

**UNIVERSITY OF LEEDS
SCHOOL OF MEDICINE**

**UNDERGRADUATE ADMISSIONS POLICY
2019**

This document outlines the School of Medicine Admissions Policy for 2019 entry to the MBChB programme or for deferred entry in September 2020. 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 Undergraduate Admissions Policy applies to the five year MBChB programme of study. UCAS Code A100.

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.

The University of Leeds Undergraduate Medicine Admissions Office coordinates the admissions process for students applying through UCAS and liaises directly with them. In the School of Medicine, the Director for Admissions, Deputy Director for Admissions and Admissions administrative staff co-ordinate and manage the admissions process. They determine the entry criteria and selection procedures in consultation with the Admissions Committee and Faculty Taught Student Recruitment Committee, provide information to prospective applicants, assess applications, make offers and communicate with applicants during the application cycle.

The MBChB is a course based on professional values and core themes with the aim of producing tomorrow's doctors. We select on both academic and non-academic criteria. These are underpinned by Health Education England's mandate for medical schools to select students with values and behaviours aligned with the NHS. A copy is available at https://www.hee.nhs.uk/sites/default/files/documents/HEE_National_VBR_Framework.pdf

Further information on the non-academic attributes can be obtained from the Medical Schools Council "Statement on core values and attributes to study medicine 2014". It states that "medical schools in the UK aim to prepare students for practice in the NHS and therefore they are looking for students who have the potential to become good doctors." It is available at <http://www.medschools.ac.uk/SiteCollectionDocuments/Statement-on-core-values-and-attributes.pdf>

Appendix 1 covers a common statement from the Medical Schools Council and General Medical Council regarding registration and postgraduate training.

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 October.

The School of Medicine will not normally accept applications after the initial UCAS closing date and does not normally participate in the UCAS Extra scheme.

3.2 Alternative Entry Routes

3.2.1 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 or more 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 has attended, a school achieving below the national average Attainment 8 score at GCSE
- Only option is to attend a local university
- Studies disrupted by circumstances in their personal, social or domestic life
- 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/4 (or equivalent) in the requested subject area, although many applicants to highly selective courses present with higher than the minimum GCSE requirements. 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.

3.2.2 Interdisciplinary Science Foundation Programme (CFG0)

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 to our MBChB. 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 70% and a minimum score of 70% in Chemistry 1 and 2 is required. More information can be found on www.llc.leeds.ac.uk/courses/interdisciplinary-science-foundation

3.2.3 International Foundation Year

The University of Leeds International Foundation Year (IFY) forms the first year of a suite of integrated programmes intended for those international students who have the potential and motivation to succeed, but

who do not yet have the formal qualifications required for entry to Level 1 of a University of Leeds undergraduate degree programme. Any offer to progress on to the MBChB, following the interview, would be conditional upon gaining specific grades.

For candidates wishing to study medicine, applications to this programme will only be accepted if there is a formal agreement in place with their government.

3.2.4 Bradford Collaborative Programme

Up to 20 students are admitted at the beginning of the first year of the MBChB course via the University of Bradford's Foundation in Clinical Sciences Course. A further 20 students from the Clinical Sciences BSc Course are admitted at the beginning of the second year of the MBChB course. Details of these courses can be found on their website <http://www.bradford.ac.uk/courses/view/?c=clinical-sciences-medicine-bsc>. A successful transfer applicant must have been academically successful on the course, have a strong personal statement and referee statement and perform well at interview. The process used to assess applicants is very similar to the normal assessment process and includes the use of BMAT. Further details can be found in the transfer policy.

Further information on the application to the Clinical Sciences programme can be obtained from:

Ms A Diston, Widening Access, Clinical Sciences School of Life Sciences, University of Bradford
Richmond Road, Bradford, BD7 1DP
Email: a.j.diston@bradford.ac.uk

3.2.5 Other Access Courses considered

Applicants with an overall mark of 70% with at least 70% in Chemistry (Distinctions) from the following two access courses will be considered:

- College of West Anglia, King's Lynn
- Sussex Downs Adult College

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 wish to defer following the submission of their application may be required to do so prior to the confirmation of a place. Please check the relevant faculty/school policy for details. For offer holders whose first language is not English, English language qualifications must also be valid at your revised start date.

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, they must reapply and contact the Academic School.

3.4 Re-sits/ Re-applications

The School of Medicine will accept applications from applicants who have re-submitted applications. Re-applications from those that have achieved the required grades at first attempt will be assessed in competition with all the other applications.

Applications from applicants re-sitting exams are only likely to be successful in exceptional circumstances. Well supported contemporaneous documentary evidence of any extenuating circumstances is required. Applications will not normally be considered from those undertaking a third attempt at an academic entry qualification.

Applications will not normally be considered from those who have been required to withdraw from study at this or any other centre of higher education.

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

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.

AS results will be used as part of the selection process for this course, it is vital that all results known are provided on the UCAS form. We are aware not all schools cash in their AS results, where this is the case we will consider GCSE results in their place.

Please note that we do not accept AS module scores or grades which have not been “cashed-in” or which were declared more than 12 months after commencing study.

3.7 Transfers from Courses other than Medicine

Candidates who are required to withdraw from another programme will not be considered.

The School of Medicine will not accept applications from applicants who wish to transfer to the MBChB programme from other undergraduate programmes at the University of Leeds or elsewhere. Applicants are expected to complete their course before commencing on the MBChB i.e. they may apply either after graduation OR during the final year of study.

3.8 External Transfers from other Medical Schools

In the absence of significant personal mitigating circumstances we are unable to consider applications from current medical students or from applicants who have previously attended another medical school. Such students would only be considered if they can demonstrate:

- Evidence of exceptional extenuating circumstances
- Excellent academic record at current institution
- Support for transfer from current institution

If all three of these areas are met the admissions team would ensure compatibility with the courses and availability of places on the MBChB. Any initial approach regarding this should be directly from the student's current institution. Depending on the degree of mis-match between curricula, applicants transferring to Leeds may be required to enter the Leeds curriculum at an earlier point than they had achieved at their original institution.

3.9 Advanced Entry

3.9.1 Entry to Year 2

Entry to Year 2 of the course is only possible via our collaborative programme with the University of Bradford Clinical Sciences degree course - see section “3.2.4 Bradford Collaborative Programme” on page 2.

3.9.2 Entry to Year 3

The School of Medicine will accept applications from qualified dentists who wish to train as maxillo-facial surgeons. Entry to the third year of the course may be possible for dentists who meet the following criteria when places are available:

- Have gained a registered qualification with the General Dental Council
- Have obtained Part 1 of the MJDF or MFDS
- Have been in an approved hospital post for at least one year

Places may not be available in any given year - please contact the Admissions team for details.

3.10 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 (see 3.9 above). 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, 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 Admissions team for further information.

3.11 Joint Honours Applications

The MBChB does not form a component of any joint honours programme of study.

3.12 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>.

3.13 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. The minimum levels in the approved tests for the School of Medicine MBChB are:

- Cambridge Proficiency of English: grade B
- IELTS: 7.5 including 7.5 in Spoken English

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants for whom English is not their first language may require an additional English language qualification to gain entry to the University of Leeds and will be made an offer which is conditional on successful completion of one of the approved tests, or one of the University of Leeds pre-session English language courses. A list of

applicants who are not required to undertake further English language tests can be found on our Language centre website http://www.leeds.ac.uk/arts/info/125008/english_language

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies. Information for prospective international applicants can be found on the University of Leeds International students' webpages <http://www.leeds.ac.uk/international/> and our international equivalency requirements webpage https://www.leeds.ac.uk/site/custom_scripts/admissions_qualifications.php

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

3.14 Mature Applicants

Mature students, those who will be over 21 at the point of entry, 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. Please note that, in line with all other applicants, non-academic attributes evidenced on the UCAS form will form part of the assessment to decide if an applicant will be offered an interview.

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, telephone 0113 343 3212 or www.llc.leeds.ac.uk

3.15 Part time Applicants

Due to the nature of the MBChB programme, we regret that we are unable to accept applications from students wishing to study part-time.

3.16 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 the University Safeguarding Policy.

3.17 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 declare any disability. 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. Disabled applicants are also advised to contact the University's Disability Services 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. Disability Services can be contacted at disability@leeds.ac.uk.

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 on that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

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.

3.18 Applicants with a Health-Related Issue or other Mitigating Circumstances

The University of Leeds Undergraduate Admissions Policy details our policy concerning applicants with a health related issue or additional support needs. 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 Admissions team 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 Admissions team 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.

Candidates who attend for the interview are indicating that they are fit to be interviewed. If a candidate has mitigating circumstances which they feel will affect their performance at interview they should inform the Admissions team prior to the start of the interview as these cannot be taken into account retrospectively

3.19 Guidance for Trans Applicants

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a programme of study but require their status to be changed should contact the Taught Admissions Office taught-admissions@leeds.ac.uk and the team will be able to support the applicant through the process. The University will be required to carry out identity checks as part of the registration process, and/or taught admissions staff may be required to advise the relevant Faculty Admissions Manager of a status change in order to facilitate removal of any previous documentation, however these will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on Equality Policy Unit website <https://equality.leeds.ac.uk/support/guidance-to-support-trans-staff-and-students/>

3.20 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.

3.21 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

² Which are not classed as a "disability".

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.

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.

International Students: The DBS check can only include background checks on your time in the UK. If the student has been resident in the UK for less than 3 years, then a criminal record check from your home country is required in addition to the UK DBS check. This may be referred to as a 'Certificate of Good Conduct' (CoGC) but the name varies.

All 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 team as soon as possible.

Section 4: Admissions Requirements

4.1 Admissions Intake

Government funding currently allows an intake of 240 home students, which includes mature students, graduate students and students from the European Union. Overseas students currently compete for a government quota of 19 international places and are required by the UK Government to pay a higher rate of fees than home students.

4.2 Competition for Places

The MBChB is always extremely popular we received 2130 applications in 2017-18 equating to 8.95 applicants per place. Most of our applicants have an excellent academic record. Further information regarding this is available from our website.

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.

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

This document describes our academic entrance requirements in terms of the most commonly offered qualifications - GCSEs, AS-levels and A-levels. There are a large number of acceptable alternative qualifications such as the International Baccalaureate and other undergraduate or postgraduate degrees which may be offered in their place.

Please see Appendix 2 for a brief guide to the range of qualifications that we consider. A more extensive list is available in the policy document "Acceptable qualifications" which can be downloaded from our website or contact our admissions team if you have specific queries.

All applicants must offer the following:

GCSE Subjects

We expect applicants to have obtained a substantial number of GCSE passes, at a high standard. At least 6 grade B's or 6 level 6's must be offered including the following:

- English (see boxed note below)
- Mathematics
- Dual/Double Science, or Science and Additional Science, or Chemistry and Biology

These are the minimum entry requirements for Leeds; applicants should be aware that admission is highly competitive and the majority of applicants will have qualifications well above this standard.

A2 Subjects (or equivalent)

Our standard offer is AAA including Chemistry or Biology. Physics or Maths must also be offered if Chemistry is not taken. We welcome General Studies and Critical Thinking as a fourth A2 but they do not typically form part of our offer. Certain combinations are not acceptable, specifically:

- Chemistry with Biology and Human Biology
- Chemistry with Mathematics and Further Mathematics

Those taking a fourth A2 subject will not be at an advantage over those taking three. We do not rate A* as being any higher than A i.e. we will not accept A*A*B instead of AAA

BMAT

Applicants will be required to take the Bio-Medical Admissions Test (BMAT). This is a 2-hour written test which consists of three sections: Section 1: Aptitude and Skills, Section 2: Scientific Knowledge and Applications, Section 3: Writing Task.

All applicants for the MB ChB course are required to take BMAT in either September or November each year. The result from first sitting only will be accepted. Applicants can either take the test at their own school or college, or at one of BMAT's open centres worldwide.

Further details are available on the BMAT website (www.bmat.org.uk). The scores will be scrutinised when selectors consider the rest of the application alongside the personal statement, academic background and referee's statement.

4.5 Personal Statement Advice

The personal statement of the UCAS form helps us to assess the non-academic attributes that are important in a career in medicine and is an important part of the selection process. It is essential that applicants take this opportunity to demonstrate their motivation and enthusiasm to study. Accurate spelling and grammar are of paramount importance. Further details can be found in Appendix 3.

4.5.1 Referees Statement

We carefully consider the reference provided on the UCAS form. Any details of extenuating circumstances should be highlighted. Please work with your referee when they are writing your reference to ensure they include as much appropriate information as possible and direct them to the guidance on the UCAS site (www.ucas.com/advisers/online/references).

If you wish to submit any documentation regarding extenuating circumstances this must be done at the time of application. Failure to do this will result in this information not being taken into account. Submission should be by email to the Admissions team at ugmadmissions@leeds.ac.uk.

4.6 Interviews

All applicants who are successful in the initial stages of the selection process will be invited to interview. All interviews will take the form of the Multi Mini Interview (MMI). Further information can be found in Appendix 4 or on our website.

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 the interview process) to provide them with full and equal access to the process. The Admissions team 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 contact disability@leeds.ac.uk and the Equality Policy Unit for advice on other adjustments contact equality@leeds.ac.uk.

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 form and performance at interview. The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made. Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

The number of offers made will be calculated in reference to previous years' intake statistics and conversion ratios.

5.1 Confirmation

Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

It should be noted that for the MBChB an unconditional offer means that an applicant has met the academic and non-academic entry requirements but will still be required to meet the health and criminal record checks. If these conditions are not met prior to registration, proof that these checks will be fulfilled during term 1 can be used to confirm a place.

5.2 Re-marks

The Admissions team may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, however applicants may be offered a deferred place or asked to reapply.

5.3 Deferred Applicants

Where a deferred applicant does not meet the conditions of their offer they will not have their place confirmed.

5.4 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.

Applicants can be unsuccessful for many reasons and should be aware that the MBChB at the University of Leeds receives far more applications than the number of places available. Applicants who are unsuccessful in gaining a place should, in the first instance, refer to the academic and non-academic entry requirements stated in the relevant Schools Admissions Policy.

5.5 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. Requests for feedback should be made through our website. All applicants will be informed by email when feedback is available for collection. The form of feedback given is likely to be in line with the following: For applicants who were NOT invited for interview, the feedback will describe ranking of the academic and aptitude test sections of the application. If an applicant's personal statement was scored, ranking for this component will also be provided. We will offer some generic guidance as to how to make a reapplication more likely to succeed.

For applicants who WERE invited for interview, in addition to the information described above, we will provide ranking information on how they performed compared to the other interviewees in general communication skills and station-specific attributes, summed across all stations.

We will not provide detailed feedback on personal statements or on individual stations or components of the MMI.

5.6 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 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 Undergraduate Admissions Policy.

On receipt of a complaint, the Head of School (or nominee) will review the decision to reject the applicant. Following review of this decision the Head of School or nominee will write to the applicant giving grounds for their decision.

Applicants who have complained to the Head of School and remain dissatisfied may submit their complaint to the University's Student Complaints Officer. This Officer will not review academic judgments that have been made but will review matters relating to process.

The University's Student Complaints Officer will report the outcomes of any reviews they conduct to the Taught Student Recruitment Committee.

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 Applicant Visit Days

All applicants who are invited for interview will be given a tour of the campus on the day of their interview. Participation is not compulsory and does not form part of the selection process. The School of Medicine regrets that the number of applications received means that we are unable to offer any other form of post-application visit.

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://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_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

Communication with applicants will usually be via UCAS Track and email. It is therefore important that an e-mail address is supplied on the UCAS application that if this changes during the application sequence that the Admissions Team are notified at the address given below.

Admissions enquiries specific to the School of Medicine, MBChB should be made to the following address:

Admissions Team
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Appendix 1: Medical Schools Council and General Medical Council statement on postgraduate training and registration

POSTGRADUATE FOUNDATION TRAINING AND BEYOND

At the end of the undergraduate programme you will receive your MBBS (or equivalent) 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 programme through the UK Foundation Programme Office selection scheme, which allocates these posts to graduates on a competitive basis. 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 MBBS (or equivalent) 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.

The GMC is currently considering the introduction of a formal assessment that UK medical graduates would need to pass in order to be granted registration with a licence to practise. Although no final 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 may need to pass parts of a medical licensing assessment before the GMC will grant them registration with a licence to practise.

Appendix 2: Other Qualifications Considered in Place of A2s

Cambridge Pre-U	3 Distinctions (D3) in 3 Principal subjects including Chemistry and/or Biology. If either Chemistry or Biology is offered alone, a second science subject is required.
European Baccalaureate	Total score of 85% with minimum of 8 in Chemistry or Biology.
International Baccalaureate	Overall score of 35 points with a mark of 6 in 3 Higher Level subjects one of which must be Chemistry or Biology. Two subjects from Chemistry, Biology, Mathematics and Physics must also be offered at either Higher or Standard Level if not offered at GCSE. If English not offered at GCSE, this must be offered with a mark of at least 5 at Standard level.
Irish Leaving Certificate	AAAAAA, including Chemistry, Biology, and Mathematics
Scottish Highers	AAAAB at Higher including Biology and Chemistry, and AB at Advanced Higher, including A in Chemistry or Biology.

Plus for Graduate/Mature Applicants:

Degrees	<p>Bioscience degrees which DO contain sufficient biology and chemistry - no further A or AS level requirements.</p> <p>Science degrees which lack biology or chemistry then candidates must have a minimum A level grade B for biology and/or chemistry (depending on what is missing in your degree).</p> <p>Non-science degrees. Candidates must have a minimum B grade A level in chemistry or biology, Physics or Maths must also be offered if Chemistry is not taken. A pass at 2i or higher in a science or medically related subject. Graduate applicants must offer A-level (or equivalent) Chemistry or Biology at A2 with a minimum grade of B or a degree with an equivalent Chemistry or Biology content.</p>
Dentists	<p>Entry to the 3rd year of the course may be possible for dentists, who meet the following criteria when places are available:</p> <ul style="list-style-type: none"> • Have gained a registered qualification with the General Dental Council • Have obtained Parts A and B of the Final part of the MFDS or Part 1 of the MJDF • Have been in an approved hospital post for at least one year
Non-graduate mature applicants	<p>A2s and GCSEs as given above or one of the following Access courses with an overall Distinction and the GCSE matriculation requirements of the University:</p> <ul style="list-style-type: none"> • College of West Anglia, King's Lynn • Sussex Downs Adult College <p>Graduates offering a 2ii and an Access to Medicine course will not be considered.</p>

A partly completed degree course is **NOT** acceptable in lieu of any of the above. This is only a partial list. A more extensive catalogue of acceptable qualifications is available from our website (see rear cover).

Appendix 3: Personal Statement Information

The Medical Schools Council (MSC) has issued guidance on the core values and attributes needed to study medicine. This can be found on <https://www.medschools.ac.uk/media/1202/statement-on-core-values-and-attributes.pdf>

These skills and attributes are:

- Motivation to study medicine and genuine interest in the medical profession
- Insight into your own strengths and weaknesses
- The ability to reflect on your own work
- Personal organisation
- Academic ability
- Problem solving
- Dealing with uncertainty
- Manage risk and deal effectively with problems
- Ability to take responsibility for your own actions
- Conscientiousness
- Insight into your own health
- Effective communication, including reading, writing, listening and speaking
- Teamwork
- Ability to treat people with respect
- Resilience and the ability to deal with difficult situations
- Empathy and the ability to care for others
- Honesty

The MSC state that applicants are advised to read the statement carefully and to reflect on how they might demonstrate the values and attributes during the selection process. In particular they should think of examples when they have demonstrated these values and attributes. These examples can be used in aspects of the selection process including interviews and personal statements.

Examples can be drawn from a wide range of experiences including:

- Work experience placements
- Experience of paid employment
- Volunteer work
- Participation in social activities
- Educational experience

The University of Leeds, School of Medicine has designed its selection process around the ethos of the course and the curriculum and teaching methods that it employs. The attributes that we are looking for sit within the MSC framework.

We are looking for evidence that you have:

Insight into a career in medicine

Applicants should demonstrate that they have questioned their reasons for choosing medicine and have taken steps to investigate a medical degree and career. They should ideally be able to report some experience of hospital or community-based medical practice and what they have gained from their experience. If attempts to gain work experience have been unsuccessful, there should be some reference to this contained within the application. Experiences could include working in a care home, pharmacy etc. Other sources of information that have helped inform the applicant about their decision to study medicine should also be discussed e.g. journals, courses. Additional academic achievements such as the Extended Project and Open University Modules will also be taken into account.

Social and Cultural Awareness

Before embarking on a career so dependent on interacting with all members of society, usually under difficult situations, it is useful for applicants to have some experience on a regular basis of society beyond their immediate environment. Preferably this experience should have been gained over a period of several months, and it is not necessarily required to be directly related to medicine. This should help applicants to reflect on health and healthcare in the wider community. Many applicants gain this insight through work experience, voluntary work, part-time employment and organised community schemes. Activities connected to, and independent of school, are given equal merit.

Responsibility

Doctors carry a huge responsibility for their patients and applicants should be able to demonstrate that they have begun to develop this aspect of their character. Demonstration of responsibility through paid employment, within school, and through family or leisure activities are desirable.

Interests, Activities, and Achievements

The School believes that people who have developed interests outside their career and who try to lead a balanced life are more likely to be effective medical practitioners. Successful applicants will have found time to pursue non-academic interests whilst still meeting the necessary academic requirements. The nature of these outside interests is a very personal matter, but successful applicants will describe potentially verifiable evidence of such achievements in more than one area, for example through sports, performing arts or community service.

Further advice and guidance is also available in our "Guide to Writing a Personal Statement" which is available for download from our web site. Other useful sources of Information

- General Medical Council: - <http://www.gmc-uk.org>
- Medical Schools Council - <http://www.medschools.ac.uk>
- NHS Careers - <https://www.healthcareers.nhs.uk/>

There are also many internet chat rooms and fora where applicants discuss admission. You may find these useful but please be aware that the quality of the information is highly variable. Our web site contain a list of common myths and misconceptions under the section "FBRs - Frequently Believed Rumours"

Appendix 4: Interviews

We believe that the face-to-face interview is an extremely valuable process for identifying the highest quality possible candidates. We interview as many people as we can, but can usually only see just over 1000 applicants each year. The interview will allow us to assess further applicants' non-academic qualities (the personal qualities that have been demonstrated by successful students on this programme) and communication skills. On the day of interview, applicants will also have the opportunity to look around the School of Medicine and meet some of the current students.

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 6 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 UCAS 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 one station applicants are asked to take part in a discussion based around their BMAT Section 3 essay.

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.

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1/5/2014	Dr P J R Harkin	First release
8/5/2014		Minor typographical revisions
14/1/2015	GCN, PJRH, AG	Annual revision
4/4/16	GCN	Annual revision
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