

Admissions Policy (2023)

School of Medicine

A100, A108, A10L and A18L Undergraduate Medicine

Note that this policy is correct for the current intake cycle and may be subject to change.

Year of Admissions Cycle: 2023

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1.1	25.03.22	Mandy Hampshire
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Introduction

The contents of this admissions policy statement are neither an exhaustive nor an exclusive list of issues relating to the A100, A108, A10L and A18L admissions process. The policy is reviewed regularly, updated and subject to change.

It is important that the process of student admission onto the A100, A108, A10L and A18L undergraduate medicine courses is free from unlawful discrimination of any kind.

The following guidelines are consistent with The University of Nottingham Admissions Policy, found here:

<https://www.nottingham.ac.uk/qualitymanual/admissions/index.aspx>

The policy is also subject to statutory requirements governing the professional requirements of the professional accrediting body the General Medical Council (GMC)

Fair Admissions

Equality and Diversity is a core value underpinning the School of Medicine and University of Nottingham's vision in creating a positive environment for study. We believe in ensuring our processes are free from unfair discrimination of any kind. The Directors of Admissions (Nottingham and Lincoln) are responsible for admission to the courses A100, A108 and A10L, A18L respectively.

The following play no part in the admissions process:

- Age; age is not a barrier to entry at any stage although applicants should consider the length of the course and their expected length of health sector service upon graduation (including postgraduate training)
- Being from a medical background
- Being related to, or an acquaintance of, a member of the School of Medicine or the University
- Country of origin except for:

A100/A10L applicants - for fee-paying purposes, the UK Council for International Education (UKCISA) will advise.

The A108 and A18L courses are open to applicants who are UK citizens, classed as a home student for fees purposes and living in a neighbourhood in the UK that is less advantaged in terms of income, education and other factors. Applicants from other countries may be eligible if they have indefinite leave to remain in the UK or refugee status at the point of making an application for this course.

- Disability - Subject to Occupational Health clearance to ensure applicants are fit to train and that appropriate support is available throughout the course as outlined in GMC guidance Welcomed and Valued (2019)
- Gender identity
- Marriage and civil partnership
- Pregnancy and maternity
- Race or ethnicity
- Religion or belief
- Sexual orientation
- Social background or class or school

Maintaining records

Keeping Data

General statistical information is collated each year by the School of Medicine (SOM) Admissions Team, overseen by the Directors of Admissions. Anonymised data is used for analysis and planning purposes. Examples of data collated include unsuccessful and successful applicants, gender ratios and age of applicants. The University Planning Unit will use applicant statistics in order to monitor and report on its widening participation objectives.

Records relating to applications for the Medicine courses will be kept for a minimum of one year after the year of application and for successful applicants some data will be retained for the duration of their University of Nottingham Medicine course. All interview materials remain confidential to the School of Medicine Education Centre; this information is not released to students as it could compromise the integrity of the structured interview programme. Individual feedback is not normally provided to applicants.

Policy development and committees

Details

The Admissions policy is defined and reviewed at a local level by the School of Medicine Admissions Committee. The Committee reports to the School of Medicine Undergraduate Education Board. Committee membership and purpose are defined in the Admissions Committee Terms of Reference.

Additional Guidance

Fitness to Practise, Criminal Convictions and Disability

Identifying Fitness to Practise Issues

By awarding a medical degree, the University is confirming that the graduate is fit to practise to the high standards laid down by the General Medical Council (GMC) in its guidance *Outcomes for Graduates (2018)*, *Promoting Excellence (2016)* and *Good Medical Practice (2019)*. It is therefore important that those applicants who may have fitness to practise issues, criminal or health related, disclose this information confidentially to the Director of Admissions (Nottingham or Lincoln) as soon as possible. The UCAS application is screened during the selection process for declarations of previous criminal convictions and Fitness to Practice issues.

Criminal convictions and professional misconduct

Where criminal convictions are revealed by a declaration on the UCAS application form, or we are notified of professional misconduct at any point during the selection process or from a disclosure by the Disclosure and Barring Service (DBS), any offer will be subject to review by the Fitness to Practice and Professionalism Leads in the School of Medicine.

Applicants will also be expected to comply with University of Nottingham regulations and policies and any significant issues identified during the selection process for Medicine will be reviewed through the processes outlined in the University of Nottingham Quality Manual.

If concerns regarding professional misconduct are identified before an offer is made to an applicant, advice will be sought from the School of Medicine Leads for Fitness to Practice and Professionalism. The decision about whether or not to make an offer to an applicant will be discussed with the Dean of Medical Education. If the offence or conduct issue does not compromise Fitness to Practise, it may be decided to allow admission to the Medicine course. Where a case is more serious, the application is likely to be unsuccessful.

If concerns regarding professional misconduct are identified after an offer to study Medicine has been accepted by an applicant, professionalism concerns will be dealt with via submission of an Intervention Request form, which will be reviewed by the Fitness to Practice and Professionalism Leads in the School of Medicine. For more serious issues, the Faculty of Medicine and Health Sciences Fitness to Practise procedures will be followed and will involve an investigation by an independent investigating officer. Following review of the investigating officer's report the case may be concluded with no further action or referred to the Faculty of Medicine and Health Sciences Health Professions Fitness to Practise Board. If referred, a virtual panel of at least three members of the Health Professions Fitness to Practise Board (excluding Board members from the School of Medicine) will be consulted to review the investigating officer's report

and the relevant supporting evidence. The decision of the virtual panel may include no further action, referral back to the School of Medicine for a warning and an action plan, or referral to the Fitness to Practise Committee.

The Fitness to Practise Committee has the power to permit the student to start on the Medicine course without a warning or sanction, issue a formal warning and allow the student to start on the course, or impose a sanction (which may include withdrawal of the offer of a place on the Medicine course). For applicants holding an offer of a place for a Medicine course, independent members of the Fitness to Practise Committee will include at least one member who is a registered medical practitioner with a licence to practise.

Occupational Health Clearance

All offers are subject to satisfactory occupational health clearance. Applicants who accept our offer as their firm choice will be asked to complete and return the relevant required information by the 31th July.

It is the responsibility of the Medical School to ensure that students accepted on the course are able to complete the training and achieve the competencies required by the General Medical Council (GMC) for full registration after the first year of the UK Foundation Programme. The Medical School must consult the GMC if there is doubt and if it proposes a modification of experience to achieve the competencies.

All Occupational Health checks must be completed satisfactorily in order for an applicant to register as a student on the Medicine course.

Disability, special needs or medical conditions

Applicants with a disability, special needs or medical conditions are encouraged to notify the relevant Director of Admissions so that appropriate adjustments can be made, for example, during interview. Firm and insurance offer holders may be asked to provide additional information relating to a disability, special needs requirements or chronic medical condition indicated on an application, which will be considered by the Director of Admissions and the Director of Wellbeing and the Disability Liaison Officer (SOM, undergraduates). All firm offer holders will be assessed by The University of Nottingham Occupational Health provider to ensure applicants are fit to train and that appropriate support is available throughout the course as outlined in *GMC guidance Welcomed and Valued (2019)*.

The Medical School must ensure that all students accepted on to the course are capable of completing the training and achieving the competencies required by the General Medical Council (GMC) for full registration after the first year of the UK Foundation Programme *GMC Outcomes for provisionally registered doctors with a licence to practice, (2015)*.

A clear plan to enable a disabled student to achieve competency must be agreed before the student enters the course. Not all disabilities limit the experience of doctors in training in this way, but applicants should disclose any disability in their UCAS application and be prepared to release their medical details to allow the University's Disability Support Services team to assess their situation.

Failure to disclose a disability that might prevent an applicant from carrying out their required duties could put at risk the applicant's fitness to practise and might jeopardise their place on the Medicine course.

Voluntary and Work Experience

All applicants are usually expected to have spoken to a doctor or doctors to ensure they are making an informed choice about a career in medicine. Applicants are normally expected to have ongoing voluntary work experience in a care related setting in their 'home' country, or to have ongoing volunteering experience helping disadvantaged groups, or paid employment in a job working with the general public.

We recognise that from March 2020 it has been difficult to gain relevant experience in healthcare. We do not expect any in person NHS work experience to have been completed from March 2020 onwards and applications will not be negatively affected if applicants have not gained in person NHS work experience.

Course-specific information

Admissions process

Applications are assessed to ensure applicants fulfil the minimum course entry requirements.

Achieved GCSE grades (or equivalents) and UCAT scores are assessed and scored. Applicants are ranked and the top scoring applicants are invited to interview. Interviews will be held from December and will be completed by March.

The scoring systems are updated and made available to applicants each year on our website:

<https://www.nottingham.ac.uk/medicine/study-with-us/undergraduate/undergraduate-medicine/undergraduate-selection-process.aspx>

Academic criteria

Academic entry requirements for standard qualifications (A-level, IB, GCSEs) can be found on the University of Nottingham website.

<https://www.nottingham.ac.uk/ugstudy/course/Medicine-BMedSci+and+BMBS>

<https://www.nottingham.ac.uk/ugstudy/course/Medicine-with-a-Foundation-Year-BMedSci+and+BMBS>

<https://www.nottingham.ac.uk/ugstudy/course/Medicine-at-Lincoln-BMedSci+and+BMBS>

<https://www.nottingham.ac.uk/ugstudy/course/Medicine-at-Lincoln-with-a-Foundation-Year-BMedSci+and+BMBS>

Other qualifications, including international qualifications, are considered and applicants should contact the University of Nottingham Enquires Team for information.

<https://www.nottingham.ac.uk/contact/>

We do not accept applicants who, for whatever reason, failed to complete the study of a Medicine degree at another institution.

We will consider resits of no more than 2 A-levels under the following conditions:

- Applicants have completed A-levels in the previous 12 months
- Obtained at least ABB at first sit with at least an A in Biology/Human Biology or Chemistry

We do not accept A levels in the following subjects:

- Citizenship studies
- Critical thinking
- General studies
- Global perspectives.

Due to overlapping content, we are unable to consider the following subject combination:

- Biology and Human Biology (Biology A and Biology B)

We do not accept GCSE resits.

Graduate students applying for the five-year BMBS programme

Applicants at university studying subjects other than Medicine can apply for Medicine at University of Nottingham if they are in their final year and due to graduate. They must be predicted/achieved at least an upper second class honours degree (or equivalent) in any subject. The degree award must be conferred to us no later than 20th July each year.

Degrees must be completed in the natural length intended for the qualification (generally, 3 years for Bachelors, and 4 years for integrated Masters).

If the applicant has

- a 2:1 in a bachelor's or an undergraduate master's degree they need to meet our A-level requirements and have achieved a minimum of GCSE grade C (4) in English Language and Maths
- a 1st in a bachelor's or undergraduate master's degree, if this is in a relevant degree with sufficient biology and chemistry content then the applicant would not need to meet the A level requirements but they must have achieved a minimum of GCSE grade C (4) in English Language and Maths
- a 1st in a non-relevant bachelor's degree or undergraduate masters degree then the A-level requirement must still be met and they must have achieved a minimum of GCSE grade C (4) in English Language and Maths

Graduate Masters and PhD qualifications are not taken into consideration.

If applicants are unsure if their degree is acceptable, or what A-levels are required, they are advised to contact the University of Nottingham Student Recruitment Support Hub for advice.

Applicants who started University studies but did not complete their degree (other than a Medicine degree), or who withdrew from their studies, can apply for Medicine if they meet all the entry requirements (GCSE, A-level or equivalent) specified for the course.

We also consider non-graduate mature applicants. There is no fixed upper age limit, but we will consider the length of the course and the expected length of service after qualification.

Additional Criteria

Minimum age requirement

We accept students who are 17 years old or above onto the course.

If an applicant will be under the age of 18 when they register with the University, a parent or legal guardian must complete an under 18 consent form and the University of Nottingham Under 18 guidance will be followed.

<https://www.nottingham.ac.uk/admissions/under-18-guidance.aspx>

We do not consider applications from students who would be in their 16th year on the 1st September of the year they start their course.

UCAT

It is expected that all applicants will take the Universities Clinical Aptitude Test (UCAT) in the current year Admissions cycle for application. Applicants with a Situational Judgement Test (SJT) score in band 4 will not be considered, and will not be invited to interview.

We use a scoring system to rank applicants and invite the top scoring applicants for interview. There is no set cut-off score for the UCAT. For more details on this:

<https://www.nottingham.ac.uk/medicine/study-with-us/undergraduate/undergraduate-medicine/undergraduate-selection-process.aspx>

For further information on the UCAT, including practice tests and details of their bursary scheme:

<https://www.ucat.ac.uk/>

Use of the Personal Statement

We do not use the personal statement as part of our selection process for interview. We do not score the personal statement but it will be assessed alongside the UCAS School reference after interview and before offers are made.

Interviews

No offers for Medicine are made without the applicant first being interviewed within the current Admissions cycle. This does not mean that we interview all applicants.

Most applicants who have previously applied for any of our medicine courses are welcome to re-apply. The new application will be assessed through the selection process for the year of entry. Applicants can be interviewed a maximum of three times for any of our four, five or six-year medicine courses.

If an applicant has been interviewed twice, they may be able to apply and be considered for any one of our medicine courses, for one final time. However, they must wait a minimum of three years after the last interview before applying again. If significant reservations were raised during a previous admissions cycle, the applicant will not be shortlisted again for an interview.

Interviews are usually held between December and March. Photo identification will be required for all applicants at interview.

The purpose of the interview is to provide the applicant with an opportunity to demonstrate evidence of skills and attributes that are appropriate to a career in medicine and to display insight into a range of topics related to a career in medicine, as outlined by Medical Schools Council.

<https://www.medschools.ac.uk/studying-medicine/interviews>

At the interview

In past years, the Multiple Mini Interview (MMI) has consisted of eight stations, each taking six minutes (one minute for reading instructions and five minutes for completing the task). The interview has begun with a one minute “ice-breaker” which did not contribute to the overall score.

Each interview station is designed to assess one or more specific attributes that we believe makes a good doctor and upholds GMC and NHS values. Interviews are conducted in accordance with the University's Equality and Diversity Policy. Every interviewer has undertaken bespoke interviewer assessor training, as well as equality, diversity and unconscious bias training.

A member of the Medical Admissions Committee, usually the Director for Admissions for that site will lead each interview day. At least one Admissions Committee member will provide support and quality assurance.

For 2023 entry, the interview process will be virtual/online due to the impact of Covid 19. Up to date information for the interview process will be provided on the University of Nottingham Medicine Admissions webpages. The format of the interview will be modified because of being virtual/on line and more detailed information will be provided for applicants before their interview.

<https://www.nottingham.ac.uk/medicine/study-with-us/undergraduate/undergraduate-medicine/undergraduate-selection-process.aspx>

Extra time in the interview

Sufficient time is built into our interview stations, such that additional extra time is not required.

After the interview

Applicant performance at interview is scored by the assessors and ranked by the School of Medicine Admissions Team. Those applicants with the strongest overall interview performance receive offers. We aim to make offers as soon as possible, but to ensure fairness, applicants may not receive a decision until all the interviews have been completed. The UCAT score, including the SJT band, is our primary differentiator for distinguishing between applicants with identical interview scores.

Alternative offers

Applicants who did not score highly enough at interview may be considered for an alternative medicine course or other courses. In such cases, applicants receive an email providing details of the alternative options. Courses that may be offered as alternatives (but are not limited to):

- Medicine A100, A108, A10L, A18L
- Medical Physiology and Therapeutics
- Cancer Sciences

Deferred applications

Deferred applications (those made in 2022/2023 for 2024 entry) will be considered.

In fairness to the following cycle of applicants, we may limit the number of deferred offers. Applicants who did not apply for deferred entry initially, but who subsequently wish to defer after receiving an offer, must request deferral by 1st May. Requests received after the deadline are only considered in exceptional circumstances. We reserve the right to decline deferral requests (for example, if we have an exceptionally high number of deferred offer holders). If a request to defer the year of entry to the Medicine course has been accepted, a request to “undefer” must be requested by 1st May.

Transfers

Requests to transfer onto Nottingham or Lincoln Medical School Medicine courses are not considered from any source.

General Information

Admissions team

All applications are assessed by a central University of Nottingham Admissions Service, in close co-operation with the School of Medicine Admissions team.

Admissions process

We assess applicants on the basis of their application only; we do not take into account any additional information received from an applicant or institution, unless we have requested it.

Applications received by the 15 October deadline set by UCAS are guaranteed equal consideration.

We do not discriminate against applicants on the grounds of age, disability, gender reassignment, marriage or civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

To assess an application, we require the following information:

- a full academic history from age 16 onwards, including details of any retakes or uncompleted qualifications;
- in cases where grades are not available or a student has not provided information on their past completed qualifications, an academic transcript showing the results of previous courses or examinations may be requested.

Correspondence with applicants

All correspondence relating to an applicant's status is sent by email. We monitor the number of offers we make and may hold some applications until later in the cycle. For applications submitted by 15 October, the final deadline by which applicants receive a decision is set by UCAS and usually in May. Most decisions are released well before this date.

Reference criteria

References should be provided by a personal tutor from the applicant's school, college or university. Where this is not possible, a non-academic reference should confirm the applicant's relevant experience and indicate their potential for degree-level study.

The reference is considered alongside the personal statement, taking into account the following:

- predictions of examination results (including, if necessary, an explanation of any non-standard qualifications);
- an overall assessment of the applicant, in particular the suitability and academic potential of the applicant to study at degree level;
- discussion of earlier exam results, especially those influenced by personal or medical circumstances (and therefore a poor guide to ability);
- discussion of the applicant's intellectual curiosity, interests and suitability for the subject.

International applicants

International applicants are subject to the criteria detailed on our international web page:

www.nottingham.ac.uk/studywithus/international-applicants/index.aspx

Applicants who have not taken the full GCSE/iGCSE requirement would be asked to provide a Year 10 or 11 (depending on the number of years of schooling) transcript

showing that they have taken at least 6 subjects including biology, chemistry, maths and English language and that their grades are equivalent to what is required by GCSE applicants.

Students will typically need a Tier 4 visa to study with us.

ENGLISH LANGUAGE REQUIREMENTS FOR NON-UK STUDENTS

Medical students need to be fluent in English, both to understand the course and communicate with patients.

International applicants

If English is not the applicant's first language, we only accept one of the following:

- IELTS 7.5 (no less than 7.0 in any element)
- Pearson Test of English (Academic) 79 (minimum 76)
- Cambridge Proficiency/Advanced test (from January 2015) 191 with no element below 185
- Either GCSE English language grade B (6) or IB standard English language grade 5.

Applicants who are studying their curriculum (i.e. all subjects) in the English medium are required to have GCSE English (first) language grade B(6). IELTS (or one of the above bullet pointed equivalents) will compensate for a grade lower. Applicants who are studying their curriculum in their home language can take iGCSE English as a second language and will need to achieve an A/7 grade

If an applicant has NOT achieved level 6 (Grade B) GCSE English language, we will accept one of the following:

- IELTS 7.5 (no less than 7.0 in any element)
- Pearson Test of English (Academic) 79 (minimum 76)
- Cambridge Proficiency/Advanced test (from January 2015) 191 with no element below 185
- International Baccalaureate diploma: If GCSE has not been taken and achieved at grade B (6), we require either IB English (standard level) at grade 6 or IB English (higher level) at grade 5.

Applicants who are studying their curriculum in their home language can take iGCSE English Language and must achieve a Grade A

Former international and EU students living in the UK

For 2023 entry, if your home country is not the UK but you are now living in the UK (with indefinite leave to remain) having moved here after 1 September 2019 from a country where you were not studying the full curriculum (ie all subjects) in the English language:

If you have NOT achieved level 6 (Grade B) GCSE English language, we will accept one of the following:

IELTS 7.5 (no less than 7.0 in any element)

Pearson Test of English (Academic) 79 (minimum 76)

Cambridge Proficiency/Advanced test (from January 2015) 191 with no element below 185

International Baccalaureate diploma: IB standard English language grade 6 or IB English (higher level) at grade 5.

Contextual information

As part of our commitment to the UK national agenda on widening participation, we consider the context in which grades have been achieved and may make contextual offers.

For the five year courses (A100 and A10L), UK applicants who meet the University of Nottingham Contextual Criteria, who are successful at interview will receive an offer of AAB (one grade lower than standard) with at least one A in either Biology or Chemistry. (Or IB with predicted overall score of 35 (6,6,5 at Higher Level) including 6 in either biology or chemistry, excluding core component). Other equivalent qualifications will be reviewed on a case by case basis.

Contextual applicants who have completed one of four widening participation courses:

- Nottingham Pathways to Medicine Programme
- Nottingham Potential Summer School
- Nottingham Sutton Trust Summer School
- Lincoln Summer School

will be identified and will be fast-tracked to interview providing they meet the academic requirements of the five-year courses, have taken the UCAT test and have not achieved a Band 4 in the SJT component of the UCAT.

If successful at interview, these applicants will also receive an offer of AAB (one grade lower than standard) with at least one A in either Biology or Chemistry.

Elite Athletes

Applicants who are identified as 'Elite Athletes' by the University of Nottingham will be fast tracked to interview providing they meet the standard minimum academic and UCAT requirements for the Medicine course for which they are applying and are identified and confirmed as Elite Athletes with the University of Nottingham Admissions team by 21st December.

Offers to successful Elite Athletes will be AAB (one grade lower than standard) for the five year courses with an A grade in Biology or Chemistry if the applicant selects Nottingham as their firm choice.

For further information applicants should contact The University of Nottingham Department of Sport.

<https://www.nottingham.ac.uk/sport/performancesport/index.aspx>

Additional information

The University only guarantees places to applicants who meet the exact terms of their offer; however, applicants who narrowly miss the terms of their offer may still be considered as 'near-miss' candidates and may be considered if not all allocated places are filled in August, at the time of publication of A level results. The number of places potentially available for near miss candidates varies from year to year depending on the number of firm offer holders who achieve their grades.

All applications from such candidates are reviewed in August after publication of A-level results. Any candidates in this position will be notified of all decisions via UCAS and not directly from the School of Medicine.

In the event of oversubscription to the Medicine courses, the University reserves the right to allocate places to offer holders in accordance with the Oversubscription Policy for Medicine up to the total Office for Students Medical intake target for 2023-2024.

<https://www.nottingham.ac.uk/medicine/about/policies-and-forms/index.aspx>

Contacts for enquiries

Applicants who have any questions, will be directed to the University of Nottingham Student Recruitment Support Hub:

<https://www.nottingham.ac.uk/studywithus/enquiry.aspx>