

**UNIVERSITY OF LEEDS
SCHOOL OF MEDICINE
CLASSIFIED UNDERGRADUATE ADMISSIONS POLICY
2018**

This document outlines the School of Medicine Admissions Policy for 2018 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Undergraduate Admissions Policy (<http://www.leeds.ac.uk/admissionspolicy>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Medicine Admissions Policy applies to the following programmes:

B821 BSc (Hons) Healthcare Science (Audiology)
B61A BSc (Hons) Healthcare Science (Cardiac Physiology)
B810 BSc (Hons) Diagnostic Radiography

1. Principles

The School of Medicine ensures that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

2. Selection principles

The School of Medicine will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

3. Application process

3.1 UCAS process

All full time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by 15th January.

Due to the volume and quality of applications received by the January 15 UCAS deadline date, the School of Medicine will not normally consider late applications after this deadline date and does not normally participate in the UCAS Extra scheme.

3.2 Access to Leeds and Realising Opportunities scheme

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two of the following criteria are eligible to apply for the Access to Leeds scheme:

- From a household with an annual income of £25,000 or below OR in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education
- Attends, or have attended, a school which achieved less than the national average of 5 A* to C passes (including English & Maths) at GCSE
- Only option is to attend a local university
- Studies disrupted by circumstances in their personal, social or domestic lives

- Live in a geographical area with low levels of progression onto higher education
- Living or grew up in public care.

Access to Leeds applicants receive special consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice as well as:

- a reduction of two A Level grades (across two of three A levels, if taken),
- OR
- an equivalent reduction where alternative qualifications are offered

Access to Leeds students are eligible for an Access to Leeds offer if they meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C (or equivalent) in the requested subject area. For more information on Access to Leeds please refer to http://www.leeds.ac.uk/info/128005/applying/33/alternative_admissions/2

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

Applicants who do not meet the standard criteria for an offer but are Access to Leeds eligible will be considered for an offer that is "Access to Leeds only" and require successful completion of the Access to Leeds module in order to have their place confirmed. Such applicants must meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C/4 (or equivalent) in the requested subject area.

The Access to Leeds scheme is not appropriate for applicants who already hold a Higher Education qualification or those taking an Access to Higher Education or foundation qualification

3.2.1 Interdisciplinary Science Foundation Programme (CFGO)

This full-time, one year course enables students to prepare for degree level study and gain the necessary academic competence required for entry to the degree programme. Students who successfully complete the year can apply for internal transfer onto the programmes outlined in this admissions policy. Admission is not guaranteed and applicants are selected using academic and non-academic criteria. Successful completion of the year with an overall score of at least 65% is required. More information can be found on www.llc.leeds.ac.uk/courses/interdisciplinary-science-foundation

3.2.2 Interdisciplinary Foundation Programme (PHE)

Designed with mature students in mind, this part-time, one year course enables students to gain the subject knowledge, academic skills and confidence to progress onto undergraduate degree programmes. Students who successfully complete the year can apply for internal transfer onto the programmes outlined in this admissions policy. Admission is not guaranteed and applicants are selected using academic and non-academic criteria. Successful completion of the year with an overall score of at least 65% is required. More information can be found on <http://www.llc.leeds.ac.uk/courses/interdisciplinary-studies>

3.3 Deferred applications/ Gap-Year

The School of Medicine will accept applications for deferred entry. We welcome applications from applicants who are intending to undertake a gap year. We encourage such applicants to make use of the personal statement section of the UCAS application form to explain their reasons for taking a gap year. Applicants who take a gap year will still be required to follow the short-listing and selection processes in order to be made a formal offer.

3.4 Re-sits/ Re-applications

The programmes covered by this admissions policy will consider applications from applicants who have re-taken applications and/or re-sat examinations.

Applicants who wish to reapply should contact the School/FACULTY prior to making an application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

3.5 Early Examinations

The School of Medicine recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability, this may be as early GCSEs or A-levels (or equivalent) across three years.

Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting. If this has not been the case, then we advise the school provides further information as to reasons for this within the academic reference section of the UCAS form.

3.6 Cashed in AS Levels

The University of Leeds is committed to ensuring that applications are considered holistically. We take a broad view of the full information available in the UCAS application form and use all the information provided as part of our decision making process. We therefore strongly encourage all applicants to declare their cashed in AS results. We recognise that some A-level students will no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds.

3.7 Internal transfers

The School of Medicine will consider applications from applicants who wish to transfer internally from other programmes at the University of Leeds to level one of our courses. Each will be reviewed on an individual basis with consideration of the following:

- Clinical placements are available
- Relevant entry requirements have been obtained for entry onto the programme they wish to transfer to
- A personal statement to support entry onto the programme they wish to transfer to
- Confirmation of details of modules and student performance from the current programme they wish to transfer from

All transfer enquiries should be made to the Admissions Tutor for the programme you wish to transfer to in the first instance.

3.8 External transfers

The School of Medicine will accept applications from applicants who wish to transfer onto one of our courses from other institutions. Each will be reviewed on an individual basis with consideration of the following:

- Clinical placements are available
- Relevant entry requirements have been obtained for entry onto the programme they wish to transfer to
- Excellent academic record at current institution
- Support for transfer from current institution

3.8 Advanced Entry

The School of Medicine will accept applications from applicants who are seeking entry to the second year. All applications must be made through UCAS (www.ucas.com) by 15th January. Each will be reviewed on an individual basis with consideration of the following:

- Clinical placements are available
- Successful completion of all modules in the first year study
- Confirmation of details of modules and student performance from the current programme they wish to transfer from
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought have been met

Judgements on equivalence are made by the Admissions Tutor. Entry onto Level 3 of the School of Medicine is not permitted.

Further details of the University's policy can be found on our website at http://ses.leeds.ac.uk/info/22177/decision-making_and_admissions_procedures/623/accreditation_of_prior_learning

3.9 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. The School of Medicine does not currently offer any, but for the current range of Joint Honours programmes offered by the University of Leeds please refer to http://www.leeds.ac.uk/coursefinder/Joint_Honours/201516/UG

3.10 Extended degree programmes

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University's extended degree programmes with foundation year. Please see Appendix A of the University of Leeds undergraduate admissions policy, or the Lifelong Learning Centre website for details <http://www.llc.leeds.ac.uk/course-directory>.

3.11 Age and Safeguarding

The University recognises someone's young age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf

3.12 International/ Overseas students

Teaching, assessment and student support will take place in English, unless otherwise stated. Schools must be confident that candidates have the proficiency in English language necessary to succeed on the chosen programme of study and that they meet the UKVI minimum requirements to obtain a Tier 4 visa.

All applications from international students are considered in line with our standard entrance requirements, (typically expressed as GCE A-level qualifications) and we would expect predicted grades to be of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for the School of Medicine are detailed below:

IELTS: 7.0 overall with no less than 6.5 in any element

ibtTOEFL: 100 overall with no less than 22 in Listening, 22 in Reading, 23 in Writing and 24 in Speaking.

Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/international/>

3.13 Mature applicants

Mature students wishing to study on a full-time basis should apply using standard UCAS procedure (See [section 3.1](#)). Applicants are assessed on the basis of their UCAS form, as detailed in [section 4](#). An interview and/or piece of assessed written work/test may also be offered as part of the entry process.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact: lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

3.14 Part time applicants

Due to the nature of the programmes covered by this admissions policy, we regret that we are unable to accept applications from students wishing to study part-time.

3.15 Disabled applicants

The School of Medicine welcomes applications from disabled people¹. The University will make appropriate adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to disclose their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate adjustments. Disabled applicants are also advised to contact the University's Disabled Students Assessment and Support team (part of the University's Student Education Service) once an application has been submitted through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied. Disabled Students' Assessment and Support can be contacted at disability@leeds.ac.uk.

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.11 of the University's Undergraduate admissions policy (<http://www.leeds.ac.uk/admissionspolicy>)

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at www.equality.leeds.ac.uk.

3.16 Applicants with a health-related issue or other mitigating circumstances

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact of that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer (from the point of diagnosis), epilepsy, diabetes, Chronic Fatigue Syndrome/ME and HIV/AIDS amongst others.

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue. The School sees health-related issues² as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

Applicants with a health-related issue should contact the School as soon as possible if their health is likely to impact on their ability to engage with the admissions process.

If a candidate feels that any disability, prior ill-health –or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) –may have affected their previous education, or may have affected the grades they received in past examinations, then they are also welcome to contact the School to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances. Where these circumstances are affecting or have affected current studies the correct course of action would be to notify the relevant exam board of the circumstances. Whilst you are welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades are what will be used when making a decision.

3.17 Support of applicants who are pregnant

In line with the University policy on support for students who are pregnant or have young children (available from <http://www.equality.leeds.ac.uk/university-policies-2/>), applicants who are pregnant are advised to inform their Admissions Tutor at an early stage. This is so that consideration can be given to appropriate support being available from the start of their programme of study.

3.18 Criminal convictions

The University has a Policy statement on students with criminal records http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf This Policy includes applicants seeking admission. It should be noted that if an applicant is required to disclose a criminal offence and fails to do so this will generally be considered a very serious matter and is likely to lead to their application being rejected or, if admitted, to their registration at the University being revoked. Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question. The University may request further information about the nature or context of an applicant's criminal record.

Where indicated in the prospectus or on the University's website, specific programmes may involve regular access to children and/or vulnerable adults, and applicants may be required to undertake with satisfactory results, certain checks with the Disclosure and Barring Service. The University will send further instructions as part of the admissions process where this is the case.

Section 4: Admissions Requirements

4.1 Admissions intake

Details are given below of the typical annual intake through UCAS for each programme within the School. The figure given is for home students, including mature students and those from the European Union. International fee-paying students are considered separately and are not included in these figures.

| | |
|--|----|
| BSc (Hons) Healthcare Science (Audiology) | 18 |
| BSc (Hons) Healthcare Science (Cardiac Physiology) | 18 |
| BSc (Hons) Diagnostic Radiography | 58 |

² Which are not classed as a "disability".

4.2 Competition for places

Programmes within the School of Medicine are generally very popular and we receive in excess of 15 applications for each available place. Most of our applicants have an excellent academic record, typically offering ABB at A2 Level and a good range of subjects at GCSE including, maths, English and science.

4.3 Selection process

All applications must be made online through the Universities and Colleges Admissions Service (www.ucas.com). Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become successful students on our degree programmes.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at www.equality.leeds.ac.uk/university-policies-2/.

4.4 Academic entrance requirements

The School of Medicine welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see https://medhealth.leeds.ac.uk/coursefinder/main/200/school_of_medicine/ for the programme list of entry requirements and accepted qualifications.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

4.5 Fitness to Practice and other requirements for entry

4.5.1 Health and well-being

Any offer of a place to study our programmes is conditional upon a satisfactory confidential occupational health assessment, which will include a health questionnaire and if necessary further telephone consultation and/or an appointment with an occupational health clinician. Screening for serious communicable disease, (Hepatitis B, Hepatitis C, HIV, tuberculosis (TB)) and a review of immunisation needs will also be arranged before commencement of medical studies.

4.5.2 Criminal Record Checks

The University has a Policy statement on students with criminal records - see http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf. This Policy applies to applicants seeking admission to the programmes covered by this policy. It should be noted that if an applicant is required to disclose a criminal offence which is subsequently revealed by a DBS check this will generally be considered a very serious matter and is likely to lead to their application being rejected or, if admitted, to their registration at the University being revoked. Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and

relevance of the criminal offence in question. The University may request further information about the nature or context of an applicant's criminal record.

On the UCAS application form applicants are expected to indicate in the relevant box if they have a relevant criminal conviction. The Rehabilitation of Offenders 1974 (Exceptions) Order 1975 (as amended by SI 2013 1198) allows for some cautions and convictions to be regarded as spent.

See <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> for details.

All other convictions must be disclosed and this includes cautions, reprimands and fixed penalty notices, and any offence for which at present you are subject to police investigation. If you have failed to comply with this requirement for any reason, please write explaining the circumstances to the Admissions Office as soon as possible.

As part of any offer, the School will need to verify whether you have a criminal record and, if you do, to judge whether it is suitable for you to carry on with the course. For the vast majority of students who are resident in the UK, the record will be checked via the Disclosure and Barring Service (DBS). Enhanced disclosure will be sought at confirmation time (i.e. when you have met all conditions as stated in your offer).

Further information on the DBS is available on:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

If anything revealed by the search is regarded as a potential problem, the School will review the matter in accordance with its policy. A copy of the School's policy on Criminal Record Checks can be obtained from the Admissions Office, or is available on the Admissions website. Any concealment of a relevant criminal record including cautions and fixed penalty notices may result in withdrawal of an offer or expulsion from the course.

4.5.3 Dress Code

Applicants should be aware that there is a strict dress code for staff and students when working in clinical areas of the NHS. Each Trust will have a dress code that must be adhered to and in addition to this the School of Medicine expects that clothing and personal appearance must accord with the reasonable expectations of a member of the public for a professional person. An example of this is the 'bare below the elbow' policy in clinical settings, for hygiene and infection prevention reasons, and applies to all staff and students. Further details regarding dress code will be provided to successful applicants when they register for study.

4.5.4 Drug and Substance Use

The School of Medicine has a 'zero tolerance' policy on illegal drug use. Students found to have taken illegal drugs or to be substance abusers, at any point during their studies, are likely to be removed from the programme.

4.6 Personal statement advice

The Personal Statement in the UCAS form helps us to assess the nature of the applicant's interest in their chosen health or social care profession. Accurate spelling and grammar are of paramount importance.

It is an important part of the selection process and is used not only during short-listing but is likely to be explored when you are invited to the School of Medicine. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. We wish to hear about:

- *Why have you chosen a particular profession and what lead you to this?*

- *What and how have you researched about it?*
- *What is your knowledge and understanding of your chosen profession and their contribution to the wider team?*
- *What are the current issues affecting your chosen profession?*
- *How have your current studies prepared you for your chosen profession and studying at university?*
- *What transferable skills do you have – for example, work experience, positions of responsibility through paid employment or school activities?*
- *What caring experience do you have?*

4.7 Interviews

Applicants are shortlisted against agreed criteria and they must meet the academic entry requirement for the programme at application or within the academic cycle. The academic background of the applicant plus the personal statement on the UCAS form helps us to assess the nature of the applicant's interest in their chosen profession and is an important part of the selection process. Additionally the reference provided on the UCAS form must be supportive of the applicant. The School will only shortlist on the information supplied on the form at the time of submission.

Successful applicants will be invited to the School of Medicine. This enables us to further assess the applicant's aptitude and interest in the programme. It also allows us to provide detailed information about the programme in terms of content, delivery and expectations of staff and students. Applicants will get to meet the academic staff and current students, and to look at the facilities within the School of Medicine and wider university campus.

If invited to the School of Medicine, you will receive an invitation to attend on a specific date. This will include more detailed information of the nature and content of the interview or selection event. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

Section 5: Offers

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

Offers are made based on the information supplied on the UCAS application form and from any of the following supporting information:

- *GCSE results or AS level results or equivalent*
- *A level grades or equivalent (predicted or achieved)*
- *Undergraduate performance (where appropriate)*
- *Personal Statement*
- *Reference*
- *Performance and feedback from the selection event or interview*
- *Performance in Access to Leeds module or other Widening Participation scheme if applicable*

The number of offers made will be based on the previous years' intake statistics and conversion rates. Offers may be conditional which are subject to a particular set of requirements such as grades in qualifications, or unconditional, whereby no further academic achievement is required.

The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

All offers will be subject to satisfactory health screening and enhanced clearance from the Disclosure and Barring Service (DBS).

Candidates should not be concerned if they do not hear from the School of Medicine for some time, as the process of confirming offer decisions might not take place until all of the interviews

or selection events have been completed. The closing date for decisions to be made by the University and given to UCAS is not until the beginning of May.

The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

5.1 Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. The UCAS forms of applicants who are unsuccessful in gaining a place on their chosen programme may be passed to the admissions tutors for other courses in which the applicant may be interested.

5.2 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing or via email to the relevant Admissions Tutor/Student Support Officer and signed by the applicant or from the email address listed on their UCAS form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

5.3 Complaints

The School of Medicine will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds [Undergraduate Admissions Policy](#).

Applicants who wish to challenge a decision to reject their application should write to the Head of School detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision. Full details of the complaints procedure can be found in the University of Leeds [Undergraduate Admissions Policy](#).

Section 6: Opportunities to visit

6.1 University open days

The University of Leeds Undergraduate Open Days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our open day webpage: http://www.leeds.ac.uk/info/30335/open_days

6.2 Post-application visit days

The School of Medicine does not hold post-application visit days. However, all applicants are invited to attend an interview at the School of Medicine. This provides an opportunity to familiarise themselves with the School and the programme of study in order that they are able to make an informed choice about whether or not to accept their offer. It is also an opportunity to explore the University of Leeds campus.

Section 7: Scholarships & funding

The University of Leeds has one of the most comprehensive financial support packages available. One in three students qualifies for a bursary and in addition we have a series of scholarships. For further information about scholarships available and other types of financial support visit http://www.leeds.ac.uk/info/128004/fees_and_funding/15/fees

Section 8: Contact details

8.1 General pre-application enquiries

For general enquiries and information relating to courses and admission to the University of Leeds, applicants should contact the Course Enquiries Office

Admissions Enquiries,
University of Leeds,
Leeds,
LS2 9JT
Telephone - +44 (0) 113 343 2336
Email - study@leeds.ac.uk
Web –www.leeds.ac.uk/undergraduate

8.2 Post-application enquiries

Admissions enquiries should be directed to:

BSc (Hons) Healthcare Science (Audiology)
BSc (Hons) Healthcare Science (Cardiac Physiology)

Telephone: 44 (0) 113 343 8315
Email: healthcarescienceadmissions@leeds.ac.uk

BSc (Hons) Diagnostic Radiography
Telephone: 44 (0) 113 343 9765
Email: radiographyadmissions@leeds.ac.uk

Michelle Ellwood
3 April 2017