



MBChB Admissions Policy 2017/8

Introduction

The Director of Undergraduate Medical Admissions is responsible for supervising the admissions process to ensure that it is free from discrimination. The policy is reviewed annually by the Admissions Committee.

Principles of Selection

The aim of our admissions process is to select medical students who will become safe and effective doctors. We therefore seek to identify applicants who have demonstrated the ability to acquire the required knowledge and skills, and to develop appropriate professional behaviours. In common with other Schools recruiting prospective UK healthcare professionals, we are committed to the principle of values-based recruitment and to selecting students who demonstrate commitment to the values of the National Health Service as defined by the *NHS Constitution*. We adhere to the Medical Schools Council's [Guiding Principles for the Admission of Medical Students](#) (revised March 2010).

Application Procedure

All applications should be submitted to UCAS by the closing date of 15 October. Any applications after this date will be considered only at the discretion of the Director of Undergraduate Medical Admissions.

When completing the UCAS application form applicants will apply to Keele University (K12), course code A100 (5-year programme) or A104 (6-year programme with Health Foundation Year). The criteria for eligibility for each of these programmes are detailed on the School of Medicine web pages.

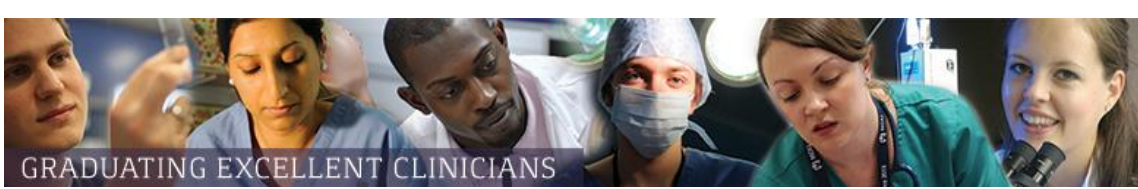
All applications meeting the minimum academic requirements (including appropriate aptitude tests) will be assessed in detail by Admissions Tutors. Successful applicants will then be short-listed for interview; no applicant will be offered a place without attending for interview.

Aptitude Tests

- All home/EU applicants will be expected to take the UK Clinical Aptitude Test (UKCAT) in the year of application
- Home/EU graduate applicants only who do not meet the A-level requirements specified on the School of Medicine web pages must take the Graduate Australian Medical School Admissions Test (GAMSAT) prior to application; GAMSAT scores are valid for up to 2 years after the test date
- International applicants (i.e. those with international fees status) are required to take the Biomedical Admissions Test (BMAT) either on the September test date immediately before or the November test date immediately following application

The Admissions Process

The admissions process involves three phases – UKCAT/academic screen, shortlisting and interviews.



Phase 1 – UKCAT/Academic Screen

Home/EU applicants with UKCAT total scores in the bottom 2 deciles and/or with a UKCAT Situational Judgement Test (SJT) score in band 4 are excluded from further consideration. All remaining applications are checked to ensure that they meet the minimum academic requirements and are taking the required qualifications to satisfy the academic entry requirements.

Phase 2 – Shortlisting

Shortlisting for interview is based mainly on the post-application roles & responsibilities (R+R) form for home/EU applicants. This form is made available to all eligible students on the day after the UCAS deadline and must be completed within 2 weeks.

Admissions Tutors assess the R+R form on the following criteria:

- Evidence of extensive engagement in activities involving care, support and/or service
- The nature of the experience(s) undertaken and evidence of personal values demonstrated through these experiences
- The level of responsibility undertaken and demonstration of ability to handle responsibility
- Evidence of commitment to helping, supporting and/or caring for people demonstrated through a single example

Applicants with international fees status who meet the minimum academic requirements are ranked on their BMAT scores and an appropriate number of the highest ranking shortlisted for interview.

Phase 3 – Interviews

The final decision on the offer of a place will be made entirely on the basis of the interview.

It is our policy to interview approximately 500 applicants for entry to the 5-year course (A100). Numbers for the Health Foundation Year will be in proportion to the number of places.

- Applicants are called for interview on the basis of the standard scoring systems used to shortlist applications by the Admissions Tutors
- Interviews are usually held at the School of Medicine building on the University Campus
- Each candidate will have a similar structured multiple mini-interview; the interviewers are drawn from the university, hospital and local (lay) environments and they have undergone specific training for interviewing medical school applicants
- Interviews are likely to take place in blocks during the period December to March
- After the interview, applicants will receive the University's decision via UCAS; successful applicants will be invited to attend an Offer Holder Day.

Feedback after Application

Decisions on invitation to interview and offer of places are final. Unsuccessful applicants will inevitably be disappointed at not being offered a place. We will provide written general feedback on the basis of decisions at the time of notification that an application has been unsuccessful. However, owing to the high volume of applications received, we are only able to provide more detailed feedback after the admissions process is complete (after Easter).

There is no obligation on members of the admissions staff to provide reasons why an application was unsuccessful, other than to indicate whether it was on the grounds of submitting an incomplete application, failing to fulfil the minimum academic entry criteria or achieving an application/interview score below the required threshold. R+R form and interview scores will be provided on request but we will not enter into discussion about these scores. Details of the University admissions appeals



process can be found at <https://www.keele.ac.uk/studyatkeele/undergraduatestudy/howtoapply/admissionsfaqs/admissionspolicies/>

Exam Results and Re-marks

Due to the Higher Education Funding Council for England (HEFCE) quota of places allocated to us as a Medical School our numbers are tightly controlled. Therefore, when the A level results are published in August we will make our decision based on those grades. If you don't meet the academic terms of your offer and subsequently decide to appeal to the Examination Board for a re-mark, you must advise us of this immediately in writing. Our Admissions Policy states that we may defer entry to the following year for applicants who do not initially meet the terms of their offer, but who do so after a re-mark. Any dispute over grades must be conducted between the student, her/his school or college and the relevant exam board or accrediting body. We will not respond to requests for special consideration from students or schools/colleges who feel that grades have been awarded inappropriately.

Queries regarding admissions procedures must be submitted in writing by the applicant via post, not e-mail. We will not discuss applications with anybody other than the applicant (e.g. parents, teachers, MPs, etc.) without signed, written authorisation from the applicant.

Equal Opportunities

Keele University has an Equality & Diversity Policy which states that no student will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender, marital status, sexuality, disability, religion, political belief, socio-economic background, parental status, age or trades union membership. The University is committed to a programme of action to ensure that this policy is fully effective.

Widening Participation

The Deputy Director of Admissions is responsible for ensuring that students from under-represented backgrounds have a fair opportunity to study medicine at Keele. Keele University is committed to recruiting medical students from a wide range of backgrounds. We operate a local Widening Participation programme (Steps2Medicine), and offer adjusted interview selection and grade offers for prospective students from under-represented backgrounds. Details are provided on the School of Medicine's web pages.

Fitness to Practise/Study

Students must be certified as fit to practise and study before entering the MBChB programme. Keele University's Occupational Health service will make judgements independently of the School of Medicine regarding health issues potentially affecting such fitness. All applicants are required to undergo enhanced-level screening by the Disclosure and Barring Service (DBS). Any relevant criminal activity identified from the UCAS application or DBS disclosure will be investigated by a School of Medicine pre-admission fitness to practise panel, which may refer individual students to the School's Health & Conduct Committee. Past criminal activity that would be a bar to studying or practising medicine may result in the offer of a place being withheld or withdrawn.

Student Numbers

For 2017 entry we received over 1,300 applications for the 129 available places.

For 2018 entry we have up to 134 available places for home (UK/EU) students for A100.

For 2018 entry we have up to 10 places for home (UK/EU) students for A104.