

**Policy for Admissions to Undergraduate Programmes in
Medicine and Dentistry 2017 application and 2018 entry**

Review	Every year
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Original Distribution of draft for comment:	Head of Admissions (Medicine & Dentistry) Senior Tutors for Admissions Dean for Education Institute Manager of IHSE
Related Policies and documents:	2017 SMD UG Prospectus Policy for the enrolment of Medical and Dental Students without DBS or Health Clearance
For particular attention of:	Student Recruitment and Admissions Manager Senior Tutors for Admissions Head of Admissions (Medicine & Dentistry) Applicants
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1. Introduction

1.1. The purpose of this document is to ensure a fair and transparent process of admission to undergraduate medical and dental programmes within the School of Medicine and Dentistry. The policy provides clear procedural guidance to applicants and to staff involved in the administration of the admissions process.

1.2. The policy has been written in line with UCAS guidelines and recommendations outlined in the Admissions to Higher Education Review "Fair Admissions to Higher Education: Recommendations for Good Practice" (the Schwartz Report, 2004) and the Medical Schools Council Guiding Principles for the Admission of Medical Students (2004).

2. Scope

2.1. This policy covers admissions to undergraduate programmes in the School of Medicine and Dentistry, which are as follows:

- Five year MB BS programme (A100)
- Four year Graduate Entry MB BS programme (A101)
- Three year Direct Clinical Entry (Oxbridge, International Medical University Malaysia (IMU), and St Andrews Transfers) (A300)
- Oral and Maxillofacial Surgery (OMFS)/Oral Medicine programme (A30X)
- Five year BDS programme (A200)

2.2. It sets out the involvement of staff in the selection and decision process, the admissions process and the procedures for applicants to appeal or complain.

3. Equality and Diversity Statement

- 3.1. The School of Medicine and Dentistry firmly and actively promote equality and diversity and is committed to eliminating discrimination against any person because of their religion/belief, race, age, gender, sexual orientation, marriage/civil partnership,.
- 3.2. Applicants with disabilities should seek advice from the Admissions team well before the deadline for UCAS applications so that each case can be given individual attention and consideration. Applicants are advised to seek advice by 1 September in the year of application. Candidates admitted to our programmes need to be eligible for registration by the GMC and or the GDC on graduation. Applicants that have declared a disability will receive a letter from the Head of Admissions (Medicine and Dentistry) prior to interview to ensure we can accommodate any specific needs. If you are offered a place on the course, we will send information regarding the requirement for prior assessment. This will be in the form of a confidential health questionnaire which follows the HEOPS guidance, but also we will ask you to make contact with our Disability and Dyslexia Service. This is so that a discussion of reasonable adjustment or discussion of your assessment of needs report can be made prior to the 31 July in the year of intended enrolment.
- 3.3. All staff involved in the Admissions process are aware of their responsibility to implement the College's Policy on Equal Opportunities/Equality and Diversity. Interview Panel Members receive compulsory training in selection with particular emphasis on equal opportunities.

4. Staff Involvement in Recruitment

- 4.1. The Student Recruitment and Admissions Manager (Medicine and Dentistry) is responsible for implementing the Admissions Policy and reports to the Institute Manager, the Head of Admissions (Medicine & Dentistry), and the Admissions and Recruitment Committee (ARC). The Head of Admissions (Medicine & Dentistry) reports to the Dean for Education (Medicine) and the Dean for Dentistry. The Head of Admissions (Medicine and Dentistry) reports to the School Education Committee.
- 4.2. The ARC is a sub-committee of the School Education Committee (SEC) and has responsibility for the overall decision making process for all matters relating to student admissions, recruitment, and marketing for the undergraduate (including GEP) medical and dental programmes. The ARC proposes recruitment targets in line with the Government quota for the Medical and Dental degrees for the undergraduate programmes within the School of Medicine and Dentistry, which are agreed by SEC and noted by the Marketing, Recruitment and Admissions Group (MRAG).
- 4.3. Interview Panel Members, whether lay members, staff, or students, shall be approved by the ARC and receive compulsory training in selection and on equal opportunities. The Student Recruitment and Admissions Office are responsible for maintaining a record of all panel members and the dates of their training. Training is provided annually and all members are required to participate at least once every three years. Refresher training is provided at the start of every interview session.

5. Applications Process

- 5.1. All applications should be made through the Universities and Colleges Admissions Service (UCAS), by 15 October each year. The only exception to this is for Oxbridge clinical transfer, IMU, and dental graduates applying for the Oral and Maxillofacial Surgery (OMFS)/Oral Medicine programme (A300) who should apply directly. The deadline for the Oral and Maxillofacial Surgery (OMFS)/Oral Medicine programme (A30X) is 15 December each year. Students who are applying for the St Andrews - Barts route apply direct to St Andrews via UCAS by 15 October.
- 5.2. Suitably qualified applicants can apply for both the MB BS (A100 and A101) programmes using two choices on their UCAS application.

6. Entry Requirements for the Five Year Programmes

6.1. GCSE and iGCSE

- 6.1.1. All eligible applicants must have the following subjects at GCSE or iGCSE level, with minimum grades AAABBB or 777666 or any combination thereof, (in any order) to include Biology (or Human Biology), Chemistry, English Language and Mathematics or Additional Mathematics or Statistics. The Science double award may substitute any individual science at GCSE.

Applicants applying with A level results from or prior to 2016

6.2. AS Levels

- 6.2.1. Candidates should take both Chemistry and Biology as two of their AS level subjects. Where either Chemistry or Biology is dropped before A2, a minimum of a B grade must be attained in that subject at AS level. In addition to the three A2 levels (see below), the candidates must offer a fourth subject at AS level at minimum grade B.

6.3. A Levels (A2)

- 6.3.1. Required minimum grades are AAA, for Medicine and Dentistry (The 3 scoring A levels must be achieved in one sitting and not taken over a period of more than 2 years unless protected under the Equality Act 2010 **and** applied and agreed by the extenuating circumstances panel). As stated above, all applicants must offer both Chemistry and Biology at AS level, and at least one of Chemistry or Biology at A level. Where Chemistry or Biology is not taken to A level, a minimum B grade will be required at AS level.

A second science subject is also required (of which we only accept Chemistry, Biology, Physics, or Maths), and the third A2 may be any science or arts subject. General Studies or Critical Thinking are not acceptable at AS or A level as part of the academic entry requirements. If A level Maths **and** Further Maths are offered, Further Maths is acceptable at AS level only and thus may count as 'the fourth' AS level, but the candidate must offer two other subjects at A2 level.

- 6.3.2. For candidates offering four A levels, two science and two other subjects (including non-science subjects), our normal offer is AAAC (A grades required in two science subjects one of which must be Biology or Chemistry) if no AS levels have been cashed.

Applicants applying with A levels results from 2017 or onwards

6.3.3. Required minimum grades are AAA, for Medicine and Dentistry (The 3 scoring A levels must be achieved in one sitting and not taken over a period of more than 2 years unless protected under the Equality Act 2010 **and** applied and agreed by the extenuating circumstances panel). For students taking Science A levels offered by awarding bodies in England a pass in the practical assessment is also required.

A level subjects:

1. Chemistry or Biology
2. Another Science or Maths (from the following list: Chemistry, Biology, Physics, or Maths)
3. Any A level except Critical Thinking, General Studies or Further Maths if Maths is offered as A level 1 or 2.

6.3.4. All candidates, irrespective of the year of sitting the qualifications, who declare in their application or interview an intention to sit more than the minimum number of examinations/qualification or other qualifications, in order to gain enhanced UCAS tariff points, are required to sit all those examinations to be considered for entry, even if they can achieve their 'offer' by sitting a smaller number. This requirement may only be waived by applying in advance in writing to the Head of Admissions (Medicine and Dentistry) for permission to change the planned number of examinations taken. Permission will only be given in exceptional circumstances, at the discretion of the Head of Admissions (Medicine and Dentistry), and will normally only be given where there are documented extenuating circumstances.

6.3.5. We will only consider applicants who retake the AS and A level year if they have serious extenuating circumstances protected under the Equality Act 2010 (Disability¹, gender reassignment, or pregnancy/maternity). Applicants must apply in writing with all the evidence to the Head of Admissions (Medicine and Dentistry). All evidence will be looked at by the extenuating circumstances panel and a final decision made. Applicants must apply by 1 September for a decision to be reached prior to the 15 October application deadline. Late applications may be considered but a decision may not be reached by the 15 October. Other serious extenuating circumstances will not be considered.

6.4. Other acceptable qualifications

6.4.1. International Baccalaureate. The full International Baccalaureate is acceptable as an entry qualification. Three subjects including Chemistry or Biology and one

¹ Definition of Disability:

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Long term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person's life.

Cancer, HIV infection and multiple sclerosis are deemed disabilities under the Equality Act 2010 from the point of diagnosis.

More information is available on <http://www.ecu.ac.uk/law/disability-key-legislation>

other science or mathematical subject at higher level, and three subjects at Standard level including Chemistry or Biology if not offered at the higher level. If English Language is not offered as part of the diploma, it must be offered at GCSE or iGCSE, minimum grade B or 6, or acceptable equivalent. The minimum requirement is for 38 points in total with a minimum of 6 points in the higher level science subjects and 6 points in the third higher level subject.

- 6.4.2. Scottish Advanced Highers. Scottish Highers are not accepted alone, Advanced Highers must also be offered. Candidates must offer: three Scottish Highers at grades AAA including Biology and Chemistry. Candidates must offer grades at AA in Advanced Highers in two of the subjects offered at Scottish Highers including Chemistry and/or Biology. English Language at Standard Grade 2 or higher is required.
- 6.4.3. Cambridge Pre-U. The full Diploma with grades of D3 or higher in three subjects including Biology and/or Chemistry. If either Chemistry or Biology is offered alone, a second science subject is required. An additional Short-Course in any subject is required at grade M2.
- 6.4.4. European Baccalaureate. Chemistry and Biology are required with a minimum grade of 8.5 in each of these two options and a grade of 85% is required overall. Passes at GCSE or iGCSE at minimum grade B or 6 or an acceptable equivalent in Mathematics and English Language if they are not offered as part of the Baccalaureate.
- 6.4.5. Advanced Placement Program. An average of 85 per cent (A) or higher in the High School Diploma, including a minimum grade B in English Language. At least 3 Advanced Placement (AP) examinations with grades of 5, 5, 4 or higher; two of these subjects must be Biology and Chemistry.
- 6.4.6. Irish Leaving Certificate. A1 A1 A1 A2 B1 B1 at Higher level including A1 in Chemistry and Biology, or H1 H1 H1 H2 H2 H2 at Higher level including H1 in Chemistry and Biology.
- 6.4.7. NUS High School of Mathematics and Science. The NUS High School Diploma should be offered with 3.6 CAP in Yrs 3-6 and 4.0 CAP in Yrs 5-6. Students must also have taken at least three Advanced Placement examinations and achieve grades of 5, 5, 4. Two of these subjects must be Biology and Chemistry.
- 6.4.8. Hong Kong Diploma of Secondary Education (HKDSE). Level 5 in English Language and Mathematics and level 3 in Chinese and Liberal Studies. Level 5 in 3 elective subjects. Level 5 is needed in Chemistry and Biology. Hong Kong Advanced Level Examinations (HKALE) AAA Chemistry and Biology are needed.
- 6.4.9. Singapore Integrated Programme Cambridge A levels (SIPCAL). Grades AAA at H2 level including 2 science subjects (Chemistry, Biology, Physics or Maths) as per UK A levels.
- 6.4.10. Australian Qualifications. Applicants are required to have a UAI/TER/ENTER/ATAR score of at least 98.00. In addition Chemistry and Biology must have been studied within year 12.
- 6.4.11. Indian Qualifications. Central Boards (CBSE, ISC) and West Bengal Board 90 per cent Standard XII including Biology and Chemistry with 90 per cent in these

and Standard X 85 per cent in Biology, Chemistry, English and Maths. State board qualifications other than West Bengal, 95 per cent Standard XII including Biology and Chemistry with 95 per cent in these and Standard X 90 per cent in Biology, Chemistry, English and Maths.

6.4.12. Israel's Bagrut Examinations. 90 per cent or 9/10 overall, with at least three subjects at 5 units. A minimum of six subjects must be studied Bagrut with 90 per cent or 9/10 overall, with at least three subjects at 5 units. A minimum of six subjects must be studied.

6.4.13. Canadian Qualifications. Entry requirements differ depending on province (please see below table) and in addition Year 12 must include Chemistry and one other science (Biology, Maths or Physics). The average will be calculated looking at academic subjects. Chemistry must be studied in Year 11 with a minimum score of 85 per cent.

Province	Entry Requirement
Alberta	General High School Diploma with a minimum of 90 per cent in five acceptable grade 12 courses.
British Columbia	British Columbia Senior Secondary Graduation Diploma with 93 per cent in at least five acceptable grade 12 subjects.
Manitoba	High School Graduation Diploma with five credits awarded at the 300 Level in at least four subject areas while achieving 90 per cent in each.
New Brunswick	High School Graduation Diploma with a minimum of 90 per cent in at least five acceptable subjects.
Newfoundland or North West Territories	Graduate Certificate with minimum of 90 per cent in at least five acceptable subjects at grade 12 level.
Nova Scotia	High School Completion Certificate with minimum of 90 per cent in at least five acceptable subjects in the Honours University Preparatory Courses (denoted by a 5) or in University Preparatory Courses (denoted by a 4).
Ontario	A minimum of 90 per cent in six grade 12 courses, at least five of which must be University Preparatory Courses (denoted by 4U). The sixth course could be a University/College Preparation Course (denoted by 4U/C). NB: CU and DU courses are considered on a case-by-case basis with advice from your school and our international representative.
Prince Edward Island	High School Graduate Diploma with a minimum of 90 per cent in at least five acceptable subjects at grade 12.
Quebec	Diplome D'Etudes Collegiales (DEC)/Diploma of Collegial Studies (DCS) with a minimum of

	90 per cent.
Saskatchewan	Complete Division IV Standing with a minimum of 90 per cent in at least five acceptable subjects.
Yukon Territory	Senior Secondary Graduation Diploma with a minimum of 5As (AAAAA) in acceptable grade 12 courses.

6.5. Qualifications which do not meet our entry requirements

6.5.1. The following qualifications are not considered for entry into Medicine or Dentistry, this list is not exhaustive but names the most popular qualifications:

- BTEC HNC/HND
- GNVQ/AVCE/Applied A levels
- City and Guilds
- Open University course credits
- Foundation, pre-medical/dental programmes or access courses from another other institution
- Equivalent high school qualifications from other countries not listed above.

6.5.2. Qualifications from other countries may not be acceptable for entry to the MB BS or BDS courses. Graduates with a non-UK degree must send full transcripts (translated in English where necessary) and a UK NARIC statement of comparability prior to application in order to be considered.

6.6. English Language qualifications

6.6.1. One of the following English Language qualifications is required from applicants educated outside the UK (or educated within the UK but not in the English language medium) who meet our other academic criteria:-

- IELTS with a score of at least 7.0 overall and 6.5 in the writing (must have been taken within 2 years)
- Any qualification listed on the following website that has been assessed to be equivalent to an IELTS 7.0: <http://www.qmul.ac.uk/international/international-students/englishlanguage requirements/guidelines/index.html>

6.7. Graduates and mature students

6.7.1. Graduates are eligible to apply for Medicine and Dentistry (A100, A101 and A200). The minimum academic entry requirements are an upper second class honours (2:1) degree and 2 science AS/A levels at grade B or above. One of the sciences must be Chemistry or Biology. Accepted science subjects are Chemistry, Biology, Physics, Maths, and Psychology. It is acceptable for a graduate applicant to take their required AS/A levels in order to achieve a grade B during or after their degree.

6.7.2. Non-UK graduates are required to send a full transcript of their degree together with a statement of comparability from UK NARIC confirming their degree is comparable to a British Bachelor (Honours) degree standard prior to

making an application, which will be considered on a case by case basis.

6.7.3. Only an applicant's first degree is considered, and candidates are required to complete their degree within the minimum prescribed period allowed by their University, excluding any periods of intermission or interruption granted on grounds relating to serious extenuating circumstances protected under the Equality Act 2010.

6.7.4. Applications from candidates who are in their last year of the degree are accepted provided they are predicted to achieve an upper second class honours (2:1) degree or above. If these applicants are offered a place, they must have completed this degree prior to enrolment. Applicants are not accepted from degree students in the first or second year of their degree.

6.7.5. Students who have commenced a medical or dental degree at any school within the UK or internationally and have either voluntarily withdrawn, or have been deregistered by the university are not eligible to apply.

6.7.6. Transfers are only accepted on exceptional academic grounds and at the discretion of the Head of Admissions (Medicine and Dentistry) or the Dean for Education.

7. Entry Requirements for the Maxillofacial Surgery/Oral Medicine programme (A30X)

7.1. Applicants must have completed, or be about to complete, and have passed all three parts of the MFDS or both parts of the MJDF or equivalent.

7.2. This route to the MB BS is especially competitive and all applicants will be expected to show evidence of commitment and at least twelve months' clinical experience in their chosen field. Membership of the British Association of Oral and Maxillofacial Surgeons (BAOMS) or the British Society for Oral Medicine (BSOM) is essential.

7.3. There are 5 places available each year and this route is only open to UK/EU applicants.

8. Non-academic entry requirements

8.1. Age requirements

8.1.1. All students must be at least 18 years old at enrolment. Applicants who will be under the age of 18 at enrolment can apply for deferred entry so that they will meet the minimum age requirement by the start of the course.

8.1.2. Applications are encouraged from mature students. There is no upper age limit, provided academic entry requirements are satisfied.

8.2. Applicants from countries outside the EU

8.2.1. The School has a number of places for international students for medical and

dental courses. The minimum academic entry criteria are essentially the same as for home students. International applicants are ranked against other international applicants in the selection process.

8.3. Deferred Entry (Gap year students)

8.3.1. Applications for deferred entry for A100, A101 and A200 requested through UCAS by the 15 October deadline will be accepted and applicants assessed in the cycle in which they apply. Applicants who apply by the UCAS deadline but do not request deferred entry until after application will be considered on a case by case basis.

9. Number of places available for 2018 entry

9.1. The number of places available on the 2018 Medicine and Dentistry programmes is as follows:

Programme	Home Students	Overseas Students
5-year MB BS programme in Medicine	276	Up to 30
4-year MB BS programme (GEP) in Medicine	39	
5-year BDS programme in Dentistry	67	Up to 8

9.2. Up to 30 places in total are available for international applicants across both Medicine programmes and up to 8 places in total are available for international applicants on the Dental programme.

10. Selection process and sequence

10.1. Applications are firstly reviewed within the Admissions Office (School of Medicine and Dentistry) to check that they meet the minimum academic requirements. Any applications which do not meet the minimum academic requirements will be rejected at this point. The admissions process follows best guidance and aligns with Values Based Recruitment.

10.2. A100, A101 and A200 applicants with an overall score within the third decile range or above in the UKCAT and who meet our minimum academic entry criteria will be given a score for their UCAS tariff based on achieved/predicted grades for all tariffable qualifications, or a weighted score for EU and International applicants and for graduates based on degree classification. Candidates will be expected to achieve or be predicted a minimum UCAS tariff of 144 points from the scoring Academic component (A levels, IB, Pre-U etc.). We will use the new UCAS tariff points irrespective of when the qualification was obtained. We aim to interview approximately 800 for A100, 150 for A101 and up to 250 for A200 applicants on the basis of UKCAT score and predicted UCAS tariff, or the weighted score for graduates and EU/International students. It is not possible to predict what values to put on the threshold required for interview, nor to use data from previous years to predict subsequent years' thresholds, since it is essentially competitive and depends on who applies. Hence we do not plan to make this information public.

10.3. Personal Statement and References

10.3.1. Personal statements and references are not weighted or scored but provide the Admissions Team with evidence that applicants satisfy the main entry requirements.

10.3.2. Personal statements should provide evidence of commitment to, and realistic appreciation of, the academic, physical and emotional demands of a medical or dental course and career. It is expected that applicants will not merely be applying because they are 'good at science', or under family or peer pressure. Exceptional academic achievement does not guarantee success in the application process. Applicants may be closely questioned at interview on their personal statement and must ensure that it is an honest reflection of their strengths and interests. Personal statements must be written entirely by the applicants themselves. Personal statements showing evidence of plagiarism may cause the application to be rejected, irrespective of all other achievements.

10.3.3. In addition to academic ability, selectors will consider interests and talents and the contribution applicants could make to our School. They will also bear in mind the applicant's suitability as a future member of the medical or dental profession. Good communication skills and the ability to work as a part of a team are essential strengths for a doctor or dentist.

10.4. Work Experience

10.4.1. At the interview stage, selectors will determine whether or not applicants have gained experience and understanding from an appropriate amount and type of work experience. It is recognised that direct observation of healthcare may be difficult to arrange but applicants should have some experience at working with the public in a caring or service role. We may check work experience references to ensure what has been reported is correct.

10.4.2. Medicine: Selectors strongly recommend that candidates have explored what a career in Medicine entails and this includes some work experience. The interview may explore candidates' understanding of the realities of a career in Medicine.

10.4.3. Dentistry: Selectors will expect that candidates can demonstrate some knowledge about a career in Dentistry and have gained some work experience in relevant settings.

10.5. UK Clinical Aptitude Test (UKCAT)

10.5.1. For school-leavers/gap-year students and graduates, applicants will be ranked according to a 50:50 weighting applied to the UKCAT score and academic ability. Academic ability is measured by UCAS tariff or weighted score for EU/International applicants, and for graduates, on a weighting of degree classification or postgraduate degrees compared to other applicants who apply in that same year.

10.5.2. You will not be offered an interview if you obtained a total UKCAT score below the third decile. Please note there is no guarantee that you will be offered an interview if you score above the third decile.

10.5.3. Applicants for the Oral and Maxillofacial Surgery (OMFS)/Oral Medicine

programme (A30X), or IMU, Oxbridge, St Andrews Direct Clinical Entrants (A300) are not required to take the UKCAT.

10.6. Interviews (A100, A200)

10.6.1. Given the intense competition for places to study medicine and dentistry, not all applicants are invited to interview and no offers will be given without an interview. Interviews usually take place between January and March and last for 15 to 20 minutes for A100, and between 20 to 30 minutes for A200. The interview panel usually consists of two members of senior clinical or non-clinical staff and a current student. Some panels may also have a lay observer.

10.6.2. The interview is used to assess the applicant's determination; communication skills, team work skills and personality; and gives applicants a chance to meet the people involved with the course. To assess awareness of the realities of medicine or dentistry, candidates are usually asked about their personal experiences gained through work experience or voluntary work.

10.6.3. For the 5-year MB BS programme (A100) candidates will be asked to be prepared to discuss a case scenario or topical issue, which will be sent to them in advance. There is a DVD component in the dental (A200) interviews, where applicants watch a DVD and give their observations on its content. There are no 'right' or 'wrong' answers in either situation.

10.6.4. As in all aspects of the selection process, reasonable adjustments will be made to help an applicant with a disability. Applicants are advised to contact the Admissions team (Medicine and Dentistry) before the day of the interview.

10.7. MB BS Graduate Entry Programme (A101) Selection Process

10.7.1. Barts and The London School of Medicine and Dentistry operates an Assessment Centre Process. The Assessment Centre event takes around half a day and involves the completion of observed tasks including a group-based task, and structured interview. Candidates will also be assessed on their commitment to, and realistic appreciation of the academic, physical and emotional demands of a four-year medical programme. Trained assessors will observe applicants completing tasks including a group-based task, and a structured interview, and score applicants on a set of predetermined criteria.

10.8. Offers

10.8.1. Decisions after interview are made once all interviews have been completed and are based on interview performance and SJT score alone. All offers are conditional on meeting academic requirements, and satisfactory health and Disclosure and Bar checks by the required deadlines. All decisions are confirmed through UCAS.

11. Other Entry Conditions

11.1. Disclosure & Barring Service (formerly CRB) Clearance

- 11.1.1. Applicants who have any convictions, cautions, reprimands or final warnings that are not protected or do not meet the new filtering rules as defined by the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended in 2013) should declare them on the UCAS form. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.
- 11.1.2. Applicants who have been offered a place will be asked for further information about any criminal convictions or other punishments that they may have disclosed. The consideration of an applicant's criminal record is entirely separate from the selection process for the undergraduate medical or dental courses at Barts and The London to ensure that there can be no bias in the selection process. The requested information will be processed in line with the School of Medicine and Dentistry's Policy on Applicants with Criminal Records.
- 11.1.3. All offers are made subject to satisfactory clearance by the DBS. An Enhanced Clearance check will be required. The cost of the checks and registration process must be paid by the applicant. Applicants who fail to meet the deadline for submitting their online DBS applications will be rejected even if they have fulfilled the academic conditions of their offers.
- 11.1.4. Applicants in receipt of offers are subject to an ongoing obligation to disclose any criminal convictions or other punishment received since they completed their UCAS form and up until the point they register for their course. In such cases, applicants should contact the Admissions Office (Medicine and Dentistry). Failure to do so may result in offers being withdrawn or de-registration from their programme.
- 11.1.5. Where the Enhanced DBS disclosure has not been received in time for enrolment, applicants will be asked to sign a full declaration of any criminal record received prior to full enrolment. More details of this process can be found in the Policy for the enrolment of Medical and Dental Students without DBS or Health Clearance.

11.2. Health Questionnaire

- 11.2.1. All applicants who are offered places are required to complete a health questionnaire, which will ask for information about their physical and mental health. All information disclosed is confidential between the applicant and the Occupational Health Service (OHS) but if it impacts significantly on an individual's ability to take on the roles and responsibilities of a medical/dental student and doctor/dentist this could, in exceptional cases, result in the withdrawal or non-issue of an offer. Applicants will be asked to disclose whether they have been treated for past illness and the OHS may seek further information on this. Applicants who fail to meet the deadline for submitting their completed health questionnaire will be rejected even if they have fulfilled the academic conditions of their offers.

11.3. Blood-Borne Viruses and other infectious diseases

- 11.3.1. Medicine: All medical students are advised to be vaccinated against hepatitis B in order to protect both themselves and their patients. This can be undertaken prior to entry or by the OH team. Applicants who are known carriers of a blood-borne virus (BBV) should contact the OHS for further advice. All medical

students are offered BBV testing on entry to medical school.

11.3.2. Dentistry: All dental students are advised to be vaccinated against hepatitis B before entry in order to protect both them and their patients. A course of Hepatitis B vaccinations can take up to nine months to complete, and so applicants are asked and advised to contact our Occupational Health Department for advice. Students are advised to commence vaccination when the academic requirements of the offer are met but further advice is provided by the OH team.

11.3.3. All students on the 5-year BDS programme perform exposure-prone procedures (EPP) as a routine part of their course. Before receiving full enrolment, they must be able to demonstrate that they are not chronically infected with a blood borne virus – hepatitis B, hepatitis C and Human Immunodeficiency Virus (HIV) – by attending an appointment with the OHS for a blood test.

11.3.4. Applicants are encouraged to make an appointment with the OHS once they have received a conditional offer, which they have firmly accepted, to ensure that EPP clearance is achieved before the start of their course. Students will not be able to fully enroll without EPP clearance and may experience delays in receiving funding or student loans and be unable to attend the first teaching module, until they are fully enrolled.

12. Direct Entry into year 3 for matched programs only Medicine and Dentistry

12.1. Medical students from Oxbridge who are pursuing BA honours degree who wish to complete their medical training in London can apply for transfer under the common application procedure for the clinical transfer scheme agreed between Oxford, Cambridge, and London.

12.2. Students from IMU who wish to transfer to London in the 3rd year can apply to IMU under their local scheme.

12.3. Students looking to join the St Andrews and Barts route should apply to St Andrews, directly. Following the 3 years at St Andrews, students who are selected from this route join the Year 3 of the Barts course for a further 3 clinical years. For further information, please see: <http://medicine.st-andrews.ac.uk/pro/barts/>

13. Widening Participation

13.1. The school of Medicine and Dentistry has its Flagship Bridge the Gap program together with a number of Health Sciences Summer schools. More information on the comprehensive schemes and advice is available at <http://www.qmul.ac.uk/undergraduate/teachers/wp/medicine-and-dentistry/index.html>.

13.2. The Student Recruitment and Admissions team work with the Schools and the College's WP Unit, Education Liaison and SAMDA (Student Assisted Medical and Dental Admissions) to ensure coordination between admissions and WP. The team

also provides staff for school talks and higher education fairs and participates in these events directly with relevant institutions.

14. Feedback

14.1. Requests for feedback after interview should be made in writing (by letter or email) to the Admissions Office (Medicine and Dentistry). Candidates should clearly indicate their full name and address, UCAS number and the programme for which they are requesting feedback. Feedback will normally be provided within 20 working days of receipt of the feedback request. Requests must be made directly by the candidate and not a third party. Feedback requests made directly to other members of College staff are likely to be delayed, or may not receive a response. Applicants who are rejected prior to interview are informed via UCAS of the reason of their rejection. No further feedback is provided to these applicants.

15. Appeals

15.1. Requests for appeals must be submitted by the candidate in writing (by letter or email) to the Head of Admissions (Medicine and Dentistry) within 20 working days from notification of the decision on application. Appeals received after this time may be considered only in exceptional circumstances. The letter of appeal must contain the following information:

- Candidate's full name, address, application number, and programme with regard to the appeal is made;
- The valid grounds for appeal (see below), with the full details of the case;
- Any other information that the candidate feels is relevant to the case.

15.2. Being unhappy with the decision, or not meeting the required UKCAT score are not considered to be valid grounds for appeal. Valid grounds for appeal are as follows:

- Evidence of irregularities during the admissions and selection process – the candidate believes that the School has not complied with its own stated requirements and procedures;
- Evidence of improper conduct of staff during the admissions and selection process;
- Emergence of new and substantial information which, for good reasons, was not provided either in the UCAS application or during the admissions and selection process;
- Evidence of bias or prejudice.

15.3. Appeal requests will be considered by the Head of Admissions (Medicine and Dentistry). A response will be made in writing to the candidate within 20 working days and will include the reasons for the decision. Where a decision cannot be made in this time the candidate will be informed. All decisions are final and there will be no further right of appeal. No candidate will be discriminated against for submitting an appeal request.

15.4. Where an applicant feels his/her appeal has not been handled appropriately, a review of the decision may be requested. This request must be submitted in writing to the Head of Admissions, QMUL.

16. Complaints

16.1. Complaints about the admissions process should be addressed to the Admissions Manager (Medicine and Dentistry). A response will be sent to the candidate within 20 working days. Where a decision cannot be made in this time the candidate will be informed. If upheld, the outcome from a formal complaint could include an apology from the Admissions Manager, or a commitment to revise procedures.

17. Plagiarism and Falsified Applications

17.1. Applicants should be aware that UCAS routinely scans personal statements for plagiarism. Queen Mary will withdraw any offers made to applicants who are found to have submitted a personal statement that contains any plagiarised text.

17.2. Queen Mary will withdraw any offers made to applicants who are found to have supplied false information or omitted relevant information in their application. If a student registered with Queen Mary is found to have submitted a fraudulent application their registration will be terminated. There will be no refund of tuition fees or deposits for students who are found to have submitted fraudulent applications. There is no statute of limitations on this rule.

18. Data protection

18.1. Under the terms of the Data Protection Act (1998), any correspondence relating to applications will normally only be with the applicant and not a third party, unless the applicant has provided consent.

18.2. Information provided by applicants will be used for the purposes of managing the School's recruitment, selection and admissions process in line with QMUL's Data Protection Policy and the Data Protection Act (1998). If you go on to enroll this personal data will form part of your student record. Anonymised data may be used for reporting purposes.