

**Selection Procedure and Policy for the Faculty of Medicine, BM4, BM5 and BM6 Programmes,
University of Southampton 2016 Entry or 2017 Deferred Entry**

Section One - Introduction and Aims of the Policy

- 1.1 The Selection Procedure and Policy for the Faculty of Medicine at the University of Southampton (2016 Entry or 2017 Deferred Entry) is designed to assist applicants through the selection process for the Bachelor of Medicine, Bachelor of Surgery programmes. Applicants are advised that they should read the policy before making their applications. In addition, the Faculty of Medicine website provides current information and a brochure on applying to the BMBS programmes is available either from the Faculty of Medicine Admissions Office or at <http://www.southampton.ac.uk/medicine/undergraduate/index.page%20?>
- 1.2 The Selection Procedure and Policy applies to all applications for the three Bachelor of Medicine, Bachelor of Surgery programmes known as BM Four-Year Graduate Entry Programme (A101), BM Five-Year programme (A100) and BM Six-Year Widening Access Programme (A102).
- 1.3 The aims of the Selection Procedure and Policy of the Faculty of Medicine are:
- to select students who have the motivation to succeed in undergraduate and postgraduate medicine
 - to select students who have the academic ability to benefit from and contribute to the course and their future careers
 - to work towards more flexible entry requirements in line with University and General Medical Council (GMC) recommendations in order to widen access and ensure diversity
 - to give credit to the non-academic attributes that are necessary in members of the medical profession
 - to provide real equality of opportunity to all applicants and to operate a system which is free from unfair discrimination

Section Two – General Information

UCAS Information

- 2.1 Only applicants who apply through the University and Colleges Admissions Service (UCAS) will be considered for admission.
- 2.2 If applicants wish to apply for deferred entry (for no more than one year) they should do so at the time of application. Requests to alter the year of entry later during the selection cycle must be made in writing before confirmation in August and may not always be permitted. The conditions of any offer would have to be met in the year in which the offer is made and by any deadlines associated with that year.
- 2.3 Applications will only be considered if received by UCAS on or before the deadline for applications to Medicine of 15 October 2015. Due to the high level of demand, applications received after this date will not be considered, unless there are significant extenuating circumstances. These must be submitted in writing to the Faculty of Medicine. The Faculty of Medicine will endeavour to process every application as quickly as possible although applicants are reminded that the selection process is extensive and therefore responses may be delayed at times. Queries regarding the progress of applications will be answered by the Faculty of Medicine Recruitment and Admissions Office.
- 2.4 Applications received by the deadline should be accurate and complete, including references and qualification information. Applicants should review the entry requirements of the Faculty of Medicine before submitting an application and the Faculty considers it the responsibility of the applicant to ensure that they have completed all of the required information by the closing date for Medicine applications. Any applications considered to be incomplete, will be rejected. The Faculty reserves the right to reject any application where inaccurate information has been submitted. Eligibility Forms relating to the BM6 programme, which are issued after application submission, should also be accurate and complete; it is again considered to be the responsibility of the applicant to ensure that they have completed all of the required information by the deadline given. Any Eligibility Form considered to be incomplete will result in an unsuccessful application.
- 2.5 In line with instructions from the Medical Schools Council, applicants are permitted to make only four out of the five possible choices of institution on their UCAS application to medicine programmes. Applicants who apply to more than four choices for medicine will have their application returned to them by UCAS.

Feedback

- 2.6 Competition for a place to study medicine nationally is extremely intense and it is often very difficult for high achieving students to understand why they have not been offered a place. The majority of applicants to our programmes have extremely high academic grades and most people have also secured extremely good quality work experience to support their application. This makes the role of universities, when selecting applicants to study medicine, very challenging. If rejected for one of our programmes, applicants are asked to review their application, and reflect upon their performance at the Selection Day, where appropriate, to determine whether there were any areas of weakness. Due to the large volume of applications received, it is not possible to give reasons why an individual application was unsuccessful.

Complaints

- 2.7 Applicants who are dissatisfied with the way in which their application has been handled are asked to follow the University of Southampton's procedure for complaints from applicants, which may be obtained from the Faculty of Medicine Recruitment and

Admissions Office or from <http://www.calendar.soton.ac.uk/sectionIV/complaints-applicants.html>.

Transfer Applications

- 2.8 The Faculty of Medicine is unable to consider transfer applications for any of the BMBS programmes.

Previous Medical Degree Study

- 2.9 The Faculty of Medicine is unable to consider applications for any of the BMBS programmes where the applicant has previously commenced study on a medical degree but withdrawn before the conclusion of that course or had their programme of study terminated.

Late Applications/Clearing

- 2.10 The Faculty of Medicine will not accept late applications to any of its programmes and is unlikely to enter into the UCAS Clearing or Extra schemes. In order to ensure that the clearing period is as fair as possible, if places do become available at a late stage in the application cycle usually only applicants who have already been through the normal 2016 entry selection procedure, and have been rated highly, will be considered.

Fraudulent Applications

- 2.11 The Faculty of Medicine will take steps to investigate further any UCAS applications that they believe to be fraudulent. Fraudulent applications include those that contain inaccurate personal details, qualifications and references, as well as personal statements which are not the applicant's own work. This includes personal statements that have been wholly or partly copied from external websites. Any applicant who gains a place on one of our programmes, and who we later find to have made a fraudulent application, may have their programme of study terminated.

Advice for Referees

- 2.12 Please follow the guidelines published by UCAS on their website at <https://wwwucas.com/advisers/references> Please note that referees may be contacted to ensure that the reference given on the applicant's UCAS form is authentic at any point during the selection process.

Section Three – The Selection Process

- 3 The Selection Procedure and Policy and entry requirements for each programme will be reviewed annually and the information will be made available on the Faculty of Medicine’s website (<http://www.southampton.ac.uk/medicine>). It is strongly recommended that applicants (and their advisers) read this documentation prior to making an application. Applicants who are unable to access this information via the Internet are welcome to apply to the Faculty of Medicine Recruitment and Admissions Office for a copy of the documents. The Selection Procedure and Policy and entry requirements are provided to all individuals involved in the selection process.

The selection process for the BM5, BM4 and BM6 programmes will be overseen by the Recruitment and Admissions Team Leader for the Faculty of Medicine

- 3.1 The recruitment and selection cycle for 2015/16 for BMBS applicants will be as follows:

June – October 2015	Potential applicants contact the Faculty of Medicine’s Recruitment and Admissions Office for information on the BMBS programmes.
July and September 2015	University of Southampton Open Days take place – Information online at: http://www.southampton.ac.uk/about/visit/open-days.page
July – October 2015	Applicants for all BMBS programmes take the UKCAT.
15 October 2015	Deadline for applications.
November 2015	UKCAT provides Faculty with UKCAT scores.
September 2015 – January 2016	BM6 applications screened to ensure applicants meet eligibility criteria and academic entry requirements.
November 2015– February 2016	Applicants selected for Selection Days.
December 2015 – March 2016	Selection Days take place for BM4, BM5 and BM6 applicants.
January – March 2016	Decisions made for BM4, BM5 and BM6 applications.

Disclaimer – this calendar of events is provisional and may, therefore be subject to change.

- 3.2 The Faculty of Medicine will look for applicants who are academically able to cope with the rigours of the programme and who meet the entry requirements (academic criteria), and whose personal attributes suggest that they have potential to serve the community as members of the medical profession (non-academic criteria).
- 3.3 All applicants must be able to fulfil the duties of a doctor as stated by the GMC in their document ‘Good Medical Practice’ (available at http://www.gmc-uk.org/guidance/good_medical_practice.asp). In the first instance, an applicant will be considered to ensure that they meet the academic and non academic entry criteria for the programme to which they have applied. If a decision is made to offer an applicant a place and the applicant has reported a disability on their UCAS application which may affect their ability to practise medicine and/or requires further investigation of reasonable

adjustments, they will be referred to the University of Southampton's Enabling Services for assessment. The Selectors, however, will NOT consider this information as part of their decision-making process. Once Enabling Services has made an assessment on an applicant further details may be sought by the Occupational Health Department. The Faculty of Medicine will attempt to make reasonable adjustments to accommodate the applicant. Any approval for an offer to such an applicant will be made by the Associate Dean Education on behalf of the Recruitment and Admissions Committee.

- 3.4 Applicants in possession of any prior charges or criminal convictions must declare this on their UCAS application form; this includes both spent and unspent convictions and also cautions and warnings. If an applicant does make such a declaration, initially Selectors will assess the application on its academic and non-academic criteria. If an offer is to be made the Recruitment and Admissions Team Leader will follow the University's procedures for handling applications from students with previous criminal convictions. Further information may be sought from the applicant in line with the GMC guidelines as stated in their document 'Medical students: professional values and fitness to practice' http://www.gmc-uk.org/education/undergraduate/professional_behaviour.asp
- 3.5 Due to early clinical contact, students must be a minimum of 18 years when they start our medical degree programmes. Applicants who apply but would be under 18 at the start of the programme will be considered for a deferred place or advised to reapply as appropriate

English Language

- 3.6 In accordance with University of Southampton regulations, students whose first language is not English should offer one of the recognised tests in English Language. The length of time that tests are valid for will be in accordance with the University of Southampton's Admissions to Degree Regulations. Further details on English language requirements are available from the Recruitment and Admissions Office or in our prospectus at www.southampton.ac.uk/medicine

Non-academic criteria

- 3.7 In addition to academic entry requirements, during the selection process, the selectors will look for evidence of non-academic criteria. Applicants must be able to show they:

Are self-motivated and resilient

Have reflected on and learnt from life experiences (this may include, work experience, paid employment and personal experiences both in and outside health and social care settings)

Can communicate effectively

Are able to interact successfully with others

Can demonstrate an understanding of the values of the NHS constitution

School leaver applicants to BM5

- 3.8 School leaver applicants should offer seven GCSEs at grades A or above including English Language, Mathematics and Double Award Science (or equivalent).

Applicants should offer predicted or actual A level grades of AAA or equivalent to include A level Chemistry and Biology; plus either grade A at AS level in a subject not offered at A2 or grade A in the Extended Project qualification

General Studies and Critical Thinking are not accepted.

Subjects where there may be considerable overlap of material will not be accepted in combination at A2 (such as combinations of Zoology/Biology; Human Biology/Sports Studies/Physical Education).

Qualifications equivalent to GCSE and A levels are also acceptable (based on the UCAS Guide to International Qualifications; NARIC and the University of Southampton Qualifications Database.)

All qualifications are expected to be taken at one sitting (please see 3.13).

Graduate applicants to BM4 and BM5

- 3.9 All places on the BM4 programme and a number of places on the BM5 programme are allocated to graduate applicants. Applicants are expected to fulfil both the non-academic and academic criteria for graduates for these programmes. To fulfil the academic criteria applicants must have achieved or be predicted at least an Upper Second Class Honours degree (in any subject) in their first degree. Applicants who have achieved or are predicted a Lower Second Class degree or below will be rejected. Ordinary degrees are not accepted. Applicants must also have either a minimum of grade C in A level Chemistry, or if they have not studied Chemistry at A2, they may offer AS level Chemistry and AS level Biology (or Human Biology) or equivalent at a minimum of grade C in both. If a significant element of Chemistry is included in an applicant's first degree this may be considered as an alternative to A level. Equally applicants who have achieved lower than a grade C in A level Chemistry will be considered if they have achieved an Upper Second Class Honours degree in Chemistry or a relevant subject. GCSE English Language, Mathematics and Double Award Science must be offered to at least grade C or equivalent.

Mature non-graduate applicants to BM5

- 3.10 The Faculty recognises that mature applicants often have different qualifications and life experiences compared to school leaver applicants and that they do not always have the advantage of a school or college based careers adviser to offer advice on completing the UCAS application. For these reasons, and to widen access, mature non-graduate applicants are considered together, and not alongside graduate or school leaver applicants.

Mature non-graduate applicants are expected to meet both the non-academic and academic entry requirements for the programme.

English Language, Mathematics and Double Award Science must be offered to at least a grade C at GCSE or equivalent. Mature non-graduate applicants are expected to offer AAA at A Level, to include Chemistry and Biology.

In order to be considered as a mature non-graduate applicant, applicants should be 21 or over by the 15th October 2015.

International applications

- 3.11 A number of places are available each year for international students as per Government guidelines. In view of the externally imposed quota, each international applicant is considered in competition with other international applicants for the limited number of places available.

Offers to EU, Channel Islands/Isle of Man students are made from the UK quota.

If an applicant is made an offer as an overseas student, and then changes residential status to a home student, the applicant's offer will be withdrawn.

Decisions upon an applicant's residential status for fee purposes (including applicants who are applying for refugee status) will be made by the University of Southampton's Central Admissions Office and not by the Faculty of Medicine.

International applicants are not eligible to apply for the BM6 or BM4 programmes.

Applications to the BM6 programme

3.12 The BM6 programme has been developed by the Faculty of Medicine to widen access into the medical profession. Students will study for an extra year on a specially designed Year 0.

In order to be eligible for the programme, applicants should ensure that they fulfil three of the following eligibility criteria:

- First generation applicant to Higher Education
- Parents, guardian or self in receipt of a means tested benefit
- Young people looked after by a Local Authority
- In receipt of 16-19 bursary or similar grant
- Resident in an area with a postcode which falls within the lowest 20% of the IMD (Index of Multiple Deprivation), or a member of a travelling family.
- In receipt of free school meals at any time during Years 10-13

Applicants should normally only submit eligibility criteria relating to one postcode.

International applicants, graduate applicants, and students who have previously enrolled on a higher education course are not eligible to apply for the BM6 programme.

The academic entry requirements for the BM6 programme are five GCSEs at Grade C or above, to include English Language, Mathematics and Double Science (or equivalent), and A level grades of BBC including Chemistry and Biology. Subjects where there may be considerable overlap of material will not be accepted in combination (such as combinations of Zoology/Biology; Human Biology/Sports Studies/Physical Education). General Studies and Critical Thinking are not accepted

All qualifications are expected to be taken at one sitting (please see 3.13).

Retake Policy

3.13 We are unable to consider applicants who are retaking their A Levels (A2)/GCSEs/or equivalent qualifications.

For mature non-graduates over the age of 21 and for applicants to the BM6 programme, retakes may be considered, on a case by case basis, provided there were exceptional circumstances. If accepted, the offer would be the same as the standard offer for the appropriate programme. Cases will only be reviewed after an application has been submitted and the Faculty of Medicine will not review any information before submission of an application.

We are unable to consider applications from applicants who do not meet our criteria and then directly undertake a different equivalent qualification. For example, an A Level student who undertakes an Access course directly after completing their A Levels.

A Levels taken early

3.14 A Levels should be taken at one sitting for all programmes and within the standard 2 years, Years 12 and 13. We are unable to consider A Levels which have been taken early.

UK Clinical Aptitude Test (UKCAT)

- 3.15 All applicants who are applying to the BM4, BM5 and BM6 programmes for entry in 2016 (and deferred entry in 2017) MUST complete the UK Clinical Aptitude Test (UKCAT) between July and October 2015.

Applicants for BM4 and BM5 will be ranked by UKCAT score. The ranking does not apply to applicants to the BM6 programme but they must complete UKCAT.

UKCAT results are only valid for applicants in the year in which the test is taken. If your application to medical school is not successful and you re-apply the following year, you will be required to resit the UKCAT.

For further information on the UKCAT please visit www.ukcat.ac.uk.

Application Stages

- 3.16 The selection process consists of a number of stages which are outlined below:

BM4 and BM5

Stage 1	Applicants are ranked by UKCAT score.
Stage 2	Applicants pre-screened against academic criteria.
Stage 3	Number of places available at Selection Day set. Candidates meeting the academic criteria, and with an appropriate UKCAT score, invited for the number of places set.
Stage 4	Applicants attend Selection Day.
Stage 5	Scores from Selection Days compiled and offers made.

BM6

Stage 1	Applicants pre-screened against academic and eligibility criteria.
Stage 2	Number of places available at Selection Day set. Candidates meeting the academic criteria and eligibility criteria, invited. (if number meeting the criteria exceeds Selection Day places, applications reviewed by Programme Lead and/or Recruitment and Admissions Team).
Stage 3	Applicants attend Selection Day.
Stage 4	Scores from Selection Days compiled and offers made.

Offers

- 3.17 All offers made to applicants will be conditional upon applicants achieving and providing suitable evidence of their qualifications. Continued registration on the course is conditional upon the completion of satisfactory health and enhanced Disclosure and Barring Service screening. Health screening will be undertaken in confidence by staff in the Occupational Health Department at Southampton General Hospital.

3.18 In the interests of patient and public safety, the Faculty of Medicine will wish to share some of the information provided in an applicant's application form with the Medical Schools Council in order to verify an applicant's fitness to practise. If a fitness to practice outcome is made against an individual in the future, this information and a copy of the decision against that individual will also be stored on a central database which is accessible only to other schools with courses leading to entry to a registered profession in the UK. It is used only for proper fitness to practise purposes to protect patients and the public. Any offer of study will be conditional on the applicant having disclosed any previous fitness to practise findings made against them, and their giving consent to this use of information. An individual has a right of access to any information held about them on the database and to correct any errors. Any individual wishing to exercise the right should contact the Faculty's Fitness to Practise lead.

Section Four – Recruitment and Admissions Committee (RAC)

- 4.1 The Recruitment and Admissions Committee comprises the Associate Dean Education (Chair), the Recruitment and Admissions Team Leader as well as a number of Selectors from a diversity of backgrounds including clinicians, academics, health care professionals and lay members. The RAC meets regularly between September and July of each year. In addition to the RAC selectors there are a large number of Selectors who are not members of the RAC.
- 4.2 Staff development for Selectors forms an important part of the role of the Recruitment and Admissions Committee. All new Selectors are invited to participate in a training session which includes Equal Opportunities. Updates on Equal opportunities and other relevant legislation will be provided to Selectors.

All Selectors' decisions are monitored by the Faculty of Medicine's Recruitment and Admissions Office to ensure consistency in decisions. Before the beginning of each selection cycle, outcomes of the previous selection cycle, the policy document and the entry requirements for each programme will be reviewed by the RAC, and the procedure for the forthcoming year will be approved.

Section Five - Equal Opportunities within the Selection Process

- 5.1 The Faculty of Medicine follows the University's commitment to a comprehensive policy of equal opportunities and students are selected on the basis of their merits and abilities. For the University's Equal Opportunities Policy, please visit <http://www.calendar.soton.ac.uk/sectionIV/equal-ops.html>
- 5.2 However, the Faculty recognises that selection for the medical degree course implies selection for the medical profession and therefore all successful applicants to the BMBS programmes must be fit to practise and be able to fulfil the duties of a doctor as stated by the GMC in their documents 'Medical students: professional values and fitness to practice' http://www.gmc-uk.org/education/undergraduate/professional_behaviour.asp and 'Good Medical Practice' http://www.gmc-uk.org/guidance/good_medical_practice.asp The Faculty has actively participated in the Gateways to Professions project which provides practical suggestions to help Faculties ensure that disabled students do not face unnecessary barriers to successful medical careers. The Faculty follows 'Guiding Principles for the Admission of Medical Students' provided by the Medical Schools Council <http://www.medschools.ac.uk/Publications/Pages/GuidingPrinciplesfortheAdmissionofMedicalStudents.aspx> and 'Gateways to the professions' http://www.gmc-uk.org/education/undergraduate/gateways_guidance.asp
- 5.3 In reality there are very few circumstances which might prevent an applicant being offered a place. Disabilities such as mild dyslexia would not normally be a barrier to admission. Full details of the Faculty's fitness to practise procedure are available on request from the Faculty of Medicine Recruitment and Admissions Office. Applicants with disabilities or with health issues will be considered in confidence by the Occupational Health Department.
- 5.4 Students are expected to examine patients of both sexes and from a variety of backgrounds and lifestyles. Both verbal and non-verbal communication is essential. For this reason when dealing with patients a medical practitioner's face should not be covered and dark glasses which prevent eye contact should not be worn. It is essential that students' personal beliefs should not prejudice the way in which they interact with patients. The Faculty's Code of Practice can be found on our website <http://www.southampton.ac.uk/medicine>
- 5.5 The University of Southampton monitors equal opportunities applicant data.

Recruitment and Admissions Committee

July 2015