



Senate

Paper Title	Queen Mary Admissions Policy 2020/21 SMD Admissions Policies
Outcome requested	Senate is asked to consider and approve the changes from 2018-19.
Points for Senate members to note and further information	<p>The Queen Mary Admissions Policy was substantially revised and updated for 2019 and are to be reviewed annually. Minor changes are needed for 2020 entry and these are indicated by tracked changes in the attached document.</p> <p>Separate admissions policies are in place for a number of clinical programmes in SMD; however, IHSE has agreed that these will undergo substantial revision with a view to bringing them into line with the main Queen Mary Admissions Policy.</p>
Questions for Senate to consider	<ol style="list-style-type: none">1. Is the Board content with the changes?2. Are there any other changes that the Board would Recommend?
Regulatory/statutory reference points	QA Code of Practice Meeting student intake targets – Volume and quality Legal compliance – consumer protection, GDPR, equality, fee status and Tier 4
Strategy and risk	Effective admissions policy meets legal obligations and secures academic standards.
Reporting/consideration route for the paper	Education Quality Board to consider and endorse (May 2019). Senate to consider and approve (June 2019).
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Admissions Policy

SCOPE OF POLICY

This policy applies to admission to all undergraduate and postgraduate programmes at Queen Mary University of London, except specific programmes delivered by Barts and The London School of Medicine and Dentistry, which are subject to separate policies¹. Programmes delivered within formal partnerships, where the Queen Mary central Admissions team is responsible for administration of the admissions process, are within the scope of this policy.

RESPONSIBILITY FOR POLICY

The Admissions Policy is approved by Senate. Review and monitoring of its implementation is undertaken by the Student Recruitment and Admissions Group, which is chaired by the Vice-Principal ([Student Experience, Teaching and Learning Education](#)) and reports to the Queen Mary Senior Executive.

ADMISSIONS PRINCIPLES

Queen Mary is one of the UK's leading research-focused higher education institutions. We are a university with a proud history of matching excellence in research and teaching with a commitment to welcoming and nurturing the most talented individuals, regardless of background. Our aim is to recruit students and staff of the highest intrinsic talent and potential, and to nurture their careers. We are a diverse and inclusive institution, embedded in our local community while welcoming students from over 160 countries. We welcome students from all backgrounds who have the ability and potential to succeed on our academic programmes.

We are committed to providing a fair, efficient and professional admissions service, which complies with legislative and regulatory requirements, and aligns with sector good practice defined by the Quality Assurance Agency Quality Code² and good practice guidance published by *Supporting Professionalism in Admissions*³.

INFORMATION FOR ENQUIRERS AND APPLICANTS

Queen Mary is committed to providing comprehensive, accurate and timely information about programmes and entry requirements in printed prospectuses and our course finder: www.qmul.ac.uk.

¹Medicine (all MBBS programmes), Dentistry (BDS), undergraduate intercalated programmes in Medicine, ~~MSc Physician Associate~~. Admissions policies for these programmes are published on the Queen Mary website.

² <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code>

³ <https://www.spa.ac.uk/>

We aim to provide up-to-date information in all our publications, but as printed prospectuses are published long in advance of the start of programmes, we recommend that applicants check details of entry requirements on our website before submitting an application.

ENTRY REQUIREMENTS

All applicants must meet academic and English language entry requirements in order to be admitted to the university. Some programmes also have specific non-academic entry requirements.

General entry requirements

Foundation (undergraduate)

Applicants must normally have completed 12 years of education and obtained a good high school qualification to be considered for entry to undergraduate foundation level study.

Undergraduate level

Applicants must normally have achieved a minimum of five GCSE passes, including English, and three A level passes or equivalent qualifications to be considered for entry to a Bachelors or integrated Masters programme.

Postgraduate taught⁴

Applicants must normally have achieved a minimum of a lower second class honours degree⁵ (2.2) or equivalent qualification to be considered for entry to a taught postgraduate programme. Specific provisions exist for postgraduate taught programmes where a medical qualification is required for entry. [Entry requirements for postgraduate preparatory programmes, including Graduate Certificates and Graduate Diplomas, will be specified individually at programme level.](#)

Postgraduate research

Applicants must normally have achieved a minimum of an upper second class honours degree (2.1) or equivalent qualification to be considered for entry to a postgraduate research programme.

Programme level entry requirements

Programme level entry requirements are approved by the Student Recruitment and Admissions Group on the recommendation of academic Schools and Institutes, and are published annually on the Queen Mary course finder: www.qmul.ac.uk. Specific subjects, qualifications and minimum grades may be specified for individual programmes.

Exceptions

In exceptional cases and on the recommendation of the academic School or Institute, the Dean for Taught Programmes for the relevant Faculty may approve the admission of an undergraduate or taught postgraduate applicant who has not met the general and/or programme level entry

⁴ Includes Masters by Research (MA or MSc by Research) and MRes

⁵ We reserve the right not to accept Bachelor's degrees obtained through a combination of study at different institutions, for example, where the final stage was studied on a 'top-up' basis.

requirements. In the case of applications for postgraduate research programmes, approval of such exceptions is the responsibility of the Director of Graduate Studies.

English language requirements

In accordance with Queen Mary's *Admissions English language policy*⁶, applicants whose first language is not English will be required to provide evidence that their English language ability is of a sufficiently high standard to cope with the academic demands of the programme for which they have applied. This evidence must be in the form of a recognised, valid English language test or qualification, and must meet or exceed both UKVI and programme English language requirements, whichever are higher.

Programme-specific English language requirements are published on the Queen Mary website⁷. Applicants who fall marginally short of programme English language requirements will normally be permitted to undertake a Queen Mary pre-sessional English programme in order to meet the required English language level.

Acceptability and verification of qualifications

Queen Mary accepts a wide range of academic and English language qualifications from UK and international applicants. Central Admissions assesses the equivalence of international (including European) qualifications to standard UK qualifications at the relevant level in accordance with independent national guidance provided by UCAS, UK NARIC and other recognised sources. Admissions is responsible for determining international equivalencies; Queen Mary [International Global Engagement](#) Office staff provide expertise and guidance to support the assessment of international equivalencies.

Queen Mary will verify the result of any relevant qualification declared or submitted by an applicant before permitting them to enrol at the university. Where original qualification documents are not in English, we normally require a certified translation in addition the original language document.

MAKING AN APPLICATION

Process and deadlines

Applications to all undergraduate programmes must be made via UCAS (www.ucas.com).

Applications to taught and research postgraduate programmes, and foundation programmes (undergraduate and pre-Masters), must be made online direct to Queen Mary via 'Apply' links published in individual programme entries in the Queen Mary course finder: www.qmul.ac.uk.

Applications made via UCAS are bound by the rules, regulations and deadlines published by UCAS. General guidelines about deadlines for taught postgraduate programmes are published on the Queen Mary website⁸. Deadlines for direct application programmes may vary and details are published on individual programme entries in the Queen Mary course finder: www.qmul.ac.uk. We reserve the right to close a programme before the published deadline, where demand for the programme means no further places can be offered. In such cases we undertake to provide a reasonable period of notice, normally at least one week, of the decision to close.

⁶ <http://www.arcs.qmul.ac.uk/policy/>

⁷ <https://www.qmul.ac.uk/international/international-students/englishlanguage/requirements/>

⁸ <https://www.qmul.ac.uk/postgraduate/taught/applyfortaughtprogrammes/deadlines/>

Scholarship deadlines fall at different points in the admissions cycle. Applicants are responsible for ensuring that scholarship applications are submitted by advertised deadlines.

Only complete applications that include all required information and relevant supporting evidence will be considered. Admissions will request missing information where applications are incomplete; where applications remain incomplete, they may be ~~withdrawn-rejected~~ by Admissions.

~~Applying for advanced entry~~Accreditation of Prior Learning

We will consider applications for advanced entry, for example, to join the second year of an undergraduate programme, or to obtain recognition of relevant credits achieved at another higher education institution as part of a Queen Mary programme on a case-by-case basis. Some programmes do not accept application for advanced entry. Such applications will be considered under the Queen Mary Accreditation of Prior Learning Policy. Admission with advanced entry is governed by university regulations⁹.

Deferred entry

Applications for deferred entry will be considered at the point of application. Applicants must normally meet all academic entry requirements in the year of application to be granted deferred entry. Deferred entry offers for postgraduate programmes may include English language conditions. Applicants holding an offer may request to defer their entry. Queen Mary will normally only agree to defer entry for one year. Requests to defer entry for ~~longer than two years~~ will be considered on an individual basis. Offer holders who do not join Queen Mary after receiving permission to defer entry for two successive years will be required to make a new application.

Plagiarism and falsified applications

Queen Mary reserves the right to withdraw an offer of admission where an applicant is found to have supplied false information, including falsified references, or omitted relevant information from their application.

UCAS routinely scans personal statements for plagiarism and Queen Mary may withdraw offers made to applicants found to have supplied a personal statement with a high percentage similarity according to the UCAS *Similarity Detection Service*. Depending on the percentage similarity detected, admissions selectors may request a new personal statement from the applicant.

No further application will be considered from an applicant who has been found to have supplied false information.

Re-admission of students

Applications from students who have previously withdrawn or been required to withdraw from study at Queen Mary and who are applying for re-admission will be considered in accordance with university regulations¹⁰.

Concurrent studies

Applications from students who wish to study at Queen Mary at the same time as studying on another programme either at Queen Mary or at another higher education institution will be

⁹ <http://www.arcs.qmul.ac.uk/policy/>

¹⁰ <http://www.arcs.qmul.ac.uk/policy/>

considered in accordance with university regulations relating to concurrent studies¹¹. Permission to undertake concurrent study is not normally permitted and is granted only in specific, exceptional circumstances.

ASSESSMENT AND SELECTION

Regulatory and legislative compliance

Assessment and selection of applications is carried out in line with all relevant regulatory and legislative requirements, including equal opportunities, data protection and consumer protection legislation. Offers of admission are governed by a set of terms and conditions that are reviewed and published annually by Queen Mary¹².

Admission of minors

Queen Mary is an adult environment and our students are normally 18 or above at the time they start their course. We treat all our students as mature individuals and expect them to have the necessary skills to study and live independently alongside people of all ages and from a variety of backgrounds.

Queen Mary will consider applications from students who will be under the age of 18 at the point of first enrolment at the university. Such applications will be considered in line with our *Admissions policy for students under the age of 18 years*¹³.

Criminal convictions, fitness to practise and occupational health checks

Applicants will be required to declare information about criminal convictions at the point of application where this is relevant to the programme of study for which they are applying. In other cases, applicants **may will** be asked to declare information about criminal convictions **that are relevant and unspent when they firmly accept an offer to study at Queen Mary at a later stage in the admissions process** and **again** prior to enrolment at Queen Mary. For specific programmes, applicants will be required to undergo a *Disclosure and Barring Service (DBS)* check and an occupational health before they are permitted to enrol.

[Declarations of criminal convictions by applicants will be considered in line with our Admissions criminal convictions policy](#)¹⁴

Applicants requiring a visa to study in the UK

Where applicants require a visa to study in the UK, their application will be assessed in line with Home Office immigration policy in force at the time. **[Queen Mary will issue Certificates of Acceptance for Studies to applicants requiring a Tier 4 student visa, and any other immigration-related documents, in accordance with the Admissions policy on student immigration.](#)** Offers of admission are subject to compliance with Home Office immigration policy and may be withdrawn where there is sufficient evidence that an applicant will be unable to obtain a student visa for the programme for which they have applied.

¹¹ <http://www.arcs.qmul.ac.uk/policy/>

¹² <https://www.qmul.ac.uk/prospective/termsandconditions/>

¹³ <http://www.arcs.qmul.ac.uk/policy/>

¹⁴ <http://www.arcs.qmul.ac.uk/policy/>

Selection and offer-making

Selection decisions, i.e. the decision to offer admission to a programme or not, are made in line with approved entry requirements, which are applied consistently by admissions selectors. Equal consideration is given to all applications received by published deadlines. As demand for some programmes exceeds the number of places available, we do not guarantee to make an offer to all applicants who have met or are predicted to meet the entry requirements.

All applications are processed by central Admissions staff, who receive comprehensive training in policies, procedures, the principles of fair admissions and the legal and regulatory framework that applies to admissions.

Interviews and additional assessments

We may invite applicants to attend an interview, which may take place face-to-face, by telephone or online. Interviews are used for a variety of reasons and we undertake to explain the purpose of the interview at the time of invitation. In some cases interviews may take place after a conditional offer has been issued.

Additional assessments may be required in individual cases, where the application is not sufficient to assess the applicant's ability and potential. For example, a written piece of work may be requested from the applicant. Queen Mary does not routinely use admissions tests as part of its selection process, other than for programmes in the School of Medicine and Dentistry, which are governed by separate admissions policies.

Time taken to consider an application

We aim to make a selection decision within a maximum of four weeks of receiving a completed application and within two weeks, where possible. As the volume of applications can be very high at peak periods, such as immediately after major UCAS deadlines, it may take longer to communicate selection decisions to applicants. Where an interview is required as part of the selection process or selection involves consideration for scholarship funding, it may take considerably longer than four weeks to make a selection decision. Some programmes may operate a 'gathered field' admissions process, which involves waiting until specified deadlines have passed before selecting from all applications received up to that point. Where there are undue delays in communicating selection decisions, we aim to inform applicants if there are undue delays in communicating the selection decision wherever possible.

Offers of entry

The following types of offer may be made:

Conditional offer – the offer includes conditions which the applicant must achieve before their place on the programme is confirmed. Conditions may include achievement of minimum grades, academic qualifications, English language qualifications and scores, and non-academic requirements, such as confirmation of scholarship funding.

Unconditional offer – there are no academic conditions associated with the offer. If anthe applicant accepts an unconditional offer, they are guaranteed a place on the programme, subject to meeting any non-academic requirements, These may relate to such as those relating to satisfactory Disclosure and Barring Service (DBS) clearance, health clearance, immigration permission, payment of a fee deposit, or supplying satisfactory evidence of achieved qualifications.

Alternative offer (change of course offer) – an alternative offer may be made where the applicant is not qualified for the programme for which they applied, but a different course, which may be at a lower level (e.g. Graduate Diploma instead of Masters) or may have lower entry requirements, is available.

Acceptance of offer by the applicant

Applicants are required to accept their offer by a specified deadline. For undergraduate applicants making their application through UCAS, the relevant UCAS deadline will apply. Queen Mary reserves the right to withdraw offers if they are not accepted by the specified deadline.

Where an applicant is holding an offer for more than one programme at Queen Mary, only one offer may be accepted firmly. All other offers must be declined. Undergraduate applicants making their application through UCAS may also accept an insurance choice.

Applicant's right to withdraw (14 day cancellation period)

Applicants have a legal right to withdraw from an offer they have accepted within 14 days of acceptance of the offer. We will, however, consider cancellation requests once this cancellation period has elapsed, where possible. A request to withdraw from acceptance of offer must be made in writing to admissions@qmul.ac.uk.

Feedback

Queen Mary does not routinely provide feedback to applicants where their application has been unsuccessful. Applicants may request feedback by contacting the Admissions team in writing to admissions@qmul.ac.uk. Feedback will only be provided in writing direct to the applicant. We aim to provide timely responses to feedback requests, but there may be delays during busy periods.

Consideration of additional information in selection and offer-making

Widening Participation and Fair Access

Queen Mary has a long-standing commitment to widening participation and fair access. We are a diverse and inclusive community and welcome students from all backgrounds who have the ability and potential to succeed on our academic programmes.

Contextual admissions

We routinely assess a number of items of contextual data, as well as contextual information relating to individual applicants, as part of our holistic process of considering undergraduate applications. We may, on the basis of contextual data and information, make differential offers, select applicants for interview, and/or make adjustments at the point of confirmation when applicants' results are matched against the conditions of their offer. We publish information for undergraduate applicants about our approach to contextual admissions¹⁵.

The university is a member of *Realising Opportunities*, a collaboration of leading research intensive universities working together to promote fair access and social mobility of students from groups under-represented in higher education. Queen Mary also participates in the Sutton Trust *Pathways to Law* scheme and runs a number of its own widening participation schemes. Differential offers may be made to students participating in any of these schemes.

¹⁵ <https://www.qmul.ac.uk/undergraduate/entry/contextualised-admissions/>

Applicants with disabilities, specific learning difficulties or mental health issues

The Disability and Dyslexia Service (DDS) offers support for all students with disabilities, specific learning difficulties and mental health issues at Queen Mary. We encourage applicants to disclose their needs at the point of application and to contact the DDS direct to discuss their support requirements during the admissions process. Information about disabilities, specific learning difficulties or mental health issues disclosed by applicants at the point of application does not influence the academic selection decision, which is made independently.

Confirmation of place

Applicants who are holding conditional offers will be informed of the procedure for submitting evidence that they have met their offer conditions, in the form of qualification documents or other evidence. For undergraduate applicants taking A level and other qualifications, where verified results are supplied direct to the university by UCAS, no further evidence will be required.

Queen Mary matches the qualifications and grades achieved to the conditions specified in the offer. Where all offer conditions are met, the applicant's place is confirmed. Where the applicant has fallen short of the offer conditions, Queen Mary may exercise discretion and confirm the place in line with agreed minimum thresholds for admission, subject to the availability of places.

FEES AND FUNDING

Fee status

Fee status determines the level of university fee each applicant is required to pay for the programme for which they have applied. Fee status is assessed by trained Admissions staff in accordance with relevant legislation and guidance provided by the UK Council for International Student Affairs (UKCISA). Queen Mary does not exercise discretion in the application of legislation and guidance governing fee status assessment.

Fee deposits

Applicants may be required to pay a fee deposit at the point of acceptance of offer or at the point when their place is confirmed. Where a deposit is required, the applicant will not be permitted to proceed to enrolment.

Scholarships and financial support

Applicants may be required to provide evidence of scholarships or other financial support they will use to fund their studies before their place is confirmed.

APPLICANT DATA

Data submitted by applicants as part of the application and during the admissions process is used to assess the suitability of applicants for study at the university. Anonymised data is used for the purposes of analysis and monitoring.

Application data forms part of the student record for applicants who are admitted to the university and is transferred to the Registry after their place is confirmed. Personal data for applicants who are not admitted to the university is deleted in accordance with the university's data retention policy.

APPEALS AND COMPLAINTS

Queen Mary aims to consider all applications fairly, consistently and in line with our admissions policy. However, we recognise that there may be occasions when applicants wish to make a formal complaint about the admissions process or to appeal against a selection decision. In such cases, applicants should refer to the Queen Mary Admissions Appeals and Complaints policy¹⁶.

Approved by: Senate, June ~~2018~~2019

Review due: June ~~2019~~2020

Implementation of this policy is the responsibility of the Head of Admissions.

¹⁶ <http://www.arcs.qmul.ac.uk/policy/>

Policy for Admissions to Undergraduate Programmes in Medicine and Dentistry 2019 application and for 2020 entry

1. Introduction

- 1.1. The purpose of this document is to ensure a fair and transparent process of admission to undergraduate medical and dental programmes within the School of Medicine and Dentistry. The policy provides clear procedural guidance to applicants and to staff involved in the administration of the admissions process.
- 1.2. The policy has been written in line with UCAS guidelines and recommendations outlined in the Admissions to Higher Education Review "Fair Admissions to Higher Education: Recommendations for Good Practice" (the Schwartz Report, 2004) and the Medical Schools Council Guiding Principles for the Admission of Medical Students (2004).

2. Scope

- 2.1. This policy covers admissions to undergraduate programmes in the School of Medicine and Dentistry, which are as follows:
 - Five year MBBS programme (A100)
 - Four year Graduate Entry MBBS programme (A101)
 - Three year Direct Clinical Entry (including Oxbridge, International Medical University Malaysia (IMU), and St Andrews Transfers) (A300)
 - Oral and Maxillofacial Surgery (OMFS)/Oral Medicine programme (A30X)
 - Five year BDS programme (A200)
- 2.2. It sets out the involvement of staff in the selection and decision process, the admissions process and the procedures for applicants to appeal or complain.

3. Equality and Diversity Statement

- 3.1. The School of Medicine and Dentistry firmly and actively promotes equality and diversity and is committed to eliminating discrimination against any person because of their religion/belief, race, age, gender, sexual orientation, marriage/civil partnership.

- 3.2. Applicants with disabilities must seek advice from the Admissions team well before the deadline for UCAS applications so that each case can be given individual attention and consideration. Applicants are advised to seek advice by 1st September in the year of application. Candidates admitted to our programmes need to be eligible for registration by the GMC and or the GDC on graduation. Applicants that have declared a disability will receive a letter from the Head of Admissions (Medicine and Dentistry) prior to interview to ensure we can accommodate any specific needs. If you are offered a place on the course, we will send information regarding the requirement for prior assessment. This will be in the form of a confidential health questionnaire which follows the HEOPS guidance, but also we will ask you to make contact with our Disability and Dyslexia Service. This is so that a discussion of reasonable adjustment or discussion of your assessment of needs report can be made prior to the 31st July in the year of intended enrolment.
- 3.3. All staff involved in the Admissions process are aware of their responsibility to implement the College's Policy on Equal Opportunities/Equality and Diversity. Interview Panel Members receive compulsory training in selection with particular emphasis on equal opportunities.

4. Staff Involvement in Recruitment

- 4.1. The Student Recruitment and Admissions Manager (Medicine and Dentistry) is responsible for implementing the Admissions Policy and reports to the Institute Manager, the Head of Admissions (Medicine & Dentistry), and the Admissions and Recruitment Committee (ARC). The Head of Admissions (Medicine & Dentistry) reports to the Dean for Education (Medicine) and the Dean for Dentistry. The Head of Admissions (Medicine and Dentistry) reports to the School Education Committee.
- 4.2. The ARC is a sub-committee of the School Education Committee (SEC) and has responsibility for the overall decision making process for all matters relating to student admissions, recruitment, and marketing for the undergraduate (including GEP) medical and dental programmes. The ARC proposes recruitment targets in line with the Government quota for the Medical and Dental degrees for the undergraduate programmes within the School of Medicine and Dentistry, which are agreed by SEC and noted by the Student, Recruitment and Admissions Group (SRAG).
- 4.3. Interview Panel Members, whether lay members, staff, or students, shall be approved by the ARC and receive compulsory training in selection and on equal opportunities. The Student Recruitment and Admissions Office are responsible for maintaining a record of all panel members and the dates of their training. Training is provided annually and all members are required to participate at least once every three years. Refresher training is provided at the start of every interview session.

5. Applications Process

- 5.1. All applications should be made through the Universities and Colleges Admissions Service (UCAS), by 15th October each year. The only exception to this is for Oxbridge clinical transfer, IMU, and dental graduates applying for the Oral and Maxillofacial Surgery (OMFS)/Oral Medicine programme (A300) who should apply directly. The deadline for the Oral and Maxillofacial Surgery (OMFS)/Oral Medicine programme (A30X) is 15th December each year. Students who are applying for the St Andrews - Bart's route apply direct to St Andrews via UCAS by 15th October.

5.2. Suitably qualified applicants can apply for both the MBBS (A100 and A101) programmes using two choices on their UCAS application.

6. Entry Requirements for the Five Year Programmes

6.1. GCSE and iGCSE

6.1.1. All eligible applicants must have the following subjects at GCSE or iGCSE level, with minimum grades AAABBB or 777666 or any combination thereof, (in any order) to include Biology (or Human Biology), Chemistry, English Language and Mathematics or Additional Mathematics or Statistics. The Science double award may substitute any individual science at GCSE.

Applicants applying with A levels results from 2017 or onwards

6.1.2. Required minimum grades are A*AA, for Medicine and Dentistry (The 3 scoring A levels must be achieved in one sitting and not taken over a period of more than 2 years unless protected under the Equality Act 2010 **and** applied and agreed by the extenuating circumstances panel). For students taking Science A levels offered by awarding bodies in England a pass in the practical assessment is also required.

A level subjects:

1. Chemistry or Biology
2. Another Science or Maths (from the following list: Chemistry, Biology, Physics, or Maths)
3. Any A level except Critical Thinking, General Studies or Further Maths if Maths is offered as A level 1 or 2.

6.1.3. All candidates, irrespective of the year of sitting the qualifications, who declare in their application or interview an intention to sit more than the minimum number of examinations/qualification or other qualifications, in order to gain enhanced UCAS tariff points, are required to sit all those examinations to be considered for entry, even if they can achieve their 'offer' by sitting a smaller number. This requirement may only be waived by applying in advance in writing to the Head of Admissions (Medicine and Dentistry) for permission to change the planned number of examinations taken. Permission will only be given in exceptional circumstances, at the discretion of the Head of Admissions (Medicine and Dentistry), and will normally only be given where there are documented extenuating circumstances.

6.1.4. We will only consider applicants who retake the AS and A level year if they have serious extenuating circumstances protected under the Equality Act 2010 (Disability¹, gender reassignment, or pregnancy/maternity). Applicants must apply in writing with all the evidence to the Head of Admissions (Medicine and Dentistry). All evidence will be looked at by the extenuating circumstances panel and a final decision made. Applicants must apply by 1st September for a decision to be reached prior to the 15 October application deadline. Late applications may be considered but a decision may not be reached by the 15th October. Other serious extenuating circumstances will not be considered.

¹ Definition of Disability:

Applicants applying with A level results from or prior to 2016

1.1. AS Levels

1.1.1. Candidates should take both Chemistry and Biology as two of their AS level subjects. Where either Chemistry or Biology is dropped before A2, a minimum of a B grade must be attained in that subject at AS level. In addition to the three A2 levels (see below), the candidates must offer a fourth subject at AS level at minimum grade B.

1.2. A Levels (A2)

1.2.1. Required minimum grades are A*AA, for Medicine and Dentistry (The 3 scoring A levels must be achieved in one sitting and not taken over a period of more than 2 years unless protected under the Equality Act 2010 **and** applied and agreed by the extenuating circumstances panel). As stated above, all applicants must offer both Chemistry and Biology at AS level, and at least one of Chemistry or Biology at A level. Where Chemistry or Biology is not taken to A level, a minimum B grade will be required at AS level.

A second science subject is also required (of which we only accept Chemistry, Biology, Physics, or Maths), and the third A2 may be any science or arts subject. General Studies or Critical Thinking are not acceptable at AS or A level as part of the academic entry requirements. If A level Maths **and** Further Maths are offered, Further Maths is acceptable at AS level only and thus may count as 'the fourth' AS level, but the candidate must offer two other subjects at A2 level.

1.2.2. For candidates offering four A levels, two science and two other subjects (including non-science subjects), our normal offer is A*AA (A grades required in two science subjects one of which must be Biology or Chemistry) if no AS levels have been cashed.

1.3. Other acceptable qualifications

1.3.1. International Baccalaureate. The full International Baccalaureate is acceptable as an entry qualification. Three subjects including Chemistry or Biology and one other science or mathematical subject at higher level, and three subjects at Standard level including Chemistry or Biology if not offered at the higher level. If English Language is not offered as part of the diploma, it must be offered at GCSE or iGCSE, minimum grade B or 6, or acceptable equivalent. The minimum requirement is for 38 points in total with a minimum of 6 points in the higher level science subjects and 6 points in the third higher level subject.

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Long term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person's life.

Cancer, HIV infection and multiple sclerosis are deemed disabilities under the Equality Act 2010 from the point of diagnosis.

More information is available on <http://www.ecu.ac.uk/law/disability-key-legislation>

- 1.3.2. Scottish Advanced Highers. Scottish Highers are not accepted alone, Advanced Highers must also be offered. Candidates must offer: three Scottish Highers at grades AAA including Biology and Chemistry. Candidates must offer grades at AA in Advanced Highers in two of the subjects offered at Scottish Highers including Chemistry and/or Biology. English Language at Standard Grade 2 or higher is required.
- 1.3.3. Cambridge Pre-U. The full Diploma with grades of D3 or higher in three subjects including Biology and/or Chemistry. If either Chemistry or Biology is offered alone, a second science subject is required. An additional Short-Course in any subject is required at grade M2.
- 1.3.4. European Baccalaureate. Chemistry and Biology are required with a minimum grade of 8.5 in each of these two options and a grade of 85% is required overall. Passes at GCSE or iGCSE at minimum grade B or 6 or an acceptable equivalent in Mathematics and English Language if they are not offered as part of the Baccalaureate.
- 1.3.5. Advanced Placement Program. An average of 85 per cent (A) or higher in the High School Diploma, including a minimum grade B in English Language. At least 3 Advanced Placement (AP) examinations with grades of 5, 5, 4 or higher; two of these subjects must be Biology and Chemistry.
- 1.3.6. Irish Leaving Certificate. A1 A1 A1 A2 B1 B1 at Higher level including A1 in Chemistry and Biology, or H1 H1 H1 H2 H2 H2 at Higher level including H1 in Chemistry and Biology.
- 1.3.7. NUS High School of Mathematics and Science. The NUS High School Diploma should be offered with 3.6 CAP in Yrs 3-6 and 4.0 CAP in Yrs 5-6. Students must also have taken at least three Advanced Placement examinations and achieve grades of 5, 5, 4. Two of these subjects must be Biology and Chemistry.
- 1.3.8. Hong Kong Diploma of Secondary Education (HKDSE). Level 5 in English Language and Mathematics and level 3 in Chinese and Liberal Studies. Level 5 in 3 elective subjects.
- 1.3.9. Level 5 is needed in Chemistry and Biology. Hong Kong Advanced Level Examinations (HKALE) AAA Chemistry and Biology are needed.
- 1.3.10. Singapore Integrated Programme Cambridge A levels (SIPCAL). Grades AAA at H2 level including 2 science subjects (Chemistry, Biology, Physics or Maths) as per UK A levels.
- 1.3.11. Australian Qualifications. Applicants are required to have a UAI/TER/ENTER/ATAR score of at least 98.00. In addition Chemistry and Biology must have been studied within year 12.
- 1.3.12. Indian Qualifications. Central Boards (CBSE, ISC) and West Bengal Board 90 per cent Standard XII including Biology and Chemistry with 90 per cent in these and Standard X 85 per cent in Biology, Chemistry, English and Maths. State board qualifications other than West Bengal, 95 per cent Standard XII including Biology and Chemistry with 95 per cent in these and Standard X 90 per cent in Biology, Chemistry, English and Maths. Applicants must pass the National Eligibility Entrance Test (NEET) mandatory for those students who wish to study medicine outside India.

1.3.13. Israel's Bagrut Examinations. 90 per cent or 9/10 overall, with at least three subjects at 5 units. A minimum of six subjects must be studied Bagrut with 90 per cent or 9/10 overall, with at least three subjects at 5 units. A minimum of six subjects must be studied.

1.3.14. Canadian Qualifications. Entry requirements differ depending on province (please see below table) and in addition Year 12 must include Chemistry and one other science (Biology, Maths or Physics). The average will be calculated looking at academic subjects. Chemistry must be studied in Year 11 with a minimum score of 85 per cent.

Province	Entry Requirement
Alberta	General High School Diploma with a minimum of 90 per cent in five acceptable grade 12 courses.
British Columbia	British Columbia Senior Secondary Graduation Diploma with 93 per cent in at least five acceptable grade 12 subjects.
Manitoba	High School Graduation Diploma with five credits awarded at the 300 Level in at least four subject areas while achieving 90 per cent in each.
New Brunswick	High School Graduation Diploma with a minimum of 90 per cent in at least five acceptable subjects.
Newfoundland or North West Territories	Graduate Certificate with minimum of 90 per cent in at least five acceptable subjects at grade 12 level.
Nova Scotia	High School Completion Certificate with minimum of 90 per cent in at least five acceptable subjects in the Honours University Preparatory Courses (denoted by a 5) or in University Preparatory Courses (denoted by a 4).
Ontario	A minimum of 90 per cent in six grade 12 courses, at least five of which must be University Preparatory Courses (denoted by 4U). The sixth course could be a University/College Preparation Course (denoted by 4U/C). NB: CU and DU courses are considered on a case-by-case basis with advice from your school and our international representative.
Prince Edward Island	High School Graduate Diploma with a minimum of 90 per cent in at least five acceptable subjects at grade 12.
Quebec	Diplome D'Etudes Collegiales (DEC)/Diploma of Collegial Studies (DCS) with a minimum of 90 per cent.
Saskatchewan	Complete Division IV Standing with a minimum of 90 per cent in at least five acceptable subjects.

Yukon Territory	Senior Secondary Graduation Diploma with a minimum of 5As (AAAAA) in acceptable grade 12 courses.
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1.4. Qualifications which do not meet our entry requirements

1.4.1. The following qualifications are not considered for entry into Medicine or Dentistry, this list is not exhaustive but names the most popular qualifications:

- BTEC HNC/HND
- GNVQ/AVCE/Applied A levels
- City and Guilds
- Open University course credits
- Foundation, pre-medical/dental programmes or access courses from another other institution
- Equivalent high school qualifications from other countries not listed above.

1.4.2. Qualifications from other countries may not be acceptable for entry to the MBBS or BDS courses. Graduates with a non-UK degree must send full transcripts (translated in English where necessary) prior to application in order to be considered.

1.5. English Language qualifications

6.6.1 An English Language qualification is required from applicants educated outside the UK (or educated within the UK but not in the English language medium) who meet our other academic criteria: Our acceptable English Language qualifications are available on <http://www.qmul.ac.uk/international/international-students/englishlanguage/requirements/guidelines/index.html>

1.6. Graduates and mature students

6.7.1 Graduates are eligible to apply for Medicine and Dentistry (A100, A101 and A200). The minimum academic entry requirements are an upper second class honours (2:1) degree. Degrees are divided into three categories.

- Bioscience degrees which DO contain sufficient biology and chemistry - no further A or AS level requirements.
- Science degrees which lack biology or chemistry then candidates must have a minimum A or AS level grade C for biology and/or chemistry (depending on what is missing in your degree).
- Non-science degrees. Candidates must have a minimum B grade A or AS level in chemistry or biology, plus one other science also at grade B. Accepted science subjects are Biology, Chemistry, Physics, Maths, and Psychology. You may apply with achieved or predicted grades. It is acceptable for a graduate applicant to take their required AS/A levels in order to achieve a grade B during or after their degree.

1.6.1. Non-UK graduates are required to send a full transcript of their degree prior to making an application, which will be considered on a case by case basis.

1.6.2. Only an applicant's first degree is considered, and candidates are required to complete their degree within the minimum prescribed period allowed by their University, excluding any periods of intermission or interruption granted on grounds relating to serious extenuating circumstances protected under the Equality Act 2010.

1.6.3. Applications from candidates who are in their last year of the degree are accepted provided they are predicted to achieve an upper second class honours (2:1) degree or above. If these applicants are offered a place, they must have completed this degree prior to enrolment. Applicants are not accepted from degree students in the first or second year of their degree.

1.6.4. Students who have commenced a medical or dental degree at any school within the UK or internationally and have either voluntarily withdrawn, or have been deregistered by the university are not eligible to apply.

1.6.5. Transfers are only accepted on exceptional academic grounds and at the discretion of the Head of Admissions (Medicine and Dentistry) or the Dean for Education.

2. Entry Requirements for the Maxillofacial Surgery/Oral Medicine programme (A30X)

2.1. Applicants must have completed, or be about to complete, and have passed all three parts of the MFDS or both parts of the MJDF or equivalent.

2.2. This route to the MBBS is especially competitive and all applicants will be expected to show evidence of commitment and at least twelve months' clinical experience in their chosen field. Membership of the British Association of Oral and Maxillofacial Surgeons (BAOMS) or the British Society for Oral Medicine (BSOM) is essential.

2.3. There are up to 10 places available each year and this route is only open to UK/EU applicants.

3. Non-academic entry requirements

3.1. Age requirements

8.1.1 All students for the MBBS programme must be at least 18 years old at the start of their clinical work. Applicants who are within weeks of being 18 at the start of the course must, along with their parents, follow the QMUL Under 18 Policy which can be found at <http://www.arcs.qmul.ac.uk/policy/>. Applicants who will be under the age of 18 by the start of their clinical work can apply for deferred entry so that they will meet the minimum age requirement by the start of the course.

8.1.2 Applications are encouraged from mature students. There is no upper age limit, provided academic entry requirements are satisfied.

3.2. Applicants from countries outside the EU

3.2.1. The School has a number of places for international students for medical and dental courses. The minimum academic entry criteria are essentially the same as for home students. International applicants are ranked against other international applicants in the selection process.

3.3. Deferred Entry (Gap year students)

3.3.1. Applications for deferred entry for A100, A101 and A200 requested through UCAS by the 15th October deadline will be accepted and applicants assessed in the cycle in which they apply. Applicants who apply by the UCAS deadline but do not request deferred entry until after application will be considered on a case by case basis.

4. Number of places available for 2019 entry

4.1. The number of places available on the 2019 Medicine and Dentistry programmes is as follows:

Programme	Home Students	Overseas Students
5-year MBBS programme in Medicine	276	Up to 24
5-year MBBS programme in Medicine for WP	32	
4-year MBBS programme (GEP) in Medicine	39	
5-year BDS programme in Dentistry	67	Up to 4

4.2. Up to 24 places in total are available for international applicants across both Medicine programmes and up to 4 places in total are available for international applicants on the Dental programme.

5. Selection process and sequence

5.1. Applications are firstly reviewed within the Admissions Office (School of Medicine and Dentistry) to check that they meet the minimum academic requirements. Any applications which do not meet the minimum academic requirements will be rejected at this point. The admissions process follows best guidance and aligns with Values Based Recruitment.

5.2. A100, A101 and A200 applicants with an overall score within the third decile range or above in the UCAT and who meet our minimum academic entry criteria will be given a score for their UCAS tariff based on achieved/predicted grades for all tariffable qualifications, or a weighted score for EU and International applicants and for graduates based on degree classification. Candidates will be expected to achieve or be predicted a minimum UCAS tariff of 144 points from the scoring Academic component (A levels, IB, Pre-U etc.). We will use the new UCAS tariff points irrespective of when the qualification was obtained. We aim to interview approximately 800 for A100, 150 for A101 and up to 250 for A200 applicants on the basis of UCAT score and predicted UCAS tariff, or the weighted score for graduates and EU/International students. It is not possible to predict what values to put on the threshold required for interview, nor to use data from previous years to predict subsequent years' thresholds, since it is essentially competitive and depends on who applies. Hence we do not plan to make this information public.

5.3. Personal Statement and References

5.3.1. Personal statements and references are not weighted or scored, but provide the Admissions Team with evidence that applicants satisfy the main entry requirements. Personal Statements should be subject specific for the program being applied for or the entire application we be rejected.

5.3.2. Personal statements should provide evidence of commitment to, and realistic appreciation of, the academic, physical and emotional demands of a medical or dental course and career. It is expected that applicants will not merely be applying because they are 'good at science', or under family or peer pressure. Exceptional academic achievement does not guarantee success in the application process. Applicants may be closely questioned at interview on their personal statement and must ensure that it is an honest reflection of their strengths and interests. Personal statements must be written entirely by the applicants themselves. Personal statements showing evidence of plagiarism may cause the application to be rejected, irrespective of all other achievements.

5.3.3. In addition to academic ability, selectors will consider interests and talents and the contribution applicants could make to our School. They will also bear in mind the applicant's suitability as a future member of the medical or dental profession. Good communication skills and the ability to work as a part of a team are essential strengths for a doctor or dentist.

5.4. Work Experience

5.4.1. At the interview stage, selectors will determine whether or not applicants have gained experience and understanding from an appropriate amount and type of work experience. It is recognised that direct observation of healthcare may be difficult to arrange but applicants should have some experience at working with the public in a caring or service role. We may check work experience references to ensure what has been reported is correct.

5.4.2. Medicine: Selectors strongly recommend that candidates have explored what a career in Medicine entails and this includes some work experience. The interview may explore candidates' understanding of the realities of a career in Medicine.

5.4.3. Dentistry: Selectors will expect that candidates can demonstrate some knowledge about a career in Dentistry and have gained some work experience in relevant settings.

5.5. University Clinical Aptitude Test (UCAT)

5.5.1. For school-leavers/gap-year students and graduates, applicants will be ranked according to a 50:50 weighting applied to the UCAT score and academic ability. Academic ability is measured by UCAS tariff or weighted score for EU/International applicants, and for graduates, on a weighting of degree classification or postgraduate degrees compared to other applicants who apply in that same year.

5.5.2. You will not be offered an interview if you obtained a total UCAT score below the third decile. Please note there is no guarantee that you will be offered an interview if you score above the third decile.

5.5.3. Applicants for the Oral and Maxillofacial Surgery (OMFS)/Oral Medicine programme (A30X), or IMU, Oxbridge, St Andrews Direct Clinical Entrants (A300) are not required to take the UCAT.

5.6. Interviews (A100, A200)

5.6.1. Given the intense competition for places to study medicine and dentistry, not all applicants are invited to interview and no offers will be given without an interview. Interviews usually take place between January and March and last for 15 to 20 minutes for A100, and between 20 to 30 minutes for A200. The interview panel usually consists of two members of senior clinical or non-clinical staff and a current student. Some panels may also have a lay observer.

5.6.2. The interview is used to assess the applicant's determination; communication skills, team work skills and personality; and gives applicants a chance to meet the people involved with the course. To assess awareness of the realities of medicine or dentistry, candidates are usually asked about their personal experiences gained through work experience or voluntary work.

5.6.3. For the 5-year MBBS programme (A100) candidates will be asked to be prepared to discuss a case scenario or topical issue, which will be sent to them in advance. There is a DVD component in the dental (A200) interviews, where applicants watch a DVD and give their observations on its content. There are no 'right' or 'wrong' answers in either situation.

5.6.4. As in all aspects of the selection process, reasonable adjustments will be made to help an applicant with a disability. Applicants are advised to contact the Admissions team (Medicine and Dentistry) before the day of the interview.

5.7. MBBS Graduate Entry Programme (A101) Selection Process

5.7.1. Barts and The London School of Medicine and Dentistry operates an Assessment Centre Process. The Assessment Centre event takes around half a day and involves the completion of observed tasks including a group-based task, and structured interview. Candidates will also be assessed on their commitment to, and realistic appreciation of the academic, physical and emotional demands of a four-year medical programme. Trained assessors will observe applicants completing tasks including a group-based task, and a structured interview, and score applicants on a set of predetermined criteria.

5.8. Offers

5.8.1. Decisions after interview are made once all interviews have been completed and are based on interview performance and SJT score alone. All offers are conditional on meeting academic requirements, and satisfactory health and Disclosure and Bar checks by the required deadlines. All decisions are confirmed through UCAS.

6. Other Entry Conditions

6.1. Disclosure & Barring Service (formerly CRB) Clearance

6.1.1. Applicants who have any convictions, cautions, reprimands or final warnings that are not protected or do not meet the new filtering rules as defined by the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended in 2013) should declare them on the UCAS form. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

6.1.2. Applicants who have been offered a place will be asked for further information about any criminal convictions or other punishments that they may have disclosed. The consideration of an applicant's criminal record is entirely separate from the selection process for the undergraduate medical or dental courses at Barts and The London to ensure that there can be no bias in the selection process. The requested information will be processed in line with the School of Medicine and Dentistry's Policy on Applicants with Criminal Records.

6.1.3. All offers are made subject to satisfactory clearance by the DBS. An Enhanced Clearance check will be required. The cost of the checks and registration process must be paid by the applicant. Applicants who fail to meet the deadline for submitting their online DBS applications will be rejected even if they have fulfilled the academic conditions of their offers.

6.1.4. Applicants in receipt of offers are subject to an ongoing obligation to disclose any criminal convictions or other punishment received since they completed their UCAS form and up until the point they register for their course. In such cases, applicants should contact the Admissions Office (Medicine and Dentistry). Failure to do so may result in offers being withdrawn or de-registration from their programme.

6.1.5. Where the Enhanced DBS disclosure has not been received in time for enrolment, applicants will be asked to sign a full declaration of any criminal record received prior to full enrolment. Failure to make known matters that subsequently appear on a DBS check may be a disciplinary offence, which may result in de-registration from the programme. More details of this process can be found in the Policy for the enrolment of Medical and Dental Students without DBS or Health Clearance.

6.2. Health Questionnaire

6.2.1. All applicants who are offered places are required to complete a health questionnaire, which will ask for information about their physical and mental health. All information disclosed is confidential between the applicant and the Occupational Health Service (OHS) but if it impacts significantly on an individual's ability to take on the roles and responsibilities of a medical/dental student and doctor/dentist this could, in exceptional cases, result in the withdrawal or non-issue of an offer. Applicants will be asked to disclose whether they have been treated for past illness and the OHS may seek further information on this. Applicants who fail to meet the deadline for submitting their completed health questionnaire will be rejected even if they have fulfilled the academic conditions of their offers.

6.3. Blood-Borne Viruses and other infectious diseases

6.3.1. Medicine: All medical students are expected to be vaccinated against hepatitis B and tuberculosis in order to protect both themselves and their patients. This can be undertaken prior to entry or by the OH team. Applicants who are known carriers of a blood-borne virus (BBV) should contact the OHS for further advice. All medical students are offered BBV testing on entry to medical school.

6.3.2. Dentistry: All dental students are advised to be vaccinated against hepatitis B before entry in order to protect both them and their patients. A course of Hepatitis B vaccinations can take up to nine months to complete, and so applicants are asked and advised to contact our Occupational Health Department for advice. Students are advised to commence vaccination when the academic requirements of the offer are met but further advice is provided by the OH team.

6.3.3. All students on the 5-year BDS programme perform exposure-prone procedures (EPP) as a routine part of their course. Before receiving full enrolment, they must be able to demonstrate that they are not chronically infected with a blood borne virus – hepatitis B, hepatitis C and Human Immunodeficiency Virus (HIV) – by attending an appointment with the OHS for a blood test.

6.3.4. Applicants are encouraged to make an appointment with the OHS once they have received a conditional offer, which they have firmly accepted, to ensure that EPP clearance is achieved before the start of their course. Students will not be able to fully enroll without EPP clearance and may experience delays in receiving funding or student loans and be unable to attend the first teaching module, until they are fully enrolled.

7. Direct Entry into year 3 for matched programs only Medicine and Dentistry

7.1. Medical students from Oxbridge who are pursuing BA honours degree who wish to complete their medical training in London can apply for transfer under the common application procedure for the clinical transfer scheme agreed between Oxford, Cambridge, and London.

7.2. Students from IMU who wish to transfer to London in the 3rd year can apply to IMU under their local scheme.

7.3. Students looking to join the St Andrews and Barts route should apply to St Andrews, directly. Following the 3 years at St Andrews, students who are selected from this route join the Year 3 of the Barts course for a further 3 clinical years. For further information, please see: <http://medicine.st-andrews.ac.uk/pro/barts/>

8. Widening Participation

8.1. The school of Medicine and Dentistry has its Flagship Bridge the Gap program together with a number of Health Sciences Summer schools. More information on the comprehensive schemes and advice is available at <http://www.qmul.ac.uk/undergraduate/teachers/wp/medicine-and-dentistry/index.html>.

8.2. The Student Recruitment and Admissions team work with the Schools and the College's WP Unit, Education Liaison and SAMDA (Student Assisted Medical and Dental Admissions) to ensure coordination between admissions and WP. The team also provides staff for school talks and higher education fairs and participates in these events directly with relevant institutions.

8.3. All students on the Realising Opportunities program or Bridge the Gap who meet the minimum entry requirements of AAA and 3rd decile UCAT will automatically be selected for interview for any of the 276 Home Places on the A100 5 year program or the 67 Home places on the BDS A200 program dependant on which program they have applied to via UCAS. In addition, there is a separate group of 32 places on the 5-year A100 program for students on either of the schemes who meet AAB and the 4th decile of the UCAT and students will automatically be selected for interview. Offers for this group (Realising Opportunities program or Bridge the Gap) post interview will be made at AAA and not A*AA.

9. Feedback

9.1. Requests for feedback after interview should be made in writing (by letter or email) to the Admissions Office (Medicine and Dentistry). Candidates should clearly indicate their full name and address, UCAS number and the programme for which they are requesting feedback. Feedback will normally be provided within 20 working days of receipt of the feedback request. Requests must be made directly by the candidate and not a third party. Feedback requests made directly to other members of College staff are likely to be delayed, or may not receive a response. Applicants who are rejected prior to interview are informed via UCAS of the reason of their rejection. No further feedback is provided to these applicants.

10. Appeals

10.1. Requests for appeals must be submitted by the candidate in writing (by letter or email) to the Head of Admissions (Medicine and Dentistry) within 20 working days from notification of the decision on application. Appeals received after this time may be considered only in exceptional circumstances. The letter of appeal must contain the following information:

- Candidate's full name, address, application number, and programme with regard to the appeal is made;
- The valid grounds for appeal (see below), with the full details of the case;
- Any other information that the candidate feels is relevant to the case.

10.2. Being unhappy with the decision, or not meeting the required UCAT score are not considered to be valid grounds for appeal. Valid grounds for appeal are as follows:

- Evidence of irregularities during the admissions and selection process – the candidate believes that the School has not complied with its own stated requirements and procedures.
- Evidence of improper conduct of staff during the admissions and selection process.
- Emergence of new and substantial information, which, for good reasons, was not provided either in the UCAS application or during the admissions and selection process.
- Evidence of bias or prejudice.

10.3. Appeal requests will be considered by the Head of Admissions (Medicine and Dentistry). A response will be made in writing to the candidate within 20 working days and will include the reasons for the decision. Where a decision cannot be made in this time the candidate will be informed. All decisions are final and there will be no further right of appeal. No candidate will be discriminated against for submitting an appeal request.

10.4. Where an applicant feels his/her appeal has not been handled appropriately, a review of the decision may be requested. This request must be submitted in writing to the Head of Admissions, QMUL.

11. Complaints

11.1. Complaints about the admissions process should be addressed to the Admissions Manager (Medicine and Dentistry). A response will be sent to the candidate within 20 working days. Where a decision cannot be made in this time the candidate will be informed. If upheld, the outcome from a formal complaint could include an apology from the Admissions Manager, or a commitment to revise procedures.

12. Plagiarism and Falsified Applications

12.1. Applicants should be aware that UCAS routinely scans personal statements for plagiarism. Queen Mary will withdraw any offers made to applicants who are found to have submitted a personal statement that contains any plagiarised text.

12.2. Queen Mary will withdraw any offers made to applicants who are found to have supplied false information or omitted relevant information in their application. If a student registered with Queen Mary is found to have submitted a fraudulent application their registration will be terminated. There will be no refund of tuition fees or deposits for students who are found to have submitted fraudulent applications. There is no statute of limitations on this rule.

13. Data protection

13.1. Under the terms of the Data Protection Legislation, any correspondence relating to applications will normally only be with the applicant and not a third party, unless the applicant has provided consent.

18.2 Information provided by applicants will be used for the purposes of managing the School's recruitment, selection and admissions processes in line with QMUL's Data Protection Policy and data protection legislation. If you go on to enroll this personal data will form part of your student record. Anonymised data may be used for reporting purposes. For more information, please refer to relevant privacy notices.



**Policy for Admissions to Undergraduate Programmes in
Medicine MBBS and Certificate in Clinical Foundation Studies (London & Malta)
2019 application and 2020 entry**

1. Introduction

- 1.1. The purpose of this document is to ensure a fair and transparent process of admission to undergraduate medical programme within the School of Medicine and Dentistry. The policy provides clear procedural guidance to applicants and to staff involved in the administration of the admissions process.
- 1.2. The policy has been written in line with recommendations outlined in the Admissions to Higher Education Review "Fair Admissions to Higher Education: Recommendations for Good Practice" (the Schwartz Report, 2004) and the Medical Schools Council Guiding Principles for the Admission of Medical Students (2004).

2. Scope

- 2.1. This policy covers admissions to undergraduate programmes in the School of Medicine and Dentistry, which are as follows:
- Five year MBBS programme Malta (A110)
 - One year CCFS programme Medicine in London (A120)
 - One year CCFS programme Medicine (Malta A120)
- 2.2. It sets out the involvement of staff in the selection and decision process, the admissions process and the procedures for applicants to appeal or complain.

3. Equality and Diversity Statement

- 3.1. The School of Medicine and Dentistry firmly and actively promote equality and diversity and is committed to eliminating discrimination against any person because of their religion/belief, race, age, gender, sexual orientation, marriage/civil partnership.

- 3.2. Applicants with disabilities should seek advice from the Admissions team well before the deadline for applications so that each case can be given individual attention and consideration. Applicants are advised to seek advice by 1st January in the year of application. Candidates admitted to our programmes need to be eligible for registration by the GMC on graduation. Applicants that have declared a disability will receive a letter from the Head of Admissions (Medicine and Dentistry) prior to interview to ensure we can accommodate any specific needs. If you are offered a place on the course, we will send information regarding the requirement for prior assessment. This will be in the form of a confidential health questionnaire which follows the HEOPS guidance, but also we will ask you to make contact with our Disability and Dyslexia Service. This is so that a discussion of reasonable adjustment or discussion of your assessment of needs report can be made prior to the 31st July in the year of intended enrolment.
- 3.3. All staff involved in the Admissions process are aware of their responsibility to implement the College's Policy on Equal Opportunities/Equality and Diversity. Interview Panel Members receive compulsory training in selection with particular emphasis on equal opportunities.

4. Staff Involvement in Recruitment

- 4.1. The Student Recruitment and Admissions Manager (Medicine and Dentistry) is responsible for implementing the Admissions Policy and reports to the Institute Manager, the Head of Admissions (Medicine & Dentistry), and the Admissions and Recruitment Committee (ARC). The Head of Admissions (Medicine & Dentistry) reports to the Dean for Education (Medicine) and the Dean for Dentistry. The Head of Admissions (Medicine and Dentistry) reports to the School Education Committee.
- 4.2. The ARC is a sub-committee of the School Education Committee (SEC) and has responsibility for the overall decision making process for all matters relating to student admissions, recruitment, and marketing for the undergraduate (including GEP) medical and dental programmes. The ARC proposes recruitment targets in line with the Government quota for the Medical and Dental degrees for the undergraduate programmes within the School of Medicine and Dentistry, which are agreed by SEC and noted by the Student, Recruitment and Admissions Group (SRAG).
- 4.3. Interview Panel Members, whether lay members, staff, or students, shall be approved by the ARC and receive compulsory training in selection and on equal opportunities. The Student Recruitment and Admissions Office are responsible for maintaining a record of all panel members and the dates of their training. Training is provided annually and all members are required to participate at least once every three years. Refresher training is provided at the start of every interview session.

5. Applications Process

- 5.1. All applications should be made directly to the University, between the 1st October and 30th June each year.
- 5.2. Suitably qualified applicants can apply to the MBBS (A110) programme or CCFS (A120) programmes.

6. Entry Requirements for the Five Year Medicine MBBS Malta Programme

Please visit our [website](#) for the full entry requirements.

6.1. Qualifications which do not meet our entry requirements

6.1.1. The following qualifications are not considered for entry into Medicine, this list is not exhaustive but names the most popular qualifications:

- BTEC HNC/HND
- GNVQ/AVCE/Applied A levels
- City and Guilds
- Open University course credits
- Pre-medical/dental programmes or access courses from another other institution
- Equivalent high school qualifications from other countries not listed above.

6.1.2. Qualifications from other countries may not be acceptable for entry to the MBBS or CCFS courses. Graduates with a non-UK degree must send full transcripts (translated in English where necessary) prior to application in order to be considered.

6.2. English Language qualifications

6.1.3 An English Language qualification is required from applicants educated outside the UK (or educated within the UK but not in the English language medium) who meet our other academic criteria: Our acceptable English Language qualifications are available on our [website](#).

6.3. Graduates and mature students

6.7.1 Graduates are eligible to apply for Medicine and Dentistry (A100, A101, A110 and A200). The minimum academic entry requirements are an upper second class honours (2:1) degree. Degrees are divided into three categories. Bioscience degrees which DO contain sufficient biology and chemistry - no further A or AS level requirements

- Science degrees which lack biology or chemistry then candidates must have a minimum A or AS level grade C for biology and/or chemistry (depending on what is missing in your degree).
- Non-science degrees. Candidates must have a minimum B grade A or AS level in chemistry or biology, plus one other science also at grade B. Accepted science subjects are Chemistry, Biology, Physics, Maths, and Psychology. It is acceptable that a graduate applicant can take or re-take their required AS/A levels in order to achieve a grade B during or after their degree if it has not been offered. Non-UK graduates are required to send a full transcript of their degree prior to making an application, which will be considered on a case by case basis. Only an applicant's first degree is considered, and candidates are required to complete their degree within the minimum prescribed period allowed by their University, excluding any periods of intermission or interruption granted on grounds relating to serious extenuating circumstances protected under the Equality Act 2010.

6.3.1. Applications from candidates who are in their last year of the degree are accepted provided they are predicted to achieve an upper second class honours (2:1) degree or above. If these applicants are offered a place, they must have completed this degree prior to enrolment. Applicants are not accepted from degree students in the first or second year of their degree.

6.3.2. Students who have commenced a medical degree at any school within the UK or internationally and have either voluntarily withdrawn, or have been deregistered by the university are not eligible to apply.

6.3.3. Transfers are only accepted on exceptional academic grounds and at the discretion of the Head of Admissions (Medicine and Dentistry) or the Dean for Education.

7. Entry Requirements for the Certificate in Clinical Foundation Studies programme (A120 & A130)

7.1. The programme provides applicants with an alternative route into Medicine MBBS in Malta and London. It is for applicants who needs to attain education to the level of Year 13 (age 17-18) in the UK, which is required for entry to the Medicine MBBS Malta.

7.2. They will accept some European and International qualifications and these are available on our [website](#).

8. Non-academic entry requirements

8.1. Age requirements

8.1.1. All students for the MBBS Malta programme must be at least 18 years old at the start of their clinical work. Applicants who are within weeks of being 18 at the start of the course must, along with their parents, follow the QMUL Under 18 Policy which can be found [here](#). Applicants who will be under the age of 18 by the start of their clinical work can apply for deferred entry so that they will meet the minimum age requirement by the start of the course.

8.1.2. Applications are encouraged from mature students for the Medicine programme. There is no upper age limit, provided academic entry requirements are satisfied.

8.2. Deferred Entry (Gap year students)

8.2.1. Applications for deferred entry for A110 requested by the 30th June deadline will be accepted and applicants assessed in the cycle in which they apply. Applicants who apply by the deadline but do not request deferred entry until after application will be considered on a case by case basis.

9. Number of places available for 2019 entry

9.1. The number of places available on the 2019 Medicine programme is as follows:

Programme	Places
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5-year MBBS programme in Medicine A110	45
1-year CCFS programme Medicine (London A120)	30
1-year CCFS programme Medicine (Malta A120)	4/5

10. Selection process and sequence

10.1. Applications are firstly reviewed within the Admissions Office (School of Medicine and Dentistry) to check that they meet the minimum academic requirements. Any applications which do not meet the minimum academic requirements will be rejected at this point. The admissions process follows best guidance and aligns with Values Based Recruitment.

10.2. A110 applicants with an overall score within the third decile range or above in the UCAT and who meet our minimum academic entry criteria will be given a score for their tariff based on achieved/predicted grades for all tariffable qualifications, or a weighted score for EU and International applicants and for graduates based on degree classification. Candidates will be expected to achieve or be predicted a minimum tariff points from the scoring Academic component (A levels, IB, Pre-U etc.). We aim to interview approximately 300 for A110, applicants on the basis of UCAT score and predicted tariff, or the weighted score for graduates and EU/International students. It is not possible to predict what values to put on the threshold required for interview, nor to use data from previous years to predict subsequent years' thresholds, since it is essentially competitive and depends on who applies. Hence we do not plan to make this information public.

10.3 A120 applicants for interview will be based on meeting the academic entry criteria, meeting the minimum requirement in the UCAT and on the basis of the IELTS score. We aim to interview approximately 60 applicants on the basis of UCAT score.

10.3. Personal Statement and References

10.3.1. Personal statements and references are not weighted or scored but provide the Admissions Team with evidence that applicants satisfy the main entry requirements.

10.3.2. Personal statements should provide evidence of commitment to, and realistic appreciation of, the academic, physical and emotional demands of a medical course and career. It is expected that applicants will not merely be applying because they are 'good at science', or under family or peer pressure. Exceptional academic achievement does not guarantee success in the application process. Applicants may be closely questioned at interview on their personal statement and must ensure that it is an honest reflection of their strengths and interests. Personal statements must be written entirely by the applicants themselves. Personal statements showing evidence of plagiarism may cause the application to be rejected, irrespective of all other achievements.

10.3.3. In addition to academic ability, selectors will consider interests and talents and the contribution applicants could make to our School. They will also bear in mind the applicant's suitability as a future member of the medical profession. Good communication skills and the ability to work as a part of a team are essential strengths for a doctor.

10.4. Work Experience

10.4.1. At the interview stage, selectors will determine whether or not applicants have gained experience and understanding from an appropriate amount and type of work experience. It is recognised that direct observation of healthcare may be difficult to arrange but applicants should have some experience at working with the public in a caring or service role. We may check work experience references to ensure what has been reported is correct.

10.4.2. Medicine selectors strongly recommend that candidates have explored what a career in Medicine entails and this includes some work experience. The interview may explore candidates' understanding of the realities of a career in Medicine.

10.5. University Clinical Aptitude Test (UCAT)

10.5.1. For A110, school-leavers/gap-year students and graduates, applicants will be ranked according to a 50:50 weighting applied to the UCAT score and academic ability as measured by UCAS tariff or weighted score for EU/International applicants and academic ability for graduates based on a weighting of degree classification or postgraduate degrees compared to other applicants who apply in that same year.

You will not be offered an interview if you obtained a total UCAT score below the third decile. Please note there is no guarantee that you will be offered an interview if you score above the third decile.

Graduates who apply for the Medicine five-year programme and meet the minimum academic criteria will be ranked against the other graduate applicants applying in that year according to 50:50 weighting applied to the UCAT score and academic ability as measured using a points weighting of degree classification or postgraduate degrees.

10.6. Interviews (A110 & A120)

10.6.1. Given the intense competition for places to study medicine, not all applicants are invited to interview and no offers will be given without an interview. Interviews usually take place between January and June and last for 15 to 20 minutes. The interview panel usually consists of two members of senior clinical or non-clinical staff. Some panels may also have a lay observer and or a current student.

10.6.2. The interview is used to assess the applicant's determination; communication skills, team work skills and personality; and gives applicants a chance to meet the people involved with the course. To assess awareness of the realities of medicine, candidates are usually asked about their personal experiences gained through work experience or voluntary work.

10.6.3. Candidates will be asked to be prepared to discuss a case scenario or topical issue, which will be sent to them in advance. There are no 'right' or 'wrong' answers in this situation.

10.6.4. As in all aspects of the selection process, reasonable adjustments will be made to help an applicant with a disability. Applicants are advised to contact the Admissions team (Medicine and Dentistry) before the day of the interview.

10.7. Offers

10.7.1. Decisions after interview are normally made a week after the interviews have been completed and are based on interview performance and SJT score alone. All offers are conditional on meeting academic requirements, and satisfactory health and Disclosure and Bar checks (for UK and EU applicants only) by the required deadlines. All decisions are confirmed by email through the University.

11. Other Entry Conditions

11.1. Disclosure & Barring Service (formerly CRB) Clearance

11.1.1. Applicants who have any convictions, cautions, reprimands or final warnings that are not protected or do not meet the new filtering rules as defined by the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended in 2013) should declare them on their application form. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

11.1.2. Applicants who have been offered a place will be asked for further information about any criminal convictions or other punishments that they may have disclosed. The consideration of an applicant's criminal record is entirely separate from the selection process for the undergraduate medical at Barts and The London to ensure that there can be no bias in the selection process. The requested information will be processed in line with the School of Medicine and Dentistry's Policy on Applicants with Criminal Records.

11.1.3. All offers for UK/EU applicants are made subject to satisfactory clearance by the DBS. An Enhanced Clearance check will be required. The cost of the checks and registration process must be paid by the applicant. Applicants who fail to meet the deadline for submitting their online DBS applications will be rejected even if they have fulfilled the academic conditions of their offers. International applicants will be asked to provide a satisfactory certificate of police conduct issued by their home country within the last month.

11.1.4. Applicants in receipt of offers are subject to an ongoing obligation to disclose any criminal convictions or other punishment received since they completed their application form and up until the point they register for their course. In such cases, applicants should contact the Admissions Office (Medicine and Dentistry). Failure to do so may result in offers being withdrawn or de-registration from their programme.

11.1.5. Where the Enhanced DBS disclosure has not been received in time for enrolment, applicants will be asked to sign a full declaration of any criminal record received prior to full enrolment. More details of this process can be found in the Policy for the enrolment of Medical and Dental Students without DBS or Health Clearance.

11.2. Health Questionnaire

11.2.1. All applicants who are offered places are required to complete a health questionnaire, which will ask for information about their physical and mental health. All information disclosed is confidential between the applicant and the Occupational Health Service (OHS) but if it impacts significantly on an individual's ability to take on the roles and responsibilities of a medical student and doctor this could, in exceptional cases, result in the withdrawal or non-issue of an offer. Applicants will be asked to disclose whether they have been treated for past illness and the OHS may seek further information on this. Applicants who fail to meet the deadline for submitting their completed health questionnaire will be rejected even if they have fulfilled the academic conditions of their offers.

11.3. Blood-Borne Viruses and other infectious diseases

11.3.1. All medical students are advised to be vaccinated against hepatitis B and tuberculosis in order to protect both themselves and their patients. This can be undertaken prior to entry or by the OH team. Applicants who are known carriers of a blood-borne virus (BBV) should contact the OHS for further advice. All medical students are offered BBV testing on entry to medical school.

12. Feedback

12.1. Requests for feedback after interview should be made in writing (by letter or email) to the Admissions Office (Medicine and Dentistry). Candidates should clearly indicate their full name and address, and the programme for which they are requesting feedback. Feedback will normally be provided within 20 working days of receipt of the feedback request. Requests must be made directly by the candidate and not a third party. Feedback requests made directly to other members of College staff are likely to be delayed, or may not receive a response. Applicants who are rejected prior to interview are informed by email via U of the reason of their rejection. No further feedback is provided to these applicants.

13. Appeals

13.1. Requests for appeals must be submitted by the candidate in writing (by letter or email) to the Head of Admissions (Medicine and Dentistry) within 20 working days from notification of the decision on application. Appeals received after this time may be considered only in exceptional circumstances. The letter of appeal must contain the following information:

- Candidate's full name, address, application number, and programme with regard to the appeal is made;
- The valid grounds for appeal (see below), with the full details of the case;
- Any other information that the candidate feels is relevant to the case.

13.2. Being unhappy with the decision, or not meeting the required UCAT score are not considered to be valid grounds for appeal. Valid grounds for appeal are as follows:

- Evidence of irregularities during the admissions and selection process – the candidate believes that the School has not complied with its own stated requirements and procedures;
- Evidence of improper conduct of staff during the admissions and selection process;
- Emergence of new and substantial information which, for good reasons, was not provided either in the application or during the admissions and selection process;
- Evidence of bias or prejudice.

13.3. Appeal requests will be considered by the Head of Admissions (Medicine and Dentistry). A response will be made in writing to the candidate within 20 working days and will include the reasons for the decision. Where a decision cannot be made in this time the candidate will be informed. All decisions are final and there will be no further right of appeal. No candidate will be discriminated against for submitting an appeal request.

13.4. Where an applicant feels his/her appeal has not been handled appropriately, a review of the decision may be requested. This request must be submitted in writing to the Head of Admissions, QMUL.

14. Complaints

14.1. Complaints about the admissions process should be addressed to the Admissions Manager (Medicine and Dentistry). A response will be sent to the candidate within 20 working days. Where a decision cannot be made in this time the candidate will be informed. If upheld, the outcome from a formal complaint could include an apology from the Admissions Manager, or a commitment to revise procedures.

15. Plagiarism and Falsified Applications

15.1. Applicants should be aware that the University routinely scans personal statements for plagiarism. Queen Mary will withdraw any offers made to applicants who are found to have submitted a personal statement that contains any plagiarised text.

15.2. Queen Mary will withdraw any offers made to applicants who are found to have supplied false information or omitted relevant information in their application. If a student registered with Queen Mary is found to have submitted a fraudulent application their registration will be terminated. There will be no refund of tuition fees or deposits for students who are found to have submitted fraudulent applications. There is no statute of limitations on this rule.

16. Data protection

- 16.1. Under the terms of the Data Protection Legislation, any correspondence relating to applications will normally only be with the applicant and not a third party, unless the applicant has provided consent.
- 16.1. Information provided by applicants will be used for the purposes of managing the School's recruitment, selection and admissions processes in line with QMUL's Data Protection Policy and data protection legislation. If you go on to enroll this personal data will form part of your student record. Anonymised data may be used for reporting purposes. For more information, please refer to relevant privacy notices.