This document outlines the School of Medicine Taught Postgraduate Admissions Policy for 2018 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Taught Postgraduate Admissions Policy (downloadable from the University website at [www.leeds.ac.uk/pgadmissionspolicy](http://www.leeds.ac.uk/pgadmissionspolicy)) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Medicine Taught Postgraduate Admissions Policy applies to the following programmes listed here:

http://medhealth.leeds.ac.uk/info/261/taught_programmes/1135/pgt_programmes_by_institute

### 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 How to apply

All applicants for taught postgraduate programmes are encouraged to apply online at [http://www.leeds.ac.uk/students/apply.htm](http://www.leeds.ac.uk/students/apply.htm). If applicants apply online it is possible to track the application at each stage of the process and it is recommended that you check the portal regularly for updates.

#### 3.2 General entrance requirements

All applicants for taught postgraduate programmes are encouraged to apply online at [http://www.leeds.ac.uk/students/apply.htm](http://www.leeds.ac.uk/students/apply.htm). If applicants apply online it is possible to track the application at each stage of the process.

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/](http://www.equality.leeds.ac.uk/university-policies-2/).
3.2 General entrance requirements

The typical (but not universal) entrance requirement for the School of Medicine is a good first honours degree of at least a UK upper second class or equivalent. Criteria for entry to individual programmes of study may be higher and applicants are advised to check with the relevant School prior to applying. Exceptions to this academic requirement may be made when applicants can demonstrate significant relevant non-standard experience and their potential for benefiting from the programme is clear.

For programme specific entry requirements please visit
http://medhealth.leeds.ac.uk/coursefinder/main/122/postgraduate_taught/
http://medhealth.leeds.ac.uk/info/620/postgraduate/523/taught_postgraduate_programmes (LIHS)
http://medhealth.leeds.ac.uk/info/502/study (LICAMM)
http://medhealth.leeds.ac.uk/info/350/postgraduate (LIBACS)
http://medhealth.leeds.ac.uk/info/261/taught_programmes/1794/pgdip_physician_associate_studies

Some programmes in the School of Medicine will consider applicants who do not have an undergraduate honours degree but who can demonstrate appropriate work experience. Further details are provided in the programme specific entry requirements.

3.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. The School of Medicine will only assess applications which are complete before the application closing date. If you intend to apply for funding, you should submit an application for a place at least one month before any specific scholarship deadline.

International students are particularly advised to submit applications as early as possible to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK. Furthermore, an offer of a place is needed for many of the scholarships available to international students and closing dates can often be early in the year.

3.4 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. Proof of English Language proficiency will be required and minimum levels and approved tests for the School of Medicine are detailed in the University of Leeds Taught Postgraduate Admissions Policy www.leeds.ac.uk/pgtadmissionspolicy

Where an applicant does not meet the English language requirements for the academic course, but does meet the requirements for the University of Leeds pre-sessional English Language summer courses, they may be eligible for a combined offer for the pre-sessional
and Taught Postgraduate programme. Applicants will be informed via their offer letter if they are eligible for a combined offer, for which they will need to opt in. Applicants with a combined offer needing a CAS will receive a single CAS for the duration of their studies. Applicants must attend the pre-sessional course in order to progress onto the Taught Postgraduate programme. Failure to do so will result in the applicant being unable to join the Taught Postgraduate programme. Applicants can opt out of this route in favour of meeting the English Language requirement by completing one of the English Language tests detailed in Appendix A, Section 2, by declining the offer and contacting tp_applications@leeds.ac.uk.

Admissions staff are experienced in considering a wide range of international qualifications against programme entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the School admissions office directly.

Further information for prospective international applicants can be found on the University of Leeds website at http://www.leeds.ac.uk/international.

Overseas applicants and applicants from non-EU countries should note that student visa regulations will not normally allow study on a part-time basis.

3.5 Admissions intake

All programmes within the School of Medicine aim to recruit the highest calibre students, with all places awarded on merit. The allocation of student places is set for each programme on an annual basis.

3.6 Advanced Entry

Accreditation of prior learning is a process undertaken by the University in order to assess and, as appropriate, recognise prior experiential learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study. Credit Transfer is the process by which the University accepts credit arising from prior certificated learning, either awarded by itself or another institution, as contributing to an award of the University.

Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant School at the point of admission onto a programme of study. Retrospective applications from students part-way through a programme will not normally be considered. Applicants are advised to check the relevant Faculty/School admissions policy for further information. Further details of the University's policy can be found on our website at http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/623/accreditaion_of_prior_learning

4. Selection process

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 a successful student in the School of Medicine.
4.1 Interviews for subjects other than Physician Associate Studies

The School of Medicine does not typically undertake interviews with applicants; however, in certain circumstances programme leaders may invite an applicant to interview as part of the selection procedure. This may allow us to further assess the applicant’s aptitude and interest in the programme in the cases where the applicant’s circumstances are not straightforward.

If invited to interview, you will receive an email invitation from the School to attend an interview on a specific date. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis or via Skype, video conferencing or telephone particularly for overseas applicants.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) will require adjustments at interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. The School is responsible for making reasonable adjustments where possible. The University’s Disability Services team should be consulted for further advice or information regarding disability related adjustments (email disability@leeds.ac.uk) and the Equality Policy Unit for advice on other adjustments (email equality@leeds.ac.uk).

**Physician Associate Studies Interviews**

All applicants who are successful in the initial stages of the selection process will be invited to interview. All interviews will be of the Multi Mini Interview (MMI) type. Further information can be found in the Appendix.

4.2 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 application form, and where required, proof of English Language as detailed in section 2.4 The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made.

4.3 Unsuccessful applicants

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback should be made via the applicant portal. Generally where applicants request feedback on why they have not been admitted, feedback will be given.
The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy http://www.leeds.ac.uk/pgtadmissionspolicy.

4.4 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 Taught Postgraduate Admissions Policy http://www.leeds.ac.uk/pgtadmissionspolicy. Applicants who wish to challenge a decision to reject their application should write to the Head of the School of Medicine, 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 Postgraduate Admissions Policy.

4.5 Disabled applicants

The School of Medicine welcomes applications from disabled people\(^1\). The University will make appropriate adjustments, to help ensure 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.

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

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/.

\(^1\) 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.
4.6 Applicants with a health-related issue or other mitigating circumstance

This section deals with health-related issues, which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions contact as soon as possible if their health is likely to impact on their ability to engage with the admissions process. The University aims to be flexible in such circumstances and to take such issues into account.

If a candidate feels that their 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 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.

4.7 Support for 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/Officer 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.

Applicants seeking deferred entry

The School of Medicine considers a deferred applicant as one who currently holds an offer but wishes to change the year of entry to the following academic year, or one who applies for the following academic year from the outset. Applicants who wish to defer an offer of a place to the following academic year should contact the Academic School. Only applicants with an unconditional offer, or who have an offer conditional on English language are able to defer. Deferral of a place to study is at the discretion of the School of Medicine and is strictly limited to a maximum of one academic year following the year of initial application. Except where a 2 year time limit is placed on an English Language qualification, any offer made will not be subject to change.

Applicants who request deferral for more than one academic year will normally be required to reapply. 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.

Applicants who wish to defer an offer of a place to the following academic year should request so via their online application portal.

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2 Which are not classed as a “disability”.
4.9 Applicants wishing to reapply

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 will be 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. 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.

4.10 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution. Where appropriate, such candidates may be able to apply for Advanced Entry.

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related programme of study, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons e.g. ill health, financial reasons, will not be subject to this condition.

Applications from candidates who have been permanently excluded (expelled) from the University for disciplinary reasons, those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline will be rejected.

Applicants should contact the School for further information.

4.11 Criminal convictions

The University has a policy statement on students with criminal records, which can be accessed from our website at 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.

The School of Medicine is obliged to refuse admission to applicants for certain programmes which are regulated by national or statutory bodies where enhanced DBS checks reveals prior criminal behaviour giving rise to concern for the protection of the public.
5. **Opportunities to visit**

5.1 FACULTY/SCHOOL open days

Please contact the admission team for the programme of study which interests you.

http://medhealth.leeds.ac.uk/info/261/taught_programmes/1135/pgt_programmes_by_institute

6. **Scholarships & funding**

The University of Leeds currently offers a wide range of scholarships and studentships that provide funding for students to undertake postgraduate study at the university. These range from partial funding towards academic fees to fully funded awards which also provide a living allowance.

6.1 University Scholarships

The University of Leeds currently offers a wide range of scholarships and studentships that provide funding for students to undertake postgraduate study at the university. These range from partial funding towards academic fees to fully funded awards which also provide a living allowance. Further details can be found on our website at http://www.leeds.ac.uk/info/130536/funding

7. **Contact details**

**Application enquiries**

Admissions enquiries to the School of Medicine should be directed to the appropriate admission team.
First, check which School of Medicine Institute offers the programme which interests you

http://medhealth.leeds.ac.uk/info/261/taught_programmes/1135/pgt_programmes_by_institute

Then contact the relevant admission staff:

**Leeds Institute of Medical Education (LIME)**

Child Health - childhealthenquiries@leeds.ac.uk [Contact Natalie Ross with any queries]

PGDip Physician Associate pastudiesenquiries@leeds.ac.uk  [Contact Nadine Bates with any queries]

PGCertificate Clinical Education clinicaleducationenquiries@leeds.ac.uk [Contact Nadine Bates with any queries]

**Leeds Institute of Health Sciences (LIHS)**

lihs-admissions@leeds.ac.uk [Contact Suzanna [Suzie] Murray with any queries]
Leeds Institute of Cardiovascular and Metabolic Medicine (LICAMM)

LICAMM-tpadmissions@leeds.ac.uk [Contact Nicola Houseman/Andrew Shearing with any queries]

St James's Campus Infrastructure and Facilities (SCIF), including LICABS, LICAP, LIRMM [Contact Audrey Zannese with any queries]

• MSc Molecular Medicine molmed-admissions@leeds.ac.uk.
• MRes Medicine mresmed-admissions@leeds.ac.uk

Dr Karen Lee, Director of Postgraduate Studies, School of Medicine
13 March 2017
Appendix: Interviews for Physician Associate Studies

We believe that the face-to-face interview is an extremely valuable process for identifying the highest quality possible candidates. The interview will allow us to assess further applicants' non-academic qualities and communication skills. On the day of interview, applicants will also have the opportunity to look around the School of Medicine.

Each applicant will participate in a Multiple Mini Interview (MMI) process, which is the same for all applicants. Research has shown that applicants find the format makes them less anxious than the traditional interview and MMI does not require any preparation or clinical knowledge.

The MMI process consists of 8 different stations. Each station will last 7 minutes with 1 minute to move between stations and read the next task. The format of the stations varies. Some stations will ask you to discuss information on the application form. Most stations involve discussion with the examiner or may require you to write down some information or to interact with an actor who will be playing a role. The skills that will be assessed will include ethical reasoning, self-evaluation, communication skills and problem solving.

At the end of each station the examiners award marks according to a pre-determined standardised scale. After the completion of all 8 stations a ranked score will be calculated.

Candidates are not required to bring any materials for use in the MMI although as part of the initial registration they will be required to present proof of identity and the examination certificates declared on their application. Precise details of what to bring are provided to applicants as part of their letter of invitation to interview. All other materials (pen, paper etc.) will be provided by the School of Medicine.

On the day of the MMI a briefing will be given by a member of the Admissions Team and any queries will be answered.