

# **BMBS Admissions Process Policy**

## **2018 entry**

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### 8.3. Appendix ii – Admissions Policy

#### 1. Governance/Entrance Requirements

A specific Admissions Selection and Advisory Group (ASAG) will operate in relation to admissions to the BMBS programme, and reports from the Panel will be made available to the Admissions Policy Group (APG). The BMBS Admissions Selection and Advisory Group will be chaired by the Admissions Dean for the Medical School with representation from relevant academic leads, central admissions and Medical School Professional Services staff.

**Standard offer**            A\*AA -AAA; IB: 38- 36

**Contextualised Offer**    ABB; IB 32 for details – see section 5

**Required subjects**        GCE AL Biology, Chemistry and one other subject, excluding General Studies.

Please note meeting the typical offer range does not guarantee being shortlisted for an interview.

##### 1.1. Changes or errors in predicted grades

For the BMBS (A100) programme, for applications made from September 2017 onwards, changes in predicted grades will only be considered if received by 25<sup>th</sup> October equal consideration deadline. Where an error in predicted grades comes to light after this date, if it places an applicant in a tier where they would have been invited to interview they will be placed on a reserve list and invited if interview places become available. Please note that this policy applies to errors in predicted grades only, other reasons for a change in predicted grades will not be considered.

##### 1.2. Extenuating Circumstances

Applicants will be given a deadline by which they must inform Admissions of any extenuating circumstances which may have impacted on their results/predictions. Applicants will be required to complete and return the Extenuating Circumstances form by 25<sup>th</sup> October 2017. Information regarding this will be included within the applicants acknowledgement email as well as on the UG website.

**NB:** All offers (conditional/unconditional) will also be conditional on a satisfactory DBS check and occupational health assessment as well as the signing of the appropriate student agreement. Applicants who have declared previous offences or whose DBS check has turned up something undeclared will be assessed according to the University's Admissions Policy: [www.exeter.ac.uk/dbs/](http://www.exeter.ac.uk/dbs/)

## 2. Direct School Leavers

**Definition:** Those who will enter the BMBS programme no more than two full academic years after completing their level 3 (A level or equivalent) studies.

### 2.1. Process:

2.1.1. Submit UCAS application form by 15 October and sit UKCAT test by the published deadline. Candidates are required to sit the test by 3 October 2017 if they are intending to apply for entry in 2018 (or deferred entry in 2019) to a relevant course listed below. UKCAT results cannot be carried over from one year to the next.

Candidates who present themselves for the UKCAT are declaring themselves fit to take the test. Candidates not fit to take the test due to illness or other personal circumstances must reschedule their test to a later date, even if this means losing the test fee.

Candidates may be unable to sit the UKCAT throughout the 2017 test cycle because of a significant or unforeseen medical or personal issue. If this is the case they should contact their chosen Universities to see whether they would consider their application without a UKCAT result. Universities will require recent supporting medical evidence as part of that process.

2.1.2. Assessment of academic credentials (achieved or predicted) made by Admissions Staff on the basis of information contained in the UCAS application form. Personal statement and reference read for evidence of mitigating circumstances only.

2.1.3. Applicants who meet the published entry requirements<sup>1</sup> are then ranked according to their best three A-level (or equivalent) prediction of achievement as shown in the table below.

Rank	Grades Achieved	Grades Predicted	Contextualised Offer applicants  (Achieved or predicted)
Tier 1	A*A*A*		AAB or Better
Tier 2	A*A*A	A*A*A*	ABB
Tier 3	A*AA	A*A*A	BBB
Tier 4	AAA	A*AA	
Tier 5	AAB	AAA	

2.1.4. Defined number of applicants then invited to interview (based on historic conversion rates to achieve target entrants plus a reserve pool), from the top-ranked students downwards.

<sup>1</sup> All subject/extra conditions must also be met (see <http://www.exeter.ac.uk/medicine/bmbs/entry/>)

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- 2.1.5. Where there are too many applicants for the places available from a given tier, applicants will be ranked by overall UKCAT score, in order to arrive at a defined number of applicants to be called for interview.
- 2.1.6. The defined number of International applicants invited to interview and the cut-off tier used may differ due to the proportion of international applications received and the need to meet a separate quota.
- 2.1.7. Interviews held and judgements recorded based on the outcome of seven multiple mini interviews. This is managed at College level. See separate document regarding the interview process.
- 2.1.8. Defined number of offers made to those who have been deemed suitable by the interview panel to receive an offer, based on interview. We will be looking for applicants to be awarded 'Yes' judgements within at least five of their seven mini interviews. If it is the case that there are still more applicants within this group than we can make offers to the UKCAT score may be used again to define the number of offers to be made.
- 2.1.9. When a student is predicted A\*AA or higher a conditional offer will be made at AAA - A\*AA range including Biology and Chemistry; when a student is predicted AAA including Biology and Chemistry a conditional offer will be made at AAA. Those with already achieved grades must have achieved at this level.
- 2.1.10. For applicants who meet the criteria outlined within our contextual offer making policy will receive an offer to achieve ABB including a grade A or B in Biology and Chemistry. Those with already achieved grades must have achieved at this level.
- 2.1.11. Direct School leavers from a Widening Participation background

In order to help the institution make progress towards its agreed Widening Participation targets with the Office for Fair Access, and to ensure appropriate diversity within the BMBS programme, UEMS will adhere to the University of Exeter policy for making contextualised offers (See section 5 below)

In addition, a number of places may be reserved for direct school leaver applicants from WP backgrounds who are not applying through compact schemes.

- a. Students identified as from a WP background according to University of Exeter definitions will be considered separately from within the Direct School leaver group and a defined number of places may be reserved for them. They will be ranked by tier as above and a defined number of offers will be made in order to achieve the desired number of entrants.

### 3. Non-Direct School Leavers

- 3.1. Definition:** Those for whom it will be more than two full academic years from the time they completed their level 3 (A level or equivalent) studies. This includes all graduate applicants.

We welcome applicants who are not applying directly from school. The use of GAMSAT allows us to compare students from diverse backgrounds and whose first degrees (if applicable) are not science-based and who may not have done Chemistry or Biology at A level (or equivalent). We expect around 15% of interviewees to be 'non-direct school leavers' (NDSL), including the transfer students from the final year of BSc (Hons) Medical Sciences (see section 6 below). The GAMSAT score in order to provide for 15% of interviewees to be NDSLs will therefore vary to reflect this target.

**3.2. Process:**

- 3.2.1. Submit UCAS application form by 15 October and sit GAMSAT test (GAMSAT scores are valid for two years. So results from September 2017 are valid for applications for 2018 and 2019 entrance).
- 3.2.2. Personal statement and reference read for evidence of mitigating circumstances only.
- 3.2.3. Applicants ranked according to their overall GAMSAT score.
- 3.2.4. Defined number of applicants then invited to interview, from the top-ranked students in the GAMSAT downwards, excluding any that fall below a pre-determined 'floor' of attainment.<sup>2</sup>
- 3.2.5. Interviews held and judgements recorded based on the outcome of seven multiple mini interviews. This is managed at College level. See separate document regarding the interview process
- 3.2.6. Defined number of offers made to those who have been deemed suitable by the interview panel to receive an offer, based on interview. We will be looking for applicants to be awarded 'Yes' judgements within at least five of their seven mini interviews. If the case where there are still more applicants within this group than we can make offers to the GAMSAT Score maybe used again to define the number of offers to be made.
- 3.2.7. Offers will be made conditional on non-academic requirements (i.e. DBS, student agreement, Occupational Health Screening). Where appropriate applicants may also be required to achieve the required level of English Language.

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<sup>2</sup> The 'floor' for GAMSAT students is expected to be 55 in section 2, with no less than 55 and 50 in the other two sections.

#### 4. Widening Participation

In order to help the institution make progress towards its agreed Widening Participation targets with the Office for Fair Access, and to ensure appropriate diversity within the BMBS programme, UEMS will adhere to the University of Exeter policy for making contextualised offers.

##### 4.1. Students participating in Outreach schemes:

- 4.1.1. Submit UCAS application form by 15 October and sit UKCAT test by the published deadline. Candidates are required to sit the test by 3 October 2017 if they are intending to apply for entry in 2018 (or deferred entry in 2019) to a relevant course listed below. UKCAT results cannot be carried over from one year to the next.
- 4.1.2. Applicant to continue to participate with the Outreach scheme.
- 4.1.3. Assessment of academic credentials (achieved or predicted) made by Admissions Staff on the basis of information contained in the UCAS application form. Personal statement and reference read for evidence of mitigating circumstances only.
- 4.1.4. Applicants who have achieved/predicted grades of AAB or higher (or equivalent)<sup>3</sup>, are guaranteed and invite to interview, therefore will be placed within the top Tier (see above).
- 4.1.5. Eligible applicants invited to a WP Interview day. Interviews held and judgements recorded based on the outcome of seven multiple mini interviews. This is managed at College level. See separate document regarding the interview process.
- 4.1.6. Defined number of offers made to those who have been deemed suitable by the interview panel to receive an offer, based on interview. We will be looking for applicants to be awarded 'Yes' judgements within at least five of their seven mini interviews.
- 4.1.7. Conditional offers made at AAB including Biology and Chemistry or equivalent, including successful completion of the Outreach programme. Alternative offer at AAA for those who fail to successfully complete the RO/STAR programme.

##### 4.2. Care leavers

- 4.2.1. Submit UCAS application form by 15 October and sit UKCAT test by the published deadline. Candidates are required to sit the test by 3 October 2017 if they are intending to apply for entry in 2018 (or deferred entry in 2019) to a relevant course listed below. UKCAT results cannot be carried over from one year to the next.
- 4.2.2. Applicants assessed against eligibility criteria for Care leaver process<sup>4</sup>
- 4.2.3. Assessment of academic credentials (achieved or predicted) made by Admissions Staff on the basis of information contained in the UCAS application form. Personal statement and reference read for evidence of mitigating circumstances only.

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<sup>3</sup> Applicants would still have to meet all subject requirements – ie two A grades (or equivalent) in Chemistry and Biology.

<sup>4</sup> See <http://www.exeter.ac.uk/students/finance/studentfunding/fundingforcareleavers/>

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4.2.4.Those with achieved/predicted grades of AAB or better (or equivalent)<sup>5</sup>, are then invited to interview, therefore will be placed within the top Tier.

4.2.5. Defined number of offers made to those who have been deemed suitable by the interview panel to receive an offer, based on interview. We will be looking for applicants to be awarded 'Yes' judgements within at least five of their seven mini interviews. If the case where there are still more applicants within this group than we can make offers to the UKCAT score may be used again to define the number of offers to be made.

4.2.6. Conditional offers made at AAB including Biology and Chemistry or equivalent.

#### **4.3. Exeter Link Partner Schools/Key Partners**

4.3.1. Submit UCAS application form by 15 October and sit UKCAT test by the published deadline. Candidates are required to sit the test by 3 October 2017 if they are intending to apply for entry in 2018 (or deferred entry in 2019) to a relevant course listed below. UKCAT results cannot be carried over from one year to the next.

4.3.2. Applicants assessed as attending an Exeter Link partner School or a Key Partner.

4.3.3. Assessment of academic credentials (achieved or predicted) made by Admissions Staff on the basis of information contained in the UCAS application form. Personal statement and reference read for evidence of mitigating circumstances only.

4.3.4. Those with achieved/predicted grades of AAA or better (or equivalent)<sup>6</sup> for Exeter Link Partner applicants or A\*AA or better (or equivalent) for Key Partners, are then invited to interview, therefore will be placed within the top Tier .

4.3.5. Defined number of offers made to those who have been deemed suitable by the interview panel to receive an offer, based on interview. We will be looking for applicants to be awarded 'Yes' judgements within at least five of their seven mini interviews. If the case where there are still more applicants within this group than we can make offers to the UKCAT score may be used again to define the number of offers to be made

4.3.6. Conditional offers made at AAA including Biology and Chemistry or equivalent for Exeter Link Partner applicants and applicants who are studying with a Key Partners will receive a standard offer.

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<sup>5</sup> Applicants would still have to meet all subject requirements – ie two A grades (or equivalent) in Chemistry and Biology or Physics.

<sup>6</sup> Applicants would still have to meet all subject requirements – ie two A grades (or equivalent) in Chemistry and Biology



## **5. BSc Medical Sciences graduates**

- 5.1.** A maximum of 15 places will be available for entry via this route in 2018
- 5.2.** Submit UCAS application form by 15 October (no requirement for UKCAT or GAMSAT tests)
- 5.3.** All applicants in their final year of study on the BSc (Hons) Medical Sciences courses who are predicted to achieve a 2:1 or First Class honours BSc Medical Sciences degree who wish to be considered will be shortlisted for interview. There must be no professionalism issues during the degree. Interviews are held and judgements recorded. Interviewers assess each interviewee and provide a 'global judgement' answering the question: "Has this candidate demonstrated the qualities (i.e. attitude, behaviours, values) to be offered a place to train as a doctor at Exeter Medical School?" This will reflect the same process as for the Direct School Leaver group.
- 5.4.** Defined number of offers made to those who are judged suitable to be made an offer, using the same process as for the Direct School Leaver Group.
- 5.5.** If there are too many successful applicants post interview for the number of places available, all those who achieve a 2:1 or better will be ranked by final year academic performance and only the top 15 applicants will be offered a place for 2018. All others will be placed on a reserve list and may be offered a place later in the cycle, or may be asked to defer until the following year (2019 entry).

## **6. BSc Medical Science current first years**

- 6.1.** Applicants do not need to submit an application via UCAS or sit the UKCAT or GAMSAT tests.
- 6.2.** A maximum of 8 students will have the opportunity to transfer to Year 1 of the BMBS programme.
- 6.3.** When making the defined numbers of offers to other groups the number of target entrants will be reduced accordingly for the current BMedSci first year cohort.
- 6.4.** The selection process for BMedSci first year transfers to BMBS is carried out by UEMS and the precise process will be documented elsewhere.

## **7. INTO Applicants**

- 7.1.** Students should have achieved a minimum of 90% in the Thanawiyya for entry to INTO
- 7.2.** Applicants sit UKCAT test by the published deadline. Candidates are required to sit the test by 3 October 2017 if they are intending to apply for entry in 2018 (or deferred entry in 2019). UKCAT results cannot be carried over from one year to the next. Exceptionally, the requirement for UKCAT for this group may be waived.
- 7.3.** English Language requirement:
  - a. IELTS band 7.5 or above with none less than 6.0 and at least 7.0 in each of the Speaking and Listening sections OR
  - b. a minimum of 75% in the INTO English language module

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IELTS/ TOEFL score must be no more than 2 years old at the point of BMBS registration

- 7.4.** Submit UCAS application form by 15 October
- 7.5.** Assessment of academic credentials (achieved or predicted) made by Admissions Staff on the basis of information contained in the UCAS application form. Personal statement and reference read for evidence of mitigating circumstances only.
- 7.6.** Students predicted to achieve an average INTO end of year score of greater than 70% or above will be invited for interview
- 7.7.** Interviews are held and judgements recorded. Interviewers assess each interviewee and provide a 'global judgement' answering the question: "Has this candidate demonstrated the qualities (i.e. attitude, behaviours, values) to be offered a place to train as a doctor at Exeter Medical School?" This will reflect the same process as for the Direct School Leaver group.
- 7.8.** Conditional offers to be made at 75% overall or more (specific percentage within subject condition to be confirmed). If there are more applicants than places available, then students' performance at the end of the first term may be used to define the number of offers made.
- 7.9.** Offers will be made conditional on non-academic requirements (i.e. DBS, student agreement, Occupational Health Screening)

### **8. Reserve List**

- 8.1.** Following interviews a defined number of applicants will be offered a place on the reserve list.
- 8.2.** Applicants will be contacted offering them the opportunity to be placed on the reserve list and will be required to confirm whether they wish to accept this place.
- 8.3.** Applicants on the reserve list will be required to complete the Occupational Health form in advance of the summer.
- 8.4.** Applicants will be advised that they will be required to make contact with the University once the A 'level results have been released in order to find out whether any places have become available.
- 8.5.** Admissions will send a communication to all applicants on the reserve list in early August reminding them that they will need to contact us.
- 8.6.** Applicants who successfully gain a place through the reserve list will then be required to complete the DBS process and Student Agreement form.