

## Undergraduate Admissions Statement - Medicine

<b>1. Admissions Process</b>
<i>This Statement should be read in conjunction with University's Admissions Principles and Procedures (<a href="http://www.bris.ac.uk/university/governance/policies/admissions-policy.html">http://www.bris.ac.uk/university/governance/policies/admissions-policy.html</a>).</i>
<u>Year of admissions cycle – 2013</u>
<u>Courses covered</u>
A100 – Medicine MBChB (Standard entry – 5 years)  A101 – Medicine MBChB (Graduate entry – 4 years)  A104 – Medicine MBChB (Pre-medical entry – 6 years)
<u>Admissions Team</u>
<ul style="list-style-type: none"><li>• Chairman of Medical Admissions Committee;</li><li>• Medical Admissions Committee: up to 70 members from clinical and medical science departments within the University, local hospitals and GP practices;</li><li>• The Central Admissions team in the Undergraduate Admissions Office;</li><li>• Faculty Admissions Officer in the Faculty Office;</li><li>• Medical Admissions Co-ordinator in the Faculty Office.</li></ul>
<u>Outline of assessment methods</u>
<p>We do not require applicants applying to our Medical programmes in the 2013 cycle to take any additional admissions test (e.g. UKCAT, BMAT, GAMSAT) and scores from these tests are not used in our selection processes.</p> <p>The following procedure applies to all candidates who meet the UCAS application deadline of 15<sup>th</sup> October. (Applications arriving after this date are considered at the discretion of the Chairman of the Admissions Committee, but are unlikely to be successful).</p> <ul style="list-style-type: none"><li>• The University sends all candidates an e-mail to acknowledge receipt of their UCAS form. If a disability has been declared, a questionnaire is also sent.</li><li>• In addition, within four-six weeks of their application arriving at Bristol, candidates for Medicine are sent an email explaining that their UCAS form has been received; that no places are offered without an interview; that we conduct interviews from mid-November until early April; that invitations to interview and offers of places are made throughout this period; and that all interviewees are treated equally regardless of when they have their interview during the interview period.</li><li>• Each application is considered independently by at least two members of the Medical Admissions Team.</li><li>• All applications are considered on an equal basis. Forms are not segregated by the type of educational institution attended.</li><li>• Applications are scored on a range of academic and qualitative criteria (see section 2 - Criteria for Assessing Candidates). Applications are then sorted into 3 categories: i) Automatic Interview ii) Hold or iii) Unsuccessful, according to agreed thresholds. Candidates in category i) are invited for interview.</li><li>• Applications in category ii) not selected for automatic interview are put “on hold” until later in the application cycle when a review of the thresholds and the number of interviewees might result in some of these candidates being invited for interview.</li><li>• Applicants in category iii) are notified through UCAS that their application has been unsuccessful. For questions regarding feedback, please see the University's Applicant Feedback and Complaint Procedures: <a href="http://www.bristol.ac.uk/university/governance/policies/app-comp-proc.html">http://www.bristol.ac.uk/university/governance/policies/app-comp-proc.html</a></li><li>• UCAS application forms from candidates who are deemed to have experienced ‘educational disadvantage’, as defined in section 7.5 of the Admissions principles and Procedures will be passed to a member of a Widening Participation Group for second reading. The group may select up to 65 additional candidates for interview. Candidates are not discriminated against on grounds of race, ethnicity, nationality, gender, sexuality, religion, disability (other than the nationally-set requirements of “fitness to practise”) or age (although it is unlikely that applicants who will be under 17 on entry would be able to demonstrate sufficient life experience to fulfil the selection criteria).</li><li>• All applications are allocated scores on the academic record and the personal statement/reference. The weighting is as follows- Academic score: 20% Personal Statement/Reference score: 80%</li></ul>
<u>Visit Days and other correspondence with applicants</u>

Candidates may attend one of two University Open Days at which the Medicine Courses and admissions process will be described. However they are under no obligation to do so.

#### Additional assessment: (a) interviews

- The purpose of the interview is to authenticate the information provided in the UCAS form. It also provides 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. Candidates are invited to attend for a day, which includes a 15-20 minute selection interview, and in addition usually a tour of the Medical School and the University Precinct and Halls of Residence
- All selection interviews are conducted by two people, at least one of whom is a member of the Medical Admissions Committee. Interviews are undertaken in accordance with the University's policy on equal opportunities and at least one member of the panel is trained in fair and effective recruitment.
- **Criteria for assessing the candidate's performance at interview:**
  - a) Why they wish to study medicine and attributes
  - b) Ability to communicate
  - c) Self-confidence and enthusiasm
  - d) Evidence of extramural activities
  - e) Awareness of current developments
  - f) Ability to develop coherent stance on a topical subject
  - g) Informed about University and course
  - h) Informed about career
  - i) Overall impression created by candidate.

Each criterion is assessed on a six-point scale, and the interviewers complete an "interview proforma" for each candidate. Candidates to whom an offer of a place will be made are selected from the top-rated interviewees.

#### Additional assessment: (b) tests/written work

#### Procedures for specific categories of applicant

##### Processes specific to International Applicants

- Currently, 19 places (7.5% of the total intake) are available for applicants liable to pay "Overseas fees". Only the highest rated candidates are selected for interview. "Overseas" fee-payers are not eligible to apply for A101 (the Graduate Entry programme).
- The highest rated candidates will be invited to attend an interview before an offer is made. No offers are made without interview. We will try to give as much notice of interview dates as possible, but if you have received an invitation to interview at another Medical School in the UK, or intend being in the UK at a particular time, please let us know and we will do our best to allocate you an interview date which falls in the period of your visit.
- Unfortunately, we cannot offer individual interviews outside of scheduled interview days.
- Some interviews are conducted overseas, although it is not always possible for the interview to be conducted with two members of the Admissions Committee. This may also be the case for interviews conducted outside of scheduled interview days.

#### Cross-dept/joint course admissions arrangements

## **2. Criteria for assessing applicants**

### Entry Requirements

Academic entry requirements for standard qualifications (A-level, SQA, IB, Access, BTEC, Welsh Bacc, 14-19 Diploma, GCSEs) can be found in the online Undergraduate Prospectus

<http://www.bris.ac.uk/prospectus/undergraduate/2013>

Other qualifications, including international qualifications, will be considered on their individual merits; further information is available at: <http://www.bristol.ac.uk/international/study-at-bristol/how-to-apply/country-specific/>

#### Academic Record Criteria

Applicants who do not fulfil the entry criteria are unlikely to be invited for interview.

Candidates re-sitting their A levels are unlikely to be invited for interview.

Credit is given for the best 8 GCSE subjects at A\*/A.

Candidates are expected to have studied 4 distinct subjects to AS level.

Credit is given for 3 A levels, a fourth will not confer an advantage.

Please note the Medical School does not accept General Studies and Critical Thinking.

#### Contextual information

We take an holistic approach to all applications, ensuring that the educational and social context in which an applicant applies is taken into consideration, where supported by clear evidence that this may have adversely affected academic achievement. This may include time spent in Local Authority care, information about which is provided in the UCAS application.

Such applications are awarded a one grade uplift on the academic score, e.g. an AAB applicant will be awarded the same academic score as an AAA applicant. Applicants still need to satisfy specific subject requirements.

We also consider evidence of clear motivation to study. This may include attendance at a University summer school, a targeted Access Scheme (such as Access to Bristol or Realising Opportunities), or participation in higher education outreach activities.

We do not take the following into consideration when making admissions decisions: the school type attended by an applicant or whether an applicant's parent has any experience of higher education.

#### Personal Statement Criteria

Has the candidate:

- a) Demonstrated a realistic interest in Medicine?
- b) Demonstrated life skills?
- c) Demonstrated a wide range of interests?
- d) Demonstrated acts of altruism and voluntary work?
- e) Demonstrated communication and interaction skills?

Each of these is scored on 0-4 scale.

For detailed information on what each criterion includes and how it can be evidenced in your personal statement, see the Entry Profile on the UCAS website (via course search).

#### Reference Criteria

References are read in conjunction with the personal statement and used as supporting information.

Candidates with an adverse comment from their referee are unlikely to be successful.

#### Criteria for international applicants (if different)

English Language requirements can be found in the UG Prospectus:

<http://www.bris.ac.uk/prospectus/undergraduate/2013>

and at: <http://www.bris.ac.uk/university/governance/policies/admissions-english-lang-reqs.html>

Applicants are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion, disability or age.

### **3. Offers**

Typical offers for A levels and other UK qualifications can be found in the Entry Data in the online UG Prospectus:

<http://www.bris.ac.uk/prospectus/undergraduate/2013>

Offers to applicants with non-standard qualifications will be made equivalent to the published A level offer.

#### Variations in offer level

We may make lower offers based on whether an applicant is deemed to have experienced educational disadvantage, as defined in section 7.5 of the University's Admissions Principles and Procedures.

### **4. Other**

#### **Criminal Records Check:**

All medical students are required to undergo a Criminal Records Bureau (CRB) check, in line with most applicants for health-related programmes in the United Kingdom.

#### **Occupational Health Clearance:**

All offers are made subject to satisfactory occupational health clearance, and a form is issued in May.

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 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. 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 on their UCAS application forms and be prepared to release their medical details, in order for us to assess the situation. Failure to disclose a disability which might impinge upon a candidate's capacity to ultimately carry out their required duties in full will be considered unprofessional. This could put at risk their fitness to practise and might jeopardise their place on the medicine programme.

#### **Applicants with a disability:**

The sequence of events during the assessment process is as follows:

- i) All applications are acknowledged, and applicants declaring a disability are asked to complete an initial assessment questionnaire.
- ii) Applicants with a declared disability who have been selected for interview should contact the University's Disability Unit to discuss any support requirements they may need at interview. The Disability Unit can also offer appropriate and accessible support, plus advice about funding available for disabled students. Please note that during the admissions interview, the applicant's disability will not be considered or discussed.
- iii) If following the interview, it is agreed that the applicant should be offered a place on the programme, the applicant will be made an offer subject to satisfactory occupational health clearance.
- iv) If the applicant has declared a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D, the applicant will be advised to contact the Disability Unit, who may request additional information (e.g. post-16 educational psychologist report). Any concerns identified by the Disability Unit in relation to student support and alternative arrangements and/or any fitness to practise concerns for an individual student will be referred to the Faculty Disability and Health Panel via the Faculty Disability Officer.
- v) For all other disabilities, a Pre-course health questionnaire will need to be completed and returned to the Occupational Health Service. The Occupational Health Service will be responsible for assessing the health questionnaire according to recognised clinical and professional standards. The Occupational

Health Adviser or Physician will forward their report to the Faculty Disability Officer who will present it, if necessary, to the Disability and Health Panel for the consideration of any health issues which could impact on fitness to practice.

- vi) The Panel membership consists of Faculty Education Manager, Director of Student Affairs, Pre-Clinical Programme Director, Chairman of the Medical Admissions Committee, Occupational Health representative, Disability Services representative, Clinical Dean, Equality and Diversity Manager, Faculty Disability Officer, Psychiatrist, GP and Medical Admissions Co-ordinator.
- vii) If the Panel is satisfied that the candidate is capable of undergoing standard Foundation training, correspondence confirming any support, requirements or conditions will be sent.
- viii) If the Panel is not satisfied that the candidate is capable of undergoing standard Foundation training, correspondence explaining the reasons will be sent, and the offer will be withdrawn.

However, if appropriate an application would be submitted to the General Medical Council on the candidate's behalf, to request approval of an alternative pattern of training. If this request were to be turned down the candidate's application to the medical course would also have to be turned down.

For further information on the available support arrangements, please see <http://www.bristol.ac.uk/disability-services>

It is not possible to transfer to Medicine from another course or other university.

It is not possible to enter year 2 of the programme.

28<sup>th</sup> February 2012