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# School of Medicine: Admissions Policy (2024)

## A101 Graduate Entry Medicine

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NB: This policy is correct for the current intake cycle and may be subject to change.



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## Introduction

The contents of this policy statement are neither an exhaustive nor an exclusive list of issues relating to the A101 admissions process. This policy is reviewed regularly, updated and is subject to change.

It is important that the process of student admission onto the A101 Graduate Entry Medicine (GEM) programme at the University of Nottingham is free from unlawful discrimination of any kind.

The following guidelines are consistent [with the University of Nottingham Admissions Policy](#).

The policy is also subject to statutory requirements governing the professional requirements of the professional accrediting body, the General Medical Council (GMC) and guidance provided by the Medical Schools Council (MSC).

## Fair Admissions

The School of Medicine and the University of Nottingham seek to create a positive learning environment which is inclusive and free from unfair discrimination of any kind. The Director of Admissions for Graduate Entry Medicine is responsible for admissions to the A101 course.

The following factors 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 service upon graduation, including postgraduate training
- Being from a medical background
- Being related to, or an acquaintance of, a member of the Medical School or the University or any other Medical School / University
- Country of origin - although only students who are deemed to have UK 'home status' are eligible to apply for a Home place on the course. For fee paying purposes, the UK Council for International Education (UKCISA) will advise.
- 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 or reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race or ethnicity
- Religion or philosophical belief



- Sexual orientation
- Social background, class or school

## Maintaining records

### Keeping Data

The admissions team and the Director of Admissions for Graduate Entry Medicine collates general statistical information each year. Admissions reports, including anonymised summaries of admissions data are used for planning purposes and for monitoring the diversity of students recruited to the A101 course. Examples of data collated include gender ratios, analysis of first degrees, average GAMSAT scores and age of applicants. The University Planning Unit will also use applicant statistics in order to monitor 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. All applicants whether successful or not are able to access information contained on application forms during the application period (from October - April/May the following year). All interview materials remain confidential to the School of Medicine; this information is not released to students as it would compromise the integrity of the structured interview programme.

Resources are not available to provide feedback to individual applicants, however, some generic guidance is available on the web and at open days.

## Policy development and committees

### Details

The Admissions Policy for the Graduate Entry Medicine course is defined and reviewed by the GEM admissions strategy group and the School of Medicine Admissions Committee. The Committee reports to the School of Medicine Undergraduate Education Board. The membership and purpose of the Admissions Committee is defined in the Terms of Reference. The Director of Admissions for GEM is a member of the School of Medicine Admissions Committee.

## Additional Guidance

### Fitness to Practice, 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 \(2013\)](#)

It is therefore important that those candidates who may have fitness to practise issues, both criminal and health related, disclose this information confidentially to the Director of Admissions for Graduate Entry Medicine as soon as possible. The UCAS application is screened during selection for declarations of previous criminal convictions and Fitness to Practice issues. All disclosed information of a confidential nature will be shared only with those members of the University of Nottingham Admissions Team and School of Medicine Medical Education Team who are responsible for making decisions regarding admission to the Medicine courses.

### **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.

It is the applicant's responsibility to ensure that they have a new UK DBS (Enhanced Adult and Child) or the appropriate DBS check/s for their home country if an international student before registering on the Medicine course. All DBS checks must be completed satisfactorily in order for an applicant to register as a student on the Medicine course. Failure to complete this process and meet this requirement of the offer will preclude the applicant from commencing their studies. It is a legal requirement that any person who may be in contact with vulnerable patients has a current UK DBS or equivalent.

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 or suitable deputies. The decision about whether or not to make an offer to an applicant in the light of concerns being raised will be discussed with the Dean of Education, or a suitable deputy. If the offence or conduct issue is not deemed to 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, these 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 or by suitable deputies.

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.

The Fitness to Practise Committee has the power to:

- permit the student to start on the Medicine course without a warning or sanction (subject to achieving all other conditions of the offer of study)
- issue a formal warning and allow the student to start on the course (subject to achieving all other conditions of the offer of study)
- 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 required information to our occupational health provider by 20th July to ensure they are deemed fit to study by the course start date. It is the applicant's responsibility to ensure that they complete the occupational health process to be cleared as fit to study before registering on the Medicine course. Failure to meet this requirement of the offer will preclude the applicant from commencing their studies.

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 GMC for full registration after the first year of training. 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 a medical condition are encouraged to notify the Admissions team so that appropriate adjustments can be made, for example during the interview.



Firm and insurance offer holders may be asked to provide additional information relating to a disability, special needs requirements or long term medical condition indicated on an application which will be considered by the Director of Admissions, Director of Clinical Skills and Disability Liaison Officer for GEM.

All firm offer holders will be assessed by the University of Nottingham Occupational Health provider to ensure applicants are fit to train and that adequate 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 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 Services team to assess the 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 asked to gain relevant volunteering or work experience in a health-care related setting (this does not need to be a hospital) and to have observed the work of doctors (or other healthcare professionals) to ensure that they are making an informed choice about a career in medicine. Volunteering to help disadvantaged groups is also considered to be valuable.

We recognise that during the COVID-19 pandemic it was difficult to gain relevant experience in healthcare and therefore we do not expect experience to have been gained during this period.

## **Deferred Applications**

As a rule, the Graduate Entry Medicine course does not accept applications for deferred entry. Permission to defer will only be granted by the Director of Admissions for Graduate Entry Medicine in exceptional circumstances such as significant and unforeseen health issues. Applications to defer can only be considered when GAMSAT results will remain in date (i.e., within two years of the admission date). Gaining appropriate work experience, continuing education, financial problems and personal travel are not considered exceptional circumstances.



## Repeat Applications

Applicants are welcome to apply for GEM on more than one occasion. Applicants may be interviewed for a place on one of the University of Nottingham medicine courses on two occasions. Applicants will be considered for a second interview in circumstances where the outcome of the first interview was satisfactory and where no significant reservations were raised. If invited to a second interview, the outcome of the first interview will not be shared with the interviewers or taken into consideration during the selection process. Applicants may be interviewed on a third occasion where the most recent interview occurred three or more years previously.

## References

Applicants who are current or recent students should provide an academic reference. Applicants who completed their degree studies prior to summer 2020, should provide a reference from their current (or a recent) line manager / Head of Department. References cannot be accepted from personal email accounts or via a third party / the applicant.

## Transfers

Requests for transfers onto the Graduate Entry Medicine course are not considered from any source.

## Oversubscription

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 2023-24.

## Contacts for Enquiries

Applicants are welcome to forward questions to the [enquiries team](#)

# Overview of the Admissions Process

## Read about the Stages of Assessment

Details of the admissions criteria and stages of the [A101 Graduate Entry Medicine \(GEM\) selection processes are outlined on our website.](#)