1. **Aim**

In line with Health Education England’s Values-based Recruitment Framework, the aim of Leicester Medical School is to have a selection process that is open, objective and fair in order to select students with the ability, character and values to become caring, competent, effective and safe doctors. This policy document sets out the Medical School’s selection procedure and will be reviewed annually. If necessary, changes may be made during an admissions cycle.

2. **Governance**

A Selection Lead (or co-leads) will chair an Admissions Group which will meet 2 times per year, will be responsible to the Director of Undergraduate Medical Education and will:

- Ensure that the Department of Medical and Social Care Education publishes information about admissions procedures, including guidance about the selection process and the basis upon which places will be offered.
- Ensure that selection criteria and processes take account of the personal and academic qualities and values needed in a doctor as set out in ‘Good Medical Practice’ and the NHS constitution as well as the capacity to achieve the academic and practical outcomes for medical graduates described by the GMC in ‘Tomorrow’s Doctors’ (2009), and therefore successful registration by the GMC
- Ensure through collaboration with Assessment Leads and teams that the selection procedures adopted are valid, reliable and fair.
- Ensure that the selection process includes individuals with a wide range of expertise and knowledge, including patient / carer and student representation.
- Liaise with the Equality Lead to ensure that those involved in selection are trained to follow current equal opportunities legislation and good practice. (University of Leicester Equal Opportunities Policy)
- Work with the University to ensure the smooth operation of selection and recruitment
- Put into place and manage mechanisms to deal with queries and complaints from applicants/potential applicants
- Work with the University to ensure that the number of applicants recruited in specified categories is consistent with externally set quotas.
- Work with the University widening participation and recruitment teams to monitor recruitment from under-represented groups and explore ways of enhancing recruitment from these groups.

3. **Selection**

The Medical School offers a five year MB ChB course (A100). The aim is to select students who possess the academic ability and personal qualities required for the study and practice of medicine. Academic ability is predominantly assessed through the UCAS application form and UKCAT score. Personal qualities are assessed through the UCAS form and at interview.

September 2015
The specific entry requirements and full details of the selection procedure are published on the Medical School website in June prior to each admissions cycle.

All applications must be made through UCAS. We will not consider applications outwith of UCAS.

3.1 Academic Ability

The majority of applicants will have taken GCSEs and will be taking A-levels. However, a wide range of qualifications are accepted.

A-level applicants are required to take 3 subjects to A2 including Chemistry. A fourth subject should be studied to AS level. Biology must be taken to at least AS level. We will accept an EPQ in lieu of a 4th AS subject. It is expected that all A2 subjects will be completed over a two year period. A2 subjects completed over three years will only be considered under exceptional circumstances, where substantial mitigation is evident and approval is gained from the medical school prior to application. Our standard offer is based on performance at A2-level and is AAA. General Studies and Critical thinking are not included in offers. If a modern foreign language A-level is being offered we will require a declaration that the candidate is not a native speaker of that language. Attainment at AS level will also be included in the assessment of academic ability.

There is no specified minimum number of A* grades at GCSE. However GCSE performance is taken into consideration when selecting candidates for interview. Applicants must have achieved at least a grade C in English Language, Mathematics and Double Science. There are special requirements for graduates (see below).

No additional credit is given for taking more than the recommended number of subjects. Candidates offering Mathematics and Further Mathematics may only include one of these grades towards their offer.

Applicants who have taken A2 subjects in year 12 must study three subjects in year 13 in order to demonstrate their ability to cope with the depth and breadth of academic activity that will be required at medical school.

Applicants may offer Scottish Advanced Highers either alone or in a combination with A-levels. The offer is AAA to include Chemistry and Biology. We do not consider applicants taking Scottish Highers.

Other qualifications that are accepted include International Baccalaureate, European Baccalaureate and certain Access to Medicine courses. A Single Level 3 BTEC Subsidiary Diploma or National Award (distinction), in combination with Biology and Chemistry A-levels (AA) would also be considered.

Graduates of any discipline may apply for the A100 course. Such applicants must have achieved or be expected to achieve at least an upper second class honours degree and must have obtained at least B grades in science GCSEs. GCSE and A-level grades or other equivalent pre-university academic attainment will also be assessed.
3.2 UKCAT

All applicants must take the UKCAT unless they are exempted. UKCATSEN is acceptable, but proof of eligibility to sit this exam will be required. The total UKCAT score is taken into account in combination with academic attainment to generate a total score that is used for ranking. The highest ranked candidates are invited for interview. The UKCAT Situational Judgment Test is not used at this stage but may be used following interview. Details of the scoring and selection procedure for the A100 course are available in a separate document (A100 Selection Procedure).

3.3 Personal Statement & Academic Reference

The personal statement and reference are not routinely used in selecting for interview but are used for refinement of the ranking for borderline candidates.

3.4 International Candidates

A small number of places are available for international candidates on our A100 course. International candidates are required to apply via UCAS and to sit the UKCAT unless exempted. UKCATSEN is acceptable but proof of eligibility to sit this exam will be required.

4. Minimum Age

Candidates must be 18 years of age by the start of the course (usually the third week in September). If a candidate will not be 18 by the start of the course, but otherwise meets our entry requirements, they will be given a deferred offer.

5. Mitigating Circumstances

Academic performance may be affected by personal circumstances and such circumstances will be taken into account when considering applications. These might include, but are not restricted to, personal health, health of an immediate family member and domestic issues. Applicants must provide evidence of mitigation with independent corroboration. All information concerning mitigation must be provided before the UCAS application deadline.

6. Widening Participation

Applicants who have not demonstrated the highest level of achievement at GCSE (or equivalent) having attended a poorly performing school or as a result of educational disruption will be considered on an individual basis. It is the responsibility of applicants to draw these matters to the attention of the medical school at the time of application. Contextual data from UCAS is not routinely taken into account. However, candidates that are taking part in and successfully complete either a Realising Opportunities Programme (ROP) or the Leicester Enhanced Access Programme
(LEAP) will receive academic bonus points, and if successful at interview will be made an adjusted offer of ABB.

7. Specific Learning Difficulties and Disabilities

Applications from candidates with specific learning difficulties or disabilities will be considered according to the University’s Equal Opportunities Policy and taking into account the advisory guidelines published by the GMC in ‘Gateways to the Professions’. The Medical School may be able to make reasonable adjustments for such candidates. However, it must ensure that all candidates will be able meet the core learning outcomes and competencies of the course, and in addition be able to practice as a doctor on completion of the course. The GMC mandates that in order to be conferred a medical degree, and be registered by the GMC on course completion, doctors must be able to perform a number of practical tasks as listed in ‘Tomorrow’s Doctors’.

Initial scoring of the UCAS form and interview will be undertaken separately to any subsequent Occupational Health assessment. Candidates with a declared disability are advised to inform the Medical School as soon as possible when invited to interview so that reasonable adjustments can be discussed.

However, a satisfactory Occupational Health assessment may be a conditional part of any subsequent offer to determine if reasonable adjustment can be made and if referral to the Fitness to Practise panel is required.

8. Interview

In addition to academic ability, applicants should possess those personal qualities required of a good doctor. These include empathy, good communication skills (speaking and listening) and a caring manner. These qualities will be assessed predominantly at interview. The number of interviews will be determined prior to each admissions cycle following a review of the previous year and will be published on the Medical School website.

A multiple mini-interview format is used and stations will assess attributes including:

- Verbal communication
- Written communication
- Listening
- Problem solving
- Motivation
- Ability to show empathy

Each station will be given equal weighting and applicants will be ranked by total interview score. Extra time circuits are arranged for candidates with evidence of special educational needs. The UKCAT Situational Judgment Test band may be considered at this stage.

The highest ranked applicants following interview will receive offers. If candidates are equal the score from the UCAS form along with the personal statement and reference will be used as a tie-breaker.
Details of the timing of interviews and offers will be published for each admissions cycle on the Medical School website.

9. Offers

The number of offers will be determined prior to each admissions cycle following a review of the previous year. Following batches of interviews some candidates will receive offers, some will be rejected and some will be kept on hold until all interviews have been completed and final decisions can be made.

Offers may be unconditional or conditional. In the case of conditional offers the medical school will consider the situation of applicants who narrowly fail to meet the terms of their offers and may admit such applicants to the course if places are unfilled.

10 Equality and Diversity

All staff involved in selection will receive equality and diversity training in addition to specific training about the selection process.

11. Criminal Records

Students are required to complete a Disclosure and Barring Service (DBS) check at commencement of the course. Potential applicants are advised to contact the Medical School if they have a criminal conviction, caution, reprimand or final warning which is not ‘protected’ as this may affect their fitness to practice.

The 2013 amendments to the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 now means that certain spent convictions are ‘protected’ and therefore do not need to be declared, others are ‘listed offences’ and must always be declared. Further details are available at http://www.gmc-uk.org/doctors/registration_applications/declaration_of_ftp.asp and https://www.gov.uk/government/organisations/disclosure-and-barring-service

12. Fitness to Practise

It is anticipated that graduates will practice as doctors and therefore require provisional, then full, registration with the General Medical Council (GMC). Any issues regarding health, disability or criminal conduct that might preclude future registration must therefore be declared at the time of application. Such declarations will not affect the scoring of applications. However, if the Admissions Tutors consider that a declared issue may impair future fitness to practice, they will refer the applicant to the Fitness to Practise Committee who will deal with such matters separately from the selection process.

Candidates being considered for an offer will have their details checked against the Medical Schools Council Excluded Students Database, following signed consent from the candidate. No place will be given without receiving this signed consent.

September 2015
Our policy is to use values-based recruitment in line with the NHS constitution. If at any stage in the recruitment process a candidate is felt to demonstrate inappropriate behaviour or inappropriate use of social media, this may result in a referral to a Fitness to Practise panel and/or withdrawal of their offer.

13. Feedback

Unsuccessful candidates can request feedback on their application. This will normally be in numerical form. Feedback for candidates attending interview will not normally be made available until all interviews have taken place and candidates have been informed of the Medical School’s decision.

14. Transfers from Other Medical Schools

Applications for transfer from other UK or non-UK medical schools are not considered. Applications from candidates who have previously started a medical degree and have subsequently withdrawn, for whatever reason will not be considered.

15. Leicester Biological Science Students

A competitive application process, mirroring closely the standard application process, will allow a small number of year 1 Biological Science students to enter year 1 of the A100 medicine course. The following will be taken into consideration:

- University academic achievement
- A level or equivalent qualifications
- Personal statement
- Ongoing commitment to medicine
- References

The highest scoring candidates will be invited to attend multiple mini-interviews as described above.

16. Review

At the end of each admissions cycle a review will take place to determine any changes or improvements required for the following cycle.