

**UNIVERSITY OF LEEDS
SCHOOL OF MEDICINE**

**UNDERGRADUATE ADMISSIONS POLICY
2020**

This document outlines the School of Medicine Admissions Policy for 2020 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the [University of Leeds Undergraduate Admissions Policy](#) 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 due 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. Applications will be considered holistically and contextual factors, such as educational or socio-economic background, may be considered in this process.

2. Selection principles

The School of Medicine will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; sex; gender reassignment; pregnancy or maternity status; race; religion or belief; or sexual orientation. The School of Medicine is committed to developing a socially and culturally diverse student community and therefore encourages applications from all backgrounds, and utilises contextual data within the decision-making process.

The University operates a policy of Dignity and Mutual Respect, which all staff, students and third parties, including prospective students, are expected to abide by. The University reserves the right to withdraw an application if behaviours are deemed to have contravened this policy. This policy can be found within the [Equality Policy Unit's](#) webpages.

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/VBR_Framework%20March%202016.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

<https://www.medschools.ac.uk/media/2542/statement-on-core-values-to-study-medicine.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 How to apply

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 Widening Participation

The School of Medicine is committed to developing a diverse student community and our admissions processes are implemented in line with both University policy and the Access and Participation Plan, which sets out our strategy and objectives in relation to widening participation.

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 which achieved less than the national average Attainment 8 score at GCSE
- 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.

(any specific subjects required for a course will still be included in any offer made and may not receive a reduction)

Access to Leeds students are eligible for consideration 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 GCSE 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. Please see the [Access to Leeds webpage](#) for more information.

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 entry 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 and making the University of Leeds their firm choice 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 GCSE 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 <https://www.bradford.ac.uk/courses/ug/clinical-sciences-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 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 contact the school admissions team for details. English language qualifications must also be valid at the 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 school admissions team.

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 or who have chosen to terminate their studies early.

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 application form.

3.6 Listing qualifications

Applicants should ensure that all qualifications and grades are listed clearly on the relevant section of the application form. This allows admissions staff to gain an

understanding of the applicant's full profile and make a holistic decision on the application.

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 application 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.

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 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. Applicants would be expected to hold qualifications equivalent to the entry requirements to our course. Such students would then 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 mismatch 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".

Please note that this arrangement is changing, and there will not be a specific entry route from University of Bradford to Leeds Medical School in the future. On the current scheme the last applications for transfer for students entering the University of Bradford foundation programme in September 2019 will be accepted as follows:

- Summer 2021 for students in Year 1 of the Clinical Sciences Course at Bradford to transfer into Year 2 of the MBChB programme.
- Summer 2020 for students in Foundation Year of the Clinical Sciences Course to Year 1 of MBChB programme.

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).

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.

Applicants who require a Tier 4 (General) Student Visa and have previously studied at the University under Tier 4 sponsorship will be subject to academic progression checks to ensure UKVI compliance. Please see section 3.14 for further information.

3.11 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. The MBChB does not form a component of any joint honours programme of study, but for the current range of Joint Honours courses offered by the University of Leeds please refer to our [Coursefinder webpage](#)

3.12 Extended degrees

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 degrees with foundation year. Please see the [Lifelong Learning Centre website](#) for details.

3.13 English language requirements

Teaching, assessment and student support will take place in English, unless otherwise stated. For this reason the University and the academic school must be confident that candidates have the proficiency in English language necessary to succeed on the chosen course and that, where relevant, they meet the UKVI minimum requirements to obtain a Tier 4 visa.

Proof of English Language proficiency will be required and minimum levels and approved tests for the School of Medicine MBChB are detailed below:

- 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 may require an additional English language qualification to gain entry to the University of Leeds. Such applicants 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-sessional English language courses. A list of applicants who are not required to undertake further English language tests can be found in appendix B of the University's undergraduate admissions policy.

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies.

3.14 CAS statement, ATAS and Tier 4 visa

Applicants who require a Tier 4 (General) Student Visa and have previously studied in the UK will need to provide documentary evidence detailing any periods of study on a Tier 4 (General) Student Visa (or on a Student Visa if the study in the UK was before 2009) in order for the University to be able to carry out checks to ensure compliance with the UKVI's Points Based System. Applicants are encouraged to include documents such as previous CAS, copies of passport pages containing visas or copies of Biometric Residence Permits with their application to assist in processing. Any information that is not included in the application will be requested when the application is considered, or the University may need to request the applicant's permission to check their UK immigration history directly with the UKVI.

Please note where the UKVI allows exceptions to its policy, the University reserves the right to make its own assessment on whether these are applied.

Applicants from outside the European Economic Area may require an Academic Technology Approval Scheme (ATAS) certificate in order to undertake postgraduate study in certain subject areas. Those who require ATAS clearance must obtain the ATAS certificate before applying for the Tier 4 visa. More information about [ATAS](#) can be found on the [University website](#).

For more information please visit the [Visas and Immigration](#) section of the University website.

3.15 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 application procedure (see section 3.1). Applicants are assessed on the basis of their application form, as detailed in section 4. A multiple mini interview will be carried out, in line with all other applicants, to assess the non-academic attributes required to study medicine.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory courses 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.

3.16 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.

3.17 Age and Safeguarding

The University recognises that someone's 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](#).

UKVI guidance states that under Tier 4 (General), students must be 16 or over. Accordingly, the University cannot assign a CAS for anyone under 16, and those reliant on a Tier 4 (General) visa must be aged 16 or over in order to be considered for sponsorship.

Applicants will have to be 18 years of age or over by the time that they commence clinical placements in Year 1 of the course (January).

3.18 Disabled applicants

The School of Medicine welcomes applications from disabled people¹. The University will make appropriate adjustments, with the aim of ensuring that disabled

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

applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering an applicant's academic eligibility for their chosen course. It is reviewed in order to identify any potential study-related support requirements and eligibility for disability-related support funding, so that the University can ensure the applicant is supported effectively on the course.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability so that reasonable adjustments and/or other support requirements can be made/considered. 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, without the knowledge it may be more difficult, or in rare cases impossible, for the University to provide support and/or make the reasonable 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, to discuss any support requirements they may have in relation to the course for which they have applied. Disability Services 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 4.15 of the [University's Undergraduate admissions policy](#).

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the [University's Equality Policy Unit](#).

The Higher Education Occupational Physicians/Practitioners outline the standards of medical fitness to train. These standards are defined by the General Medical Council and the Department of Health
http://www.heops.org.uk/uploads/1521730794HEOPS_Medical_Students_fitness_standards_2015_v12.pdf.

3.19 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.

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.

² Which are not classed as a disability.

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 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 the applicant is 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.

3.20 Guidance for trans applicants

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a course of study but require their status to be changed should contact study@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. This process will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

3.21 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 the [Equality Policy Unit website](#)), 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 course.

3.22 Criminal convictions

The University has a [policy statement on students with criminal records](#). This policy includes applicants seeking admission. It should be noted that if an applicant or offer-holder 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, their offer being withdrawn or, if they have registered as

a student, to their registration at the University being revoked. Having a prior criminal record will not necessarily prevent an applicant from joining the University; 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 or offer-holder's criminal record.

Where indicated in the prospectus or on the University's website, specific courses 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 courses which are regulated by national or statutory bodies where enhanced Disclosure and Barring Service (DBS) checks or Certificates of Good Conduct reveal 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.

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 2489 applications in 2018-19 equating to 10.4 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 consider will enable them to become successful students on our degree courses. Applicants will be considered holistically to ascertain the likelihood of them benefitting from

academic opportunities offered at the University, and their potential to succeed on their chosen course. Contextual factors, such as educational or socio-economic background, may be considered in this process.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; sex; gender reassignment; 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 [Equality Policy Unit website](#).

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.

The School of Medicine formulates offers based on the profile presented and holistic consideration of the individual. Requirements may vary from the minimum/guideline qualification equivalencies set out in Appendix A of the University Admissions Policy to ensure candidates are suitably prepared for study on their chosen course.

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 5's must be offered including the following:

- English Language
- 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.

The School of Medicine does not accept Level 2 Functional Skills English in lieu of GCSE English.

A Level 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 A Level 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 A Level 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.

Information for international applicants can be found on the University of [Leeds International Students webpages](#) and our [international admissions qualifications webpage](#).

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 Personal statement advice

The personal statement of the application form is an important part of the selection process. The personal statement of the UCAS form helps applicants to communicate their non-academic attributes that are important in a career in

medicine which will then be assessed at interview. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject.

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.

4.7 References

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.

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 course. Offers are made based on the information supplied on the application form and performance at interview. The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

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. Applicants whose results will not be sent to the University via UCAS are encouraged to send evidence of their results to the school admissions office as soon as possible.

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 School of Medicine 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 Course start date and arrival

University teaching periods can be found on the [University's Almanac](#), however students may be expected to arrive prior to this date in order to undertake key induction activity. The University reserves the right to refuse admission to those offer holders who arrive after the required start date. Should there be any possibility of a delay to arrival, offer holders should seek advice from the School of Medicine before travelling.

5.4 Deferred applicants

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

5.5 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 application forms of applicants who are unsuccessful in gaining a place on their chosen course may be passed to the admissions teams 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.

5.6 Feedback

The School of Medicine provides feedback to all applicants and does not respond to direct requests.

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

5.7 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 Faculty Admissions Manager, detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision. Complaints made on behalf of an applicant cannot usually be processed and therefore applicants are advised to contact the Faculty Admissions Manager directly wherever possible. 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](#).

6.2 Applicant visit days

All applicants who are invited for interview will usually 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 currently offers a wide range of scholarships and bursaries that provide funding for students to undertake undergraduate study at the University. Further details can be found on our [webpages](#).

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 Admissions Enquiries Team

Admissions Enquiries

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 and 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

Room 7.09, level 7,

Worsley Building

University of Leeds

LS2 9JT

Telephone: 0113 343 4379/0113 343 7194

Email: ugmadmissions@leeds.ac.uk

Updated by Gail Nicholls, Director of Admissions 28th May 2019

Last updated by Anya Wright, October 2019

Date of amendment	Change detail	Section
01/10/2019	Update to Access to Leeds eligibility criteria	3.2.1