

**Policy for Admissions to Undergraduate Programmes in
Medicine MBBS Malta and Certificate in Clinical Foundation Studies Malta 2018
application and 2019 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:	2018 SMD UG Prospectus Policy for the enrolment of Medical 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 programme 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 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 the Five year MBBS undergraduate programme (A110) in the School of Medicine and Dentistry delivered in Malta.
- 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 applications so that each case can be given individual attention and consideration. Applicants are advised to seek advice by 1st January in the year of application. Candidates admitted to our programmes need to be eligible for registration by the GMC 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 31st 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 Student, Recruitment and Admissions Group (SRAG).
- 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 directly to the University, between the 1st October and 30th June each year.
- 5.2. Suitably qualified applicants can apply to the MB BS (A110) programme.

6. Entry Requirements for the Five Year Medicine MB BS Malta Programme

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 that commenced A levels prior to September 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 AAB. (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 commencing A levels in 2015 applying for admission in September 2017

6.3.3. Required minimum grades are AAB. (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 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.

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 1st April for a decision to be reached prior to the 31st May application deadline. Late applications may be considered but a decision may not be reached by the 31st May. Other serious extenuating circumstances will not be considered.

6.4. Other acceptable qualifications

6.4.1. The full International Baccalaureate is acceptable as an entry qualification. Three subjects including Chemistry or Biology and one 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 37 points in total with a minimum of 6 points in the higher level science subjects and 5 points in the third higher level subject.

6.4.2. Scottish Highers are not accepted alone, Advanced Highers must also be offered. Candidates must offer: three Scottish Highers at grades AAB 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

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>

in any subject is required at grade M2.

- 6.4.4. European Baccalaureate. Chemistry and Biology are required with a minimum grade of 8.2 in each of these two options and a grade of 82% 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, 4, 4 or higher; two of these subjects must be Biology and Chemistry.
- 6.4.6. Irish Leaving Certificate. A1 A1 A2 A2 B1 B1 at Higher level including A1 in Chemistry and Biology , or H1 H1 H2 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 4 in English Language and Mathematics and level 3 in Chinese and Liberal Studies. Level 5 in 3 elective subjects.
- 6.4.9. Level 5 is needed in Chemistry and Biology. Hong Kong Advanced Level Examinations HKALE AAB Chemistry and Biology are needed.
- 6.4.10. Singapore Integrated Programme Cambridge A levels (SIPCAL) with Grades AABB at H2 Level. Equivalent subjects to A levels are needed 2 Sciences (Chemistry, Biology, Physics or Maths).
- 6.4.11. Australia. Applicants are required to have a UAI/TER/ENTER/ATAR score of at least 93.00. In addition Chemistry and Biology must have been studied within year 12.
- 6.4.12. India. Central Boards (CBSE, ISC) and West Bengal Board 85% Standard XII, including 85% in Biology and Chemistry, and Standard X 80% in Biology Chemistry, English and Maths. State board qualifications other than West Bengal 90% Standard XII, including 85% Biology and Chemistry, and Standard X 85% in Biology Chemistry, English and Maths. Applicants must pass the National Eligibility Entrance Test (NEET) mandatory for those students who wish to study medicine outside India.
- 6.4.13. Israel. Bagrut with 85% or 8.5/10 overall, with at least three subjects at 5 units. A minimum of six subjects must be studied Bagrut with 85% or 8.5/10 overall, with at least three subjects at 5 units. A minimum of six subjects must be studied.
- 6.4.14. Canada. 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%.

Province	Entry Requirement
Alberta	General High School Diploma with a minimum of 87% in five acceptable grade 12 courses
British Columbia	British Columbia Senior Secondary Graduation Diploma with 87 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 87 per cent in each
New Brunswick	High School Graduation Diploma with a minimum of 87 per cent in at least five acceptable subjects
Newfoundland or North West Territories	Graduate Certificate with minimum of 87% in at least five acceptable subjects at grade 12 level
Nova Scotia	High School Completion Certificate with minimum of 87 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 87 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 87%
Saskatchewan	Complete Division IV Standing with a minimum of 87 per cent in at least five acceptable subjects
Yukon Territory	Senior Secondary Graduation Diploma with a minimum of 5As (AAAAA) or 90% in acceptable grade 12 courses

The programme also accepts all European qualifications currently accepted at Queen Mary at AAB equivalent or better.

Country	Qualification
Austria	Reifeprüfung / Matura pass with good distinction or higher, with at least 2.0 overall

Country	Qualification
Belgium	Certificat d'Enseignement Secondaire Supérieur (CESS), Getuigschrift van Hoger Secundair Onderwijs (GHSO) or Abschlusszeugnis der Oberstufe des Sekundarunterrichts. 75% or 7.5/10 or 16/20
Bulgaria	Diploma Za Sredno Obrazovanie 5.6/6 overall, including 5.8 in one Matura subject (not Bulgarian Language and Literature)
Croatia	Svjedodžba o Maturi (Matura Certificate) 5/5 overall
Cyprus (Greek Cyprus)	Cypriot Public <i>Apolytirio Lykeiou</i> with Pancyprian examinations. Achieving a minimum average score of 17.5/20 overall. This must include AA at A level
Czech Republic	Vysvědčení o maturitní zkoušce (Secondary School Leaving Certificate) 1.5 average from best four subjects
Denmark	Bevis for Studentereksamen (Secondary Education Graduation Certificate) (Højere Forberedelseseksamen (HF), Højere Handelseksamen (HHX) or Højere Teknisk Eksamen (HTX) may also be accepted at 9.1 overall, including 10, 10, 10 in three Level A subjects
Estonia	Gümnaasiumi lõputunnistus with the Riigieksamitunnistus (Secondary School Leaving Certificate with the State Examination Certificate) 5/5 overall, including 89% in at least three National State Examination subjects
Finland	Ylioppilastutkinto / Studentexamen (Matriculation Examination) 6,6,6,5 in your best subjects
France	Diplôme du Baccalauréat 14/20
Germany	Zeugnis der Allgemeinen Hochschulreife / Abitur 1.6 overall, including 12 in two higher level subjects
Greece	Apolytirio Genikou Lykeio plus Panhellenic Examinations with a minimum average score of 18.5/20 overall. This must include at least 18 in two relevant Panhellenic examination subjects
Hungary	Érettségi Bizonyítvány (Secondary Education Graduation Certificate) 5 overall, including one Advanced Level subject at grade 5
Iceland	Stúdentspróf (from Gymnasium) (Matriculation Certificate) 7.8/10 overall
Italy	Diploma di Esame di Stato/Diploma di Maturità (Classica/Scientifica/Linguistica) 90 overall, including 9 in Biology and Chemistry in the final year of study, or 14 in the written assessment
Kosovo	Diplomë për Kryerjen e Shkollës së Mesme të Lartë (Diploma for High School Graduation) 4.5/5 overall
Latvia	Atestāts par vispārējo vidējo izglītību (Certificate of General Secondary Education) 90% in four State subject exams
Lithuania	Brandos Atestatas (Secondary School Leaving Certificate) 90% in three State Matura subjects, plus 9/10 as an average in the School Matura exams
Luxembourg	Diplôme de Fin d'Études Secondaires (secondary education completion diploma) 50/60
Malta	Advanced Matriculation AA in the two subjects taken at Advanced level, and AABB in the four Intermediate subjects
Netherlands	Voorbereidend Wetenschappelijk Onderwijs (VWO) (Gymnasium A/B and Atheneum A/B) diploma 7.5 overall
Norway	Vitnemål fra den Videregående Skole (Leaving Certificate from Upper Secondary School) Award of VVO with overall average grade of 5. For subjects with external examinations, we will use the average grade of your final assessment and external examination when calculating the overall average

Country	Qualification
Poland	Matura/Swiadectwo Dojrzalosci with 80% in three subjects taken at Advanced Level
Portugal	Diploma Nível Secundário de Educação / Certificado Nível Secundário de Educação 18/20 overall
Romania	Diplomă de Bacalaureat (Baccalaureate Diploma) 9/10 overall, including 9/10 in three written subject examinations
Serbia	Diploma o Zavrшеноj Srednjoj Skoli (Diploma of Complete Secondary Education or Secondary School Leaving Certificate) 4.5/5 overall
Slovakia	Vysvedčenie o maturitnej skúške (Secondary School Leaving Certificate) 1 in three subjects, with no subject lower than 2
Slovenia	Maturitetno spričevalo (Matura Certificate) 4.8/5 overall
Spain	Título de Bachiller/Bachillerato 8/10 overall
Sweden	Avgångsbetyg / Slutbetyg från Gymnasieskola (Upper secondary school leaving certificate) Grade A in 1700 credits with no subjects below grade C
Switzerland	Maturity Certificate (upper secondary school leaving certificate) 5.0 overall, including 6.0 in at least one subject

6.5. Qualifications which do not meet our entry requirements

6.5.1. The following qualifications are not considered for entry into Medicine , 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 CCFS 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. Degrees are divided into three categories. Bioscience degrees which DO contain sufficient biology and chemistry - no further A or AS level requirements
- Science degrees which lack biology or chemistry then candidates must have a minimum A or AS level grade C for biology and/or chemistry (depending on what is missing in your degree).
 - Non-science degrees. Candidates must have a minimum B grade A or AS level in chemistry or biology, plus one other science also at grade B. Accepted science subjects are Chemistry, Biology, Physics, Maths, and Psychology. It is acceptable that a graduate applicant can take or re-take their required AS/A levels in order to achieve a grade B during or after their degree if it has not been offered. 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. 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.
- 6.7.1. 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.
- 6.7.2. Students who have commenced a medical 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.
- 6.7.3 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. Non-academic entry requirements

7.1. Age requirements

- 7.1.1. All students for the MB BS Malta programme must be at least 18 years old at the start of their clinical work. Applicants who are within weeks of being 18 at the start of the course must, along with their parents, follow the QMUL Under 18 Policy which can be found at <http://www.arcs.qmul.ac.uk/docs/policyzone/165805.pdf>. Applicants who will be under the age of 18 by the start of their clinical work can apply for deferred entry so that they will meet the minimum age requirement by the start of the course.

7.1.2. Applications are encouraged from mature students for the Medicine programme. There is no upper age limit, provided academic entry requirements are satisfied.

7.2. Deferred Entry (Gap year students)

7.2.1. Applications for deferred entry for A110 requested by the 30th June deadline will be accepted and applicants assessed in the cycle in which they apply. Applicants who apply by the deadline but do not request deferred entry until after application will be considered on a case by case basis.

8. Number of places available for 2018 entry

8.1. The number of places available on the 2018 Medicine programme is as follows:

Programme	Places
5-year MB BS programme in Medicine	60

9. Selection process and sequence

9.1. 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.

9.2. A110 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 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 tariff points from the scoring Academic component (A levels, IB, Pre-U etc.). We aim to interview approximately 300 for A110, applicants on the basis of UKCAT score and predicted 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.

9.3. Personal Statement and References

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

9.3.2. Personal statements should provide evidence of commitment to, and realistic appreciation of, the academic, physical and emotional demands of a medical 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.

9.3.3. 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 profession. Good communication skills and the ability to work as a part of a team are essential strengths for a doctor.

9.4. Work Experience

9.4.1. 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.

9.4.2. 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.

9.5. UK Clinical Aptitude Test (UKCAT)

9.5.1. For A110, 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 as measured by UCAS tariff or weighted score for EU/International applicants and academic ability for graduates based on a weighting of degree classification or postgraduate degrees compared to other applicants who apply in that same year.

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.

Graduates who apply for the Medicine five-year programme and meet the minimum academic criteria will be ranked against the other graduate applicants applying in that year according to 50:50 weighting applied to the UKCAT score and academic ability as measured using a points weighting of degree classification or postgraduate degrees.

9.6. Interviews (A110)

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

and or a current student .

9.6.2. 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, candidates are usually asked about their personal experiences gained through work experience or voluntary work.

9.6.3. Candidates will be asked to be prepared to discuss a case scenario or topical issue, which will be sent to them in advance. There are no 'right' or 'wrong' answers in this situation.

9.6.4. 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.

9.7. Offers

9.7.1. 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 (for UK and EU applicants only) by the required deadlines. All decisions are confirmed by email through the University.

10. Other Entry Conditions

10.1. Disclosure & Barring Service (formerly CRB) Clearance

10.1.1. 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 their application 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.

10.1.2. 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 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.

10.1.3. All offers for UK/EU applicants 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. International applicants will be asked to provide a satisfactory certificate of police conduct issued by their home country within the last month.

10.1.4. Applicants in receipt of offers are subject to an ongoing obligation to disclose any criminal convictions or other punishment received since they completed their application 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.

10.1.5. 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.

10.2. Health Questionnaire

10.2.1. 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 student and doctor 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.

10.3. Blood-Borne Viruses and other infectious diseases

10.3.1. 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. Feedback

11.1. 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, 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 by email via U of the reason of their rejection. No further feedback is provided to these applicants.

12. Appeals

12.1. 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.

12.2. 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 application or during the admissions and selection process;
- Evidence of bias or prejudice.

12.3. 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.

12.4. 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.

13. Complaints

13.1. 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.

14. Plagiarism and Falsified Applications

14.1. Applicants should be aware that the University 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.

14.2. 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.

15. Data protection

15.1. 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.

15.1. Information provided by applicants will be used for the purposes of managing the School's recruitment, selection and admissions processes in line with QMUL's Data Protection Policy and data protection legislation. If you go on to enroll this personal data will form part of your student record. Anonymised data may be used for reporting purposes. For more information, please refer to relevant privacy notices.