1<sup>st</sup> June in the year following their application.

### **UCAS Extra and Clearing**

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.

### **Other Department-specific Information**

#### *UCAS form*

Applicants should take care to ensure that the UCAS form is completed fully, honestly, and without any omissions, as it is the policy of the School of Medicine not to consider applications 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. 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 1<sup>st</sup> December of the year in which the application is made.

We expect applicants to include all relevant information within their UCAS application form, and will not usually accept additional material over and above the information contained within the UCAS form. This would usually include information that was unavailable for inclusion by the 15<sup>th</sup> 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](http://www.ukcat.ac.uk)

Applicants should ensure that they can provide evidence to support any claims of work experience made within their personal statements. 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 'Reject' decision against the applications of candidates who have consistently failed to respond to requests to provide additional information in support of their application (e.g. failure to return fee status questionnaires, references, or 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 Reject 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. They usually must have achieved a minimum of CCC at first sitting. Resit applicants are usually expected to complete their A-level studies within three years.

Applicants who are resitting must reflect on the reasons why they did not achieve the expected grades at the first sitting (usually by the end of year 13) in their personal statement and should mention any extenuating circumstances. In addition, applicants who have spread their A-levels over a three year period (most usually by re-taking an AS year) are required to reflect on their decision/need to do this. Such applicants will usually be considered resit applicants. It is expected that any offer made 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 mitigating 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. The applicant will be expected to demonstrate that additional evidence of potential has been gained in the intervening period. It is therefore expected that any individual in this situation will not submit an identical personal statement to that submitted previously.

#### *Plagiarism*

The University is notified by UCAS of any applications that are considered to be plagiarised. The School of Medicine will automatically reject such applications. Applicants may apply in

another admissions cycle if they submit an application that UCAS does not deem to be plagiarised.

### *Deferred Entry*

Deferred entry is not normally possible for overseas students, Year 0, and those applying to the 4-year graduate entry programme (A101, 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 mitigating 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**

In the 2015-16 admissions cycle the School of Medicine 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/](http://www.liverpool.ac.uk/study/undergraduate/applying/contextual-data/) The pilot continued in the 2016-17 admissions cycle and it is expected that it will be extended into the 2017-18 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\\_behavior.asp](http://www.gmc.uk.org/education/undergraduate/undergraduate_policy/professional_behavior.asp) and

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.

#### *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](http://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 currently considering whether to introduce a formal assessment that all doctors would need to pass in order to be granted full registration. Although no firm decision has been taken as to whether or when such an exam will be introduced 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).

#### *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.*

September 26<sup>th</sup>, 2017