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 as set out in the Leicester Medical School Code of Practice for Management of the MB ChB Curriculum. This policy document sets out the Medical School’s selection procedure and will be reviewed annually.

2. Governance

A Selection Lead (or co-leads) will chair an Admissions Group which will meet at least once a year, and report to the Learning and Training Committee. The Admissions Group will:

- Ensure that the Medical School 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 GMCs ‘Achieving Good Medical Practice’ (2016) and the NHS constitution as well as the capacity to achieve the academic and practical outcomes for medical graduates described by the [http://www.gmc-uk.org/education/undergraduate/undergrad_outcomes.asp](http://www.gmc-uk.org/education/undergraduate/undergrad_outcomes.asp) and therefore successful registration by the GMC.
- Ensure through collaboration with the Assessment team 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.
- Ensure that those involved in selection are trained to follow current equal opportunities legislation and good practice. (University of Leicester Equalities Diversity and Inclusion Team)
- Work with the University to ensure the smooth operation of selection and recruitment
- Put into place and manage mechanisms to deal with queries or 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 two courses, a five year MB ChB course (A100), and a six year MB ChB with a Foundation Year Course (A199). The aim is to select students who possess the academic ability and personal qualities required for the study and practice of medicine. All applications must be made through UCAS. We will not consider applications out with of UCAS.
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. A summary of our academic requirements for each course are given below.

3.1 Academic Criteria

A100

The majority of applicants will have taken GCSEs and will be taking A-levels. However, a wide range of qualifications are accepted, and the Medical School welcomes applications from graduates and those with international qualifications. All applicants must have shown evidence of recent academic study (within three years of applying).

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 B in English Language, Mathematics and either Double Science or Chemistry and Biology.

A-level applicants are required to take 3 subjects to A2, including Chemistry and Biology or Human Biology. We no longer routinely require a 4th AS subject or an EPQ, although this may affect the decisions relating to near miss candidates following results.

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 AAA at A2-level. General Studies, Citizenship Studies and Critical thinking are not included in offers. Candidates offering Mathematics and Further Mathematics may only include one of these grades towards their offer. No additional credit is given for taking more than the recommended number of subjects.

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.

Applicants with the International Baccalaureate are required to achieve at least 36 points overall, and must study three Higher Level subjects (including Chemistry and Biology), and three Standard Level subjects. Each higher level subject must be passed with a minimum of 6 points. We do not consider bonus points.

A Single Level 3 BTEC Subsidiary Diploma or National Award (distinction), in combination with Biology and Chemistry A-levels (AA) would also be considered. Other qualifications such as the European Baccalaureate and certain Access to Medicine courses are accepted, but not in lieu of poor performance in science A levels. International qualifications are assessed for equivalence to UK A levels.

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, or a merit in a 4 years
integrated Masters course. GCSE and A-level grades or other equivalent pre-university academic attainment will also be assessed.

A199

The A199 Medicine with Foundation Year (6 Year) course is a local initiative to widen access to medicine from under-represented groups in the East Midlands and is supported by a generous donation from a local benefactor. The residential and widening access criteria are published on the Medical School and ‘Study With Us’ webpages. Only students who meet the residential and widening access criteria are eligible for a scholarship.

GCSE performance is taken into consideration when selecting candidates for interview for A199. Applicants must have achieved at least a grade C in English Language, Mathematics and either Double Science or Chemistry and Biology.

We do not specify a minimum number of A* grades at GCSE. However, we do take GCSE performance into consideration when selecting applicants for interview.

A-level applicants are required to take 3 subjects to A2 including Chemistry and Biology or Human Biology. Our standard offer for A199, is BBB. General Studies, Citizenship Studies and Critical thinking are not included in offers. Candidates studying Mathematics and Further Mathematics may only include one of these grades towards their offer.

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.

We do not require a 4th AS or EPQ, although this may affect the decisions relating to near miss candidates following results.

Applicants with the International Baccalaureate are required to achieve at least 32 points overall, and must study three Higher Level subjects (including Chemistry and Biology), and three Standard Level subjects. Each higher level subject must be passed with a minimum of 5 points. We do not consider bonus points.

For the A199 course we accept the BTEC national extended diploma: DDD in Applied Science. We do not accept other BTEC national extended diplomas because they do not cover enough of the required science subject material. We will accept a single BTEC in conjunction with 2 A levels providing the A levels are in Chemistry and Biology.

If a modern foreign language at A-level or equivalent is offered we will require a declaration that the candidate is not a native or home speaker of that language.

3.2 UKCAT

All applicants for both A100 and A199 must take the UKCAT. UKCATSEN or other reasonable adjustments given by UKCAT are acceptable, but proof of eligibility for the adjustments will be required. The total UKCAT score is used in combination with academic attainment to generate a total score to rank candidates for interview. UKCAT do not offer exemptions but can make offer a number of access arrangements. If an applicant is unable to take the test due to illness or personal
circumstances decisions regarding whether to consider an application will be made by the admissions tutors following receipt of all required evidence.

Candidates with SJT Band 4 will not be considered further. Details of the scoring and selection procedure for the A100 and A199 courses are made available in separate documents on the Medical School Website.

3.3 Personal Statement & Academic Reference
The personal statement and reference are not routinely used in selection for interview, but are used for refinement of the ranking for borderline candidates either prior to interview &/or when making an offer.

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
A100 candidates must be 18 years of age by 1st September in the year of enrolment. If a candidate will not be 18, but meets all our other requirements, they would be made a deferred offer.

A199 candidates must be 17 years by the 1st September in the year of enrolment.

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 1st October in the year of application. If submitted before 15th September a decision will be given to the candidate, but we cannot guarantee one after this date. The process for submission is on our website.

6. Widening Participation
The A199 course is specifically designed to widen access for candidates from the East Midlands.

Contextual data from UCAS is not routinely taken into account for the A100 course. However, candidates who take part in and successfully complete either a Realising Opportunities Programme (ROP) or the Leicester Enhanced Access Programme (LEAP or Med-LEAP) may receive academic bonus points if their school performed below the national average, and if successful at interview may be made an adjusted offer of ABB.

7. Specific Learning Difficulties and Disabilities
Applications from candidates with specific learning difficulties or disabilities are welcome to apply and will be considered according to the University's Equal Opportunities Policy, 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, including at interview. 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 practise 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 GMC’s ‘Outcomes for Graduates’ (as originally published in Tomorrow’s Doctors, 2009).

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 in some instances a 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.

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 highest ranked applicants following interview will receive offers. Candidates in a borderline group following interview will be reviewed along with their UCAS application, personal statement and reference, and in rare situations borderline candidates may be called for a second interview.

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.

Some late offers may be made throughout the cycle depending on the conversion rate of offers to firm acceptances.

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

10. Deferrals

Although we are happy to consider applications for deferred entry, and will make deferred offers to candidates who will otherwise be under 18 years of age on October 1st of year of entry, we will not consider deferred entry from graduates, nor consider late requests for deferral after 20th April unless there are significant unforeseen circumstances that have been agreed by the admissions tutors.

11. Equality and Diversity

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

12. 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 www.GMC-uk.org/ftpdec and https://www.gov.uk/government/organisations/disclosure-and-barring-service

13. Fitness to Practise

It is anticipated that graduates will practise 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 practise, 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 Excluded Students database, following signed consent. No place will be given without receiving this signed consent.

Candidates should also remember that our policy is to recruit in line with Values-Based recruitment as part of the NHS constitution, and if 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 &/or withdrawal of their offer.
14. Feedback

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.

15. Transfers from Other Medical Schools

Applications for transfer from other UK or non-UK medical schools are not considered unless a specific agreement with an institution or government is in place.

Applications from candidates who have previously started a medical degree and have been terminated will not be considered. Applications from those who have withdrawn through ill health or circumstances beyond their control will be considered on evaluation of the evidence provided. Such applicants will be expected to begin their studies in year 1 of the MBChB programme and will be subject to the same entry requirements and application process as all other applicants.

16. 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
- UKCAT
- Personal statement
- Ongoing commitment to medicine
- References

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

17. Review

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