

MSci Nursing Admissions Process Policy

	Date of Policy	Author	Date of Annual Review
	12 January	David Mabin (UEMS Lead for Admissions) Claire Galliford (Undergraduate Admissions Manager)	April 2018

	Review and Ratification		
	Date	Committee	Approved/Ratified
1	17 January 2018	Nursing Board of Students	Approved
2	19 January 2018	Admissions and Selection Advisory Group (Chair's Action)	Ratified
3	25 January 2018	Education Quality Standards Group (for information)	Reviewed
4	27 th September 2018	Nursing Board of Studies	Annual Review
5	24 th May 2019	Claire Galliford (Undergraduate Admissions Manager)	Annual Review (2020 cycle)
6	21 st August 2019	Claire Galliford (Undergraduate Admissions Manager)	Approved, changes to English Language
7	10 th March 2020	Claire Galliford (Deputy Head of Admissions)	Annual Review (2021 Cycle)

Version 1

1. Governance and Entrance Requirements

A specific Admissions Selection and Advisory Group (ASAG) will operate in relation to admissions to the MSci Nursing programme, and reports from the Panel will be made available to the Admissions Policy Group (APG). The Admissions Selection and Advisory Group will be chaired by the Admissions Lead for the College of Medicine and Health with representation from relevant academic leads, central admissions and College Professional Services staff.

Language requirements for international students:

IELTS 7.0 with 6.5 in Writing, and 7.0 in reading, listening and speaking.

Typical offer

ABB; IB: 32

NB: All offers will also be conditional on a satisfactory Enhanced Disclosure and Barring Service (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 outlined an undeclared offence will be assessed according to the University's Admissions Policy: Applicants not resident in the U.K. will be required to produce an international police check and apply for an enhanced DBS check on arrival in the U.K. Applicants who have spent more than six months outside of the U.K. in the last five years, will also be required to produce a police check for those periods. Please see: www.exeter.ac.uk/dbs/offence.

2. Admissions selection process

Process:

1. Submit UCAS application form by 15 January. Applications submitted after this date will be considered where places are available.
2. Assessment of academic credentials (achieved or predicted) are made by Admissions Staff on the basis of information contained within the UCAS application form. Personal statement and reference are read for evidence of mitigating circumstances.
3. Applicants who meet the published entry requirements are then ranked according to their best three A-level (or equivalent) prediction of achievement as shown in the table below.

Rank	Grades Achieved or Predicted	Standard Offer	Contextualised Offer	International Offer
Tier 1	A*A*A*	ABB	BBB	ABB
Tier 2	A*A*A	ABB	BBB	ABB
Tier 3	A*AA	ABB	BBB	ABB
Tier 4	AAA	ABB	BBB	ABB
Tier 5	AAB	ABB	BBB	ABB
Tier 6	ABB	ABB	BBB	ABB
Tier 7	BBB	ABB	BBB	BBB
Tier 8	BBC	ABB	BBB	BBB
Reject –	BCC or below (or can't meet requirements)		BCC or below (or can't meet requirements)	BCC or below (or can't meet requirements)

4. Applicants who meet the programme entrance requirements but have completed their studies more than 3 year before application will be referred to the College for assessment.
5. A defined number of applicants will be invited to interview from the top-ranked students downwards. Decisions on how each Tier of applicants are invited to interview will be determined by the overall application position.
6. Interviews held and judgements recorded. This is managed at College level. The interview process is outlined under section 5.
7. A defined number of offers will be made to those who have been deemed suitable by the interview panel to receive an offer, based on interview.
8. Offers will be made in line with programme entrance requirements and all offers will include non-academic conditions. See section 1.

3. 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 MSci Nursing programme, different processes will be in place for students from widening participation backgrounds.

Please note that these conditions may be subject to change, in accordance with the University of Exeter policy on widening participation.

3a. Contextualised Offers

1. Outreach scheme participator and/or care leaver will be offered a contextual offer (2 grades below bottom of published range).
2. Students identified as from a WP background according to University of Exeter definitions will be considered separately

3b. Students participating in the Realising Opportunities (RO) or Exeter Progression (formerly Sutton Trust Academic Routes (STAR)) schemes:

1. Submit UCAS application form by 15 January.
2. Continue with the RO or Exeter Progression scheme.
3. Assessment of academic credentials (achieved or predicted) are made by Admissions Staff on the basis of information contained in the UCAS application form. Personal statement and reference are read for evidence of mitigating circumstances only.
4. Applicants to be appropriately tiered.
5. Applicants interviewed will be assessed in the same way as all other applicants.
6. Conditional offers made at the appropriate grade, including successful completion of the RO/STAR programme. Alternative offer to be awarded to those who fail to successfully complete the RO/STAR programme.

3c. Care leavers

1. Submit UCAS application form by 15 January.
2. Applicants assessed against eligibility criteria for Care leaver process¹
3. Assessment of academic credentials (achieved or predicted) are made by Admissions Staff on the basis of information contained in the UCAS application form. Personal statement and reference are read for evidence of mitigating circumstances.
4. Those applicants which have achieved/or could go on to achieve the appropriately set grade boundary or better (or equivalent)², are invited to interview, therefore will be placed within Tier 1.
5. Applicants interviewed will be assessed in the same way as all other applicants.
6. Conditional offers made.

3d. Exeter Link Partner Schools/Key Partners

1. Submit UCAS application form by 15 January.
2. Applicants assessed as attending an Exeter Link Partner School or a Key Partner.

¹ See <http://www.exeter.ac.uk/students/finance/studentfunding/fundingforcareleavers/>

² Applicants would still have to meet all subject requirements.

3. Assessment of academic credentials (achieved or predicted) are made by Admissions Staff on the basis of information contained in the UCAS application form. Personal statement and reference are read for evidence of mitigating circumstances.
4. Applicants to be appropriately tiered.
5. 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.
6. Conditional offers made at appropriate grade for Exeter Link Partner applicants and applicants who are studying with a Key Partners will receive a standard offer.

3e. Access to Healthcare Course

1. The University of Exeter is working with local Higher Education Colleges in Devon and Cornwall to develop an “access to Healthcare” course. The purpose of this is to attract applicants from “non-traditional” backgrounds to enable them to pursue careers in healthcare. Specific entry criteria will be developed in partnership with these Colleges in due course. It is anticipated that the process will be as follows;
 - a. Submit UCAS application form by 15 January.
 - b. Applicants assessed as attending an Exeter Link Partner School or a Key Partner.
 - c. 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.
 - d. Applicants to be appropriately tiered.
 - e. 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.
 - f. Conditional offers made at appropriate grade. It is anticipated that applicants would need to pass QAA-approved Access to HE Diploma to include 33 Level 3 credits at Merit Grade.

4. Previously enrolled Nursing students

Applicants who have previously studied on an MSci or BSc Nursing programme will remain eligible for consideration providing all modules and examinations have been successfully completed. If an applicant has failed any part of a nursing programme, they will not be eligible for consideration.

Eligible applicants are to submit an initial request via email to nursing@exeter.ac.uk, submitting a personal statement and evidence of academic ability to date. Such information will be reviewed by the Academic Lead for the MSci Nursing programme. Eligible applicants will be required to undergo an interview and will be subject to satisfying the standard non-academic conditions of offer as set out in this document.

5. Interview Process

The purpose of the interview is to meet the National Health Service Value Based Recruitment (VBR) requirements.

Interviews will take the form of Multiple Mini Interviews (MMI). The MMI will consist of a series of short, structured interview stations used to assess non-cognitive qualities including cultural sensitivity, maturity, teamwork, empathy, reliability and communication skills.

Each station will be 3 minutes in duration, with a 3 minute break between each move. One panellist will be located at each station. Panellists will be appropriately trained and will be from the following backgrounds:

Nurse registered with the Nursing and Midwifery Council
Non-Clinical Academic
Other healthcare professional (nursing or non-nursing background) registered with a regulatory body such as HCPC, GMC etc.
Patient & the Public Representative

On each interview session at least one Healthcare professional or Clinician will be present.

Panellists will ask a series of non-academic questions which are scrutinised by a panel prior to use. No exploratory questions will be permitted. After the interview has concluded panellists should mark candidates according to a numerical scoring system for each of the values/attributes according to the mark scheme.

(U) unsatisfactory – Did not demonstrate this value/attribute

(B) borderline – Minimal demonstration of this value/attribute

(S) satisfactory – Mostly/consistently demonstrated this value/attribute

(E) excellent - Excellent demonstration of this value/attribute

A global judgement will also be awarded to assess the overall performance of the candidate in each station. This will be marked according to a Yes or No judgement answering **“Has this candidate demonstrated the qualities (i.e. attitude, behaviours, values) to be offered a place to train as a Nurse at the University of Exeter Academy of Nursing?”**

As part of our recruitment we should be considering prospective students values and emotional intelligence. Any panellist who awards a ‘No’ judgement must provide sufficient information to support their view.

6. Offers

After interview all interview judgements will be recorded. A threshold score will be set and offers will be made to those who achieve a set number of ‘Yes’ judgements. Students with the relevant set number of ‘yes’ judgements will be ranked and a defined number of offers will be made to fill the number of places available.

7. Non Academic conditions

All applicants will be required to sign a student agreement, Disclosure and Barring Service (DBS) screening and undergo occupational health screening. Offers will remain conditional until all these non-academic conditions have been met. Students will required to complete forms and return them

within a time schedule. Students who are unable to do so may have to be held over until the following year.

For overseas students where DBS checks are not appropriate an overseas Police check should be undertaken OR a certificate of good character obtained from a reliable source.

8. Admissions process for under 18 to protect the public and students

Pre-entry:

Where an applicant under the age of 18 submits an application to be considered for a place on the MSci Nursing programme, the Central Admissions team will adhere to the following steps:

- A Letter of Consent³ form will be sent to the Parent/Guardian of the candidate in addition to the Code of Conduct and full information relating to the academic and practical requirements of the programme
- Notify the Student Recruitment and Admissions Manager (CMH) and BMBS Director of Admissions (CMH)
- Notify members of the Admissions Selection and Advisory Group (ASAG) of the number of students who will be under 18 at the point of entry to ensure sufficient support is in place
- The selection process, including the interview, will be unaffected by the persons age.

The following processes are in place in relation to the role of teaching and support staff. These procedures are based on the assumption that students under the age of 18 are responsible for their actions, but acknowledge there may be situations whereby additional support is required for the students, or staff working with them.

Post registration:

- Copies of the signed Letter of Consent to be sent to the Head of Student Recruitment, Head of Admissions, Accommodation Team, Health and Wellbeing Manager, Director of Student Support, Programme Lead and Student Guild Manager
- The Students' Guild is responsible for ensuring that appropriate arrangements are in place for its own licensed premises. Particular attention will be paid to non-curricular activities with which the student may become involved
- Individual meeting to be arranged between the student, Director of Student Support and Academic Tutor within the first two weeks of enrolment to ensure the student is fully aware of the appropriate support available to them as well as clear instruction regarding University rules and regulations
- Programme Lead and Practice Lead to liaise with Clinical Placement Provider to ensure appropriate risk assessments are carried out prior to candidate entering clinical environments. If the environment is deemed unsuitable appropriate alternative arrangements are to be made. Risk assessments should pay particular attention to the potential risk to minors in the workplace.

³ See University of Exeter Consent Form

All members of staff are required to operate within the University policy for Child Protection and Vulnerable Adults, and to implement all procedures concerning the welfare of minors adopted by the University.

Should the student fail to comply with the rules and regulations as set out by the University, the student's parents/guardians would be notified.