

## School of Medicine Undergraduate Medicine (MBChB)

### Admissions Process (2024-25)

#### 1. INTRODUCTION

- 1.1** The Academic Lead for Admissions, Recruitment & Marketing is responsible for overseeing the MBChB admissions process to ensure that it is fair and free from discrimination. The policy is reviewed annually by the School of Medicine and Global Student Recruitment & Admissions (GSRA).

#### 2. PRINCIPLES OF SELECTION

- 2.1** 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 potential to acquire the required professional knowledge and skills, and to develop appropriate professional values and behaviours, in line with the standards published by the General Medical Council (GMC) in [Outcomes for Graduates \(2018\)](#) and [supplementary guidance](#). 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) and [Statement on the Core Values and Attributes Needed to Study Medicine](#) (2018 update).

- 2.2** The School of Medicine follows the University's Admissions Policies listed at <https://www.keele.ac.uk/regulations/> and [additional medicine-specific notes](#), except where specific points below indicate variation from these.

#### 3. APPLICATION PROCEDURE

- 3.1** All applications should be submitted to UCAS by the closing date specified by UCAS for applications for medicine, dentistry, veterinary medicine and Oxford/Cambridge (usually 15 October). Any applications submitted after this date will be considered only at the discretion of the University.
- 3.2** 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. Prospective applicants who do not meet these criteria but have significant extenuating circumstances accounting for not meeting a criterion should submit these to [medicine@keele.ac.uk](mailto:medicine@keele.ac.uk) at the time of application, and absolutely no later than 31 October. It is advisable to contact the University in advance if there are complex extenuating circumstances that require consideration by the School of Medicine MBChB Admissions

Committee. We cannot guarantee that adjustments will be made for extenuating circumstances.

- 3.3** 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. For 2025 entry, interviews are expected to be conducted remotely via video conference.

#### **4. TRANSFERS AND ADVANCED STANDING**

- 4.1** The MBChB is an integrated 5-year degree programme. Students must therefore complete all five years of study: students may not be admitted with advanced standing on the basis of accreditation of prior learning, nor may they transfer from other degree programmes at Keele or at other higher education institutions, either in the UK or abroad.

- 4.2** Students who have previously commenced study of medicine, dentistry or veterinary medicine without completing their programmes will not usually be considered for admission. Prospective applicants who have had to leave previous programmes on grounds of ill-health, or displacement by war or civil unrest, must present their circumstances and supporting documentation before applying as described under Application Procedure, above, and may only be considered for entry to year 1 of the MBChB programme through the standard application process. Students who have commenced other degree programmes are expected to complete them prior to entering the MBChB programme and may therefore apply only during or after their final year of undergraduate study.

#### **5. APTITUDE TESTS**

- All applicants will be expected to take the University Clinical Aptitude Test (UCAT) in the year of application.
- Graduate applicants who do not meet the A-Level (or equivalent) or science GCSE requirements specified on the School of Medicine web pages must also take the Graduate Medical School Admissions Test (GAMSAT) prior to application; GAMSAT results are valid for up to 2 years after the test date.

#### **6. THE ADMISSIONS PROCESS**

- 6.1** The admissions process involves three phases: UCAT/academic screen, shortlisting and interviews.

##### **6.2 Phase 1 – UCAT/Academic Screen**

- 6.2.1** Applicants with UCAT total scores below the threshold specified on the School of Medicine web pages and/or with a UCAT 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, including English language qualifications. See:

<https://www.keele.ac.uk/study/undergraduate/undergraduatecourses/medicine/medicinehowtoapply/#academic-screening>.

### 6.3 Phase 2 – Shortlisting

**6.3.1** Shortlisting for interview is based mainly on a combination of UCAT scores and the UCAS personal statement, as detailed on the School of Medicine web pages:

<https://www.keele.ac.uk/study/undergraduate/undergraduatecourses/medicine/medicinehowtoapply/#shortlisting>. A ranking grade will be calculated and selection for interview will be based on this grade.

**6.3.2** Admissions tutors will assess the personal statement for evidence of the values in the NHS Constitution using the following criteria, as defined in the person specification on the web page shown above:

- Awareness of the roles of a doctor within the healthcare team, community and society
- Ability to engage meaningfully with people who have some need of care, support and/or help
- Ability to communicate effectively with a variety of people
- Willingness to take on responsibility and fulfil it to the best of your ability
- Ability to maintain one or more significant activities alongside your academic studies over a prolonged period
- Evidence of having made a positive difference to another person's life

### 6.4 Phase 3 – Interview

**6.4.1** The final decision on the offer of a place will be made on the basis of performance at interview.

**6.4.2** It is our policy to invite approximately 3½-4 applicants to interview per available place for entry to the 5-year programme (A100). Applicants for the 6-year programme (A104) who meet both the academic requirements and the eligibility criteria specified at <https://www.keele.ac.uk/study/undergraduate/undergraduatecourses/medicine/medicinehealthfoundationyear/> will be ranked for shortlisting as described for A100.

- Applicants are called for interview on the basis of the standard scoring systems used to shortlist applications by the admissions tutors
- Interviews for 2025 entry will be conducted remotely via video conference
- Each candidate will have a similarly structured interview. The interviewers are drawn from the university, local healthcare environment (primary and secondary care) and local community (lay interviewers); they have undergone specific training for interviewing medical school applicants
- Interviews are likely to take place in blocks during the period December to March/April
- After the interview, applicants will receive the university's decision via UCAS and the Keele applicant portal; successful applicants will be invited to attend an offer-holder day

## **7. FEEDBACK AFTER APPLICATION**

- 7.1** 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 at the time of notification that an application has been unsuccessful. More detailed feedback will be provided through the Keele applicant portal once all interviews have been completed.
- 7.2** University admissions staff are unable to provide further explanations for decisions, as these are based on a number of separate components. Applicants who believe their application has been handled unfairly, or that the published process has not been followed, should refer to the university admissions appeals process at:  
<https://www.keele.ac.uk/legalgovernancecompliance/governance/actcharterstatutesordinancesandregulations/regulationsandpoliciesindex/#section-a---student-pre-arrival>.

## **8. EXAM RESULTS AND RE-MARKS**

- 8.1** Owing to the Office for Students (OfS) 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 decisions based on those grades. If an applicant does not meet the academic terms of the offer and subsequently decides to appeal to the examination board for reconsideration, they must advise us of this immediately in writing. 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 appeal. Any dispute over grades must be conducted between the student, her/his/their 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.
- 8.2** Consideration of reapplication and resit qualifications is outlined at <https://www.keele.ac.uk/study/undergraduate/undergraduatecourses/medicine/medicinehowtoapply/#cm-351454>.
- 8.3** Queries regarding admissions procedures must be submitted in writing by the applicant. We will not discuss applications with anybody other than the applicant (e.g. parents, teachers, MPs, etc.) without signed, written authorisation from the applicant.

## **9. EQUAL OPPORTUNITIES**

- 9.1** No student will receive less favourable treatment on the grounds of actual or perceived age, disability, gender reassignment, marriage/civil partnership status, pregnancy/maternity, race, religion or belief, sex, or sexual orientation. The university is committed to a programme of action to ensure that this policy is fully effective.

## **10. WIDENING PARTICIPATION**

- 10.1** The Academic Lead for Admissions, Recruitment & Marketing, along with the Head of Global Undergraduate Student Recruitment & Access in GSRA, is responsible for ensuring that students from under-represented backgrounds have a fair opportunity to study medicine at Keele.

**10.2** 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 through using contextual data such as eligibility for the UCAT bursary. The A104 programme (Medicine with Health Foundation Year) is a dedicated pathway for students from disadvantaged backgrounds who do not meet the standard entry requirements for the A100 (5-year) programme. Details of eligibility criteria and entry requirements are provided on the School of Medicine's web pages. Keele University School of Medicine also recognises widening participation programmes operated by a number of other English medical schools under the UKWPMED scheme. Details are available on the School of Medicine web pages.

## **11. FITNESS TO PRACTISE/STUDY**

**11.1** Students must be certified as fit to practise and study before entering the MBChB programme.

**11.2** Keele University's Occupational Health service will make judgements independently of the School of Medicine regarding health issues potentially affecting such fitness. Applicants with a disability requiring adjustments to teaching/learning environment(s) and/or assessments should declare this on their UCAS application. Applicants may be invited to discuss their disability and requirements with the School of Medicine's Disability Inclusion Tutor.

**11.3** All applicants are required to undergo enhanced-level screening by the Disclosure and Barring Service (DBS), and therefore must respond to the relevant question regarding criminal records in the UCAS application.

**11.4** Any relevant criminal activity identified from the UCAS application, DBS disclosure or other communication from the applicant or appropriate authorities (see next paragraph) will be investigated by the applicant sub-panel of the of the School of Medicine Health & Conduct Committee. Health and conduct committee decisions on applications are final. In exceptional circumstances, an applicant may be eligible to submit an appeal under the [admissions appeal process](#).

**11.5** As previous criminal activity or misconduct might lead to refusal of GMC registration upon graduation, applicants are advised to notify the School of Medicine at the earliest opportunity if they have any convictions, cautions or warnings, and also if they have been the subject of any previous professional misconduct proceedings or safeguarding investigation.

**11.6** The Medical Schools Council, Dental Schools Council and Pharmacy Schools Council maintain a database of students who have been excluded from programmes on fitness-to-practise grounds. Applicants who are listed in this database will have their applications investigated before entering the standard application procedure. Students enrolling on the MBChB programme will be required to consent to have their details entered onto this database in the event that they are excluded from the programme of fitness-to-practise grounds.

## 12. ELIGIBILITY TO PRACTISE MEDICINE IN THE UK

**12.1** The GMC controls entry to the UK medical register, and graduates wishing to practise medicine in the UK must meet the GMC's criteria for eligibility. These will include passing national assessments, including the Medical Licensing Assessment scheduled for first implementation in 2024-25. Students enrolling on the MBChB programme do so on the understanding that they must meet GMC licensing criteria as well as the criteria for successful completion of the MBChB degree to become eligible to practise medicine in the UK.

## 13. STUDENT NUMBERS

**13.1** For 2024 entry we have up to 164 available places, of which up to 10 may be taken by international students. This number is set by the Office for Students each year, so the number for 2025 entry is not yet known.

**13.2** For 2024 entry we have up to a maximum of 20 places for home students for A104. This is expected to remain the same for 2025 entry.

## 14. REVIEW, APPROVAL & PUBLICATION

**14.1** This process is reviewed annually by the School of Medicine.

**14.2** The School Education Committee is responsible for providing approval to this process and any changes made at the point of review.

**14.3** The process document is published on the Keele University's Policy Zone which is available at on University webpages: <https://www.keele.ac.uk/policyzone/>

## 15. DOCUMENT CONTROL INFORMATION

<b>Document Name</b>	School of Medicine Undergraduate Medicine (MBChB) Admissions Process (2024-25)
<b>Owner</b>	Academic Lead for Admissions, Recruitment & Marketing, School of Medicine
<b>Version Number</b>	2024/25 V1
<b>Equality Analysis Form Submission Date</b>	[Decision from Equality Analysis and form submission date]
<b>Approval Date</b>	26 <sup>th</sup> March 2024
<b>Approved By</b>	School of Medicine Education Committee
<b>Date of Commencement</b>	15 <sup>th</sup> October 2023
<b>Date of Last Review</b>	26 <sup>th</sup> March 2024
<b>Date for Next Review</b>	30 <sup>th</sup> April 2025
<b>Related University Policy Documents</b>	Admissions Policy Admissions Appeals Policy Admissions Interview Policy Regulation C5 Regulation D2
<i>For Office Use – Keywords</i>	