

## Undergraduate admissions statement

This statement should be read in conjunction with the [University's admissions principles and procedures](#).

**Year of admissions cycle:** 2017

### **Courses covered:**

MB ChB Medicine (A100 – standard entry, five years)

## 1. Admissions process

### 1.1. Admissions team

Applications are assessed by a centralised team in close co-operation with the School Recruitment and Admissions Officer(s).

### 1.2. Application assessment methods

All applications are considered on an equal basis. Applications are not segregated by the type of educational institution attended.

All applications that are received on time (in accordance with UCAS deadlines) are guaranteed equal consideration.

The following procedure applies to all applicants who meet the UCAS application deadline of 15th October. We cannot consider any applications submitted after this date.

Applications are scored on a range of academic and qualitative criteria (see **2. Criteria for assessing applicants** below). Applications are then sorted into three categories, according to agreed thresholds:

- i) Interview
- ii) Hold
- iii) Unsuccessful.

- Applicants in category i) are invited for interview.
- Applicants not immediately selected for interview are put in category ii) 'Hold' until later in the application cycle when a review might result in some of these applicants then being invited for interview.
- Applicants in category iii) are notified through UCAS that their application has been unsuccessful. For questions regarding feedback, please see the University's Applicant Feedback and Complaint Procedures:  
[bristol.ac.uk/university/governance/policies/admissions/feedback-complaints.html](http://bristol.ac.uk/university/governance/policies/admissions/feedback-complaints.html)

All applications are allocated scores on the academic record and the personal statement/reference; the combined score determines which applicants will be invited to attend an interview. The weighting is as follows:

- Academic score: 20% (A-level score: 12%, GCSE score: 8%)
- Personal Statement score: 70%
- UKCAT: 10% (see **4.1. UKCAT** for further information)
- Reference is read but not scored

Applicants are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion, disability, or age (other than the nationally set requirements of 'fitness to practise'). NB. It is unlikely that applicants who would be under 17 on entry will be able to demonstrate sufficient life experience to fulfil the selection criteria, but the decision would be made on this basis not specifically their age.

### **1.3. Interview or visit day**

All candidates who are selected for interview must attend in order to be considered. No offers for Medicine are made without the applicant first attending an interview. This does not mean that we interview all applicants (see **2.5. Interview** below).

### **1.4. Correspondence with applicants**

All correspondence relating to an applicant's status will be sent by email.

All applications are acknowledged by email on receipt (starting in mid-September), to establish contact and inform the applicant of the process to be followed.

Applicants will then be notified if their application has been successful or unsuccessful, or to inform them that their application has been assessed and put on 'Hold' pending a decision later in the cycle.

We monitor the number of offers we make carefully and may hold some applications until later in the cycle. If you submitted your application by 15 October then the final deadline by which you will receive a decision is 5 May.

## **2. Criteria for assessing applicants**

To assess an application we require:

- A full academic history from age 16 onwards, including any retakes or uncompleted qualifications.
- Predicted grades for any qualifications you are currently taking. Predicted grades can only come from your school or referee. These must include an overall grade (if applicable) AND, where a particular subject is specified in the entry requirements, the achieved grades or predicted grades for that subject, and any related or major subjects you are studying.
- If predicted grades are not available, then we will accept a transcript showing the results of your previous year's courses or examinations.

### **2.1. Academic entry requirements**

Academic entry requirements for standard qualifications (A-level, SQA, IB, Access, BTEC, Welsh Bac, 14-19 Diploma, and GCSEs) can be found in the [undergraduate course finder](#).

Other qualifications, including international qualifications, will be considered on their individual merits; further information is available through the [International Office](#).

All applications must be submitted through UCAS; we cannot consider any direct applications.

Applications that are received on time are guaranteed equal consideration.

## **2.2. Additional academic criteria**

Applicants are expected to complete three A-levels (or equivalent qualifications) within a single two-year exam period.

Please note that A-levels in General Studies or Critical Thinking are not counted as part of offers, nor are they considered in the academic assessment of applicants.

Due to overlapping content, we are unable to consider the following subject combinations: Biology and Physical Education, Biology and Sports Science, Biology and Human Biology, Biology and Zoology, Biology and Botany.

Credit is also given for the best eight GCSE subjects. Applicants who did not achieve the minimum required GCSE results in their first sitting can apply with resits achieved or with results pending.

## **2.3. Personal statement criteria**

Given the very large number of applications we receive each year from applicants who have achieved or are predicted to achieve high grades, we necessarily place substantial emphasis upon the quality of the personal statement. We look for:

- a realistic interest in medicine;
- relevant life skills;
- a wide range of interests;
- acts of altruism and voluntary work;
- communication and interaction skills

Our mission is to identify and attract those applicants who satisfy all the criteria outlined above and whose academic and intellectual interests and potential are germane to our methods of teaching and areas of expertise.

## **2.4. Reference criteria**

References will be assessed for information on the applicant's motivation, ability to work independently, and their powers of analysis and expression. If the referee believes the applicant's performance does not reflect their ability, due to educational context and/or special circumstances, the applicant should complete an extenuating circumstances form at [bristol.ac.uk/applicants/applied/extenuating-circumstances/](http://bristol.ac.uk/applicants/applied/extenuating-circumstances/). We are unable to consider individual extenuating circumstances without this form.

References should ideally be from a school or college, from a personal tutor confirming the academic potential of the applicant to study at degree level. Where this is not possible, a non-academic reference should confirm the relevant experience of the applicant. It should indicate the potential of the applicant for study at degree level.

References are read in conjunction with the personal statement and used as supporting information. Applicants with any adverse comment from their referee are unlikely to be successful.

## **2.5. Interview**

The purpose of the interview is to provide the applicant with an opportunity to demonstrate evidence of skills and attributes that are appropriate to a career in medicine and to display insight into a range of topics related to a career in medicine.

Applicants are invited to attend a multiple mini interview (MMI) assessment. In addition you will be invited to tour the University Precinct and will have an opportunity to meet current students.

Applicants are required to complete a form prior to attending the interview which documents the type and duration of their work experience.

At the interview, applicants will move around a series of ten MMI stations, each taking five minutes, and will be assessed on a particular criterion at each. Each station will be directed by one or two interviewers as appropriate. Interviews are undertaken in accordance with the University's policy on equal opportunities. At least one member of the interviewing staff is trained in fair and effective recruitment, and at least one interviewer is a member of the Medical Admissions Committee.

### **Extra time in assessments**

If it is decided that a station is eligible for extra time allowance then we will do our best to accommodate applicants who are entitled to this. Further information will be available on [this page](#) at a later date.

### **After interview**

Applicants' performance at the MMIs will be scored by assessors and ranked by the Admissions office. Those candidates with the strongest overall performance will receive offers.

## **2.6. Mature applicants**

The University welcomes applications from mature aged students (i.e. aged over 21 at the time of application). Mature applicants who are not applying straight from formal education would be expected to demonstrate recent academic study and achievement (i.e. within the last five years prior to application).

## **2.7. International applicants**

International applicants will be subject to the criteria as detailed here: [bristol.ac.uk/international/countries](http://bristol.ac.uk/international/countries)

## 2.8. English Language requirements for non-native speakers

All applicants are required to demonstrate that they have sufficient ability to understand and express themselves in both spoken and written English in order to benefit fully from their degree course.

English Language requirements for each course can be found in the [undergraduate course finder](#) and are explained at [bristol.ac.uk/ug-language-requirements](http://bristol.ac.uk/ug-language-requirements).

## 2.9. Contextual information

We take a holistic approach to assessing all applications, ensuring that an applicant's educational and social contexts are taken into consideration, where supported by clear evidence that this may have adversely affected academic performance.

As part of our commitment to the UK national agenda on widening participation, we consider the educational context in which grades have been achieved, particularly if there is evidence that an applicant's current school or college performs below a defined threshold.

Applicants may be eligible for a contextual offer if they are currently applying from (or in the 15/16 academic year were in full-time education in) a state school ranked in the bottom 40 per cent in any of the following categories for the: average score per A-level entry; average score per A-level entrant; percentage of students applying to higher education. If an applicant applies from a school which meets one of these criteria, we will raise their predicted/achieved grades by one grade during the scoring process; i.e. an AAB applicant will be awarded the same academic score as an AAA applicant. Applicants still need to satisfy specific subject requirements. Contextual offers are usually two grades lower than the standard offer.

To be eligible for a contextual offer, applicants currently attending school must apply from a school in the list below. Applicants not currently attending school must have been in full-time education in one of the following schools in the academic year 15/16:

### [Contextual Offer Schools](#)

Please note that we use the "applying from" school code or the education history listed on the UCAS form to determine an applicant's eligibility for a contextual offer. It is the applicant's responsibility to ensure these are correct.

The University reviews its definition of educational disadvantage each year and each case is considered on an individual basis.

We also consider evidence of clear motivation to study. This may include participation in higher education outreach activities, attendance at a University summer school or a targeted Access Scheme (such as Access to Bristol or Realising Opportunities where applicants receive special consideration and, in some cases, guaranteed and/or lower offers; please see the University's admissions principles and procedures for more information).

## 3. Offers

### 3.1 Typical Offers

Typical offers for A-levels and other UK qualifications can be found in the entry requirements listed for the appropriate course in the [undergraduate course finder](#). Offers to applicants with non-standard qualifications will be made equivalent to the published A-level offer.

We may make lower offers based on whether an applicant is deemed to have experienced educational disadvantage, as defined in section 7.5 of the [University's admissions principles and procedures](#).

### 3.2 Alternative Offers

If you are not qualified or have an unsuitable academic background for the course to which you originally applied, we may offer you the opportunity to be considered for an alternative course in a related subject area. In such cases applicants will receive an email notification providing a list of the alternative options.

## 4. Other

### 4.1. UKCAT

All applicants are required to take the UK Clinical Aptitude Test (UKCAT). The score from this test will be used to form part of our selection process. There will not be a cut-off score for the UKCAT this year. We will also not take into account scores for the Situational Judgement subtest. Further information on the UKCAT, including details of their bursary scheme, can be found here: [www.ukcat.ac.uk/](http://www.ukcat.ac.uk/).

Please note that in the 2016 test, UKCAT will be piloting a new Decision Making section in place of the Decision Analysis subtest. You will not receive a score for this subtest. Further information about this new section can be found here: [www.ukcat.ac.uk/about-the-test/decision-making/](http://www.ukcat.ac.uk/about-the-test/decision-making/)

### 4.2. Deferred applications

Applicants can apply for deferred entry, but in fairness to the following cycle of applicants we can only make a limited number of deferred offers in each cycle. Applications for deferred entry must be made at the point of submitting an application.

It will not be possible to defer an application once it has been submitted, either before or after a decision has been made unless there are exceptional circumstances.

### 4.3. Resits

We will consider applicants who are completing resits of GCSE and/or A-levels (or equivalent level 3 qualifications). A maximum of one resit is allowed in any one subject.

We will only make an exception to this where there are mitigating personal circumstances (see **4.5 Extenuating Circumstances** below); the decision to allow an exception will be made at the discretion of the University.

#### **4.4. Transfers**

Requests for transfers into Bristol Medical School are not considered; neither are applications from candidates who have failed to complete another degree. Graduates applying to the Medical School are expected to have completed or be in the final year of a degree. It is also not possible to apply for entry into year two of a Medicine degree at Bristol.

#### **4.5. Extenuating Circumstances**

If your education has been significantly disrupted through health or personal problems, disability or specific difficulties with disrupted schooling you will need to submit an extenuating circumstances form (available at [bristol.ac.uk/applicants/applied/extenuating-circumstances/](http://bristol.ac.uk/applicants/applied/extenuating-circumstances/)) to Undergraduate Admissions.

The information provided on the form will be treated confidentially, and will help us to accurately assess your academic performance in light of your situation.

#### **4.6. Policies**

All applications are considered in line with our [Admissions policies and procedures](#).

We are committed to the provision of high quality, fair and transparent admissions procedures for all our applicants. We recognise, however, that there may be occasions when applicants believe that they have cause for complaint. At this point applicants should follow our [Applicant feedback and complaints procedures](#).

Should an applicant believe that University admissions principles and procedures have been inconsistently or incorrectly applied, these complaints procedures provide a mechanism for objective review.

#### **4.7. Additional information**

The University can only guarantee places if the exact terms of the offer are met, however offer holders would not automatically be made unsuccessful if the terms of the offer are narrowly missed. If offer holders do not meet the terms of their offer when exam results are released they may be considered as a 'near miss candidate'. All near miss candidates are reviewed in August after publication of A-level results. International offer holders may be reconsidered earlier depending on when their exam results are released.

#### **Criminal records check**

All medical students are required to undergo a Disclosure and Barring Service (DBS) check, in line with most applicants for health-related courses in the UK.

#### **Occupational health clearance**

All offers are made subject to satisfactory occupational health clearance. A form is issued in May with a specific deadline in early June. If this is not returned by the deadline, an applicant's place may be at risk.

It is the responsibility of the Medical School to ensure that students accepted on the course are able to complete the training and achieve the competencies required by the General Medical Council (GMC) for full registration after the first year of the foundation programme.

The Medical School must consult the GMC if there is doubt and if it proposes a modification of experience to achieve the competencies.

### **Applicants with a disability**

A clear plan to enable a disabled student to achieve competency must be agreed before the student enters the course. Not all disabilities limit the experience of doctors in training in this way, but applicants should disclose any disability in their UCAS application and be prepared to release their medical details in order for us to assess the situation. Failure to disclose a disability which might impinge upon an applicant's capacity to ultimately carry out their required duties in full will be considered unprofessional. This could put at risk their fitness to practise and might jeopardise their place on the medicine course.

The procedure for dealing with health and/or disability Issues is set out below:

- i) All applications are acknowledged; those who have declared a disability on their application are invited to complete a questionnaire for the University's Disability Services; this has no bearing on selecting applicants for interview or offer. Disability Services can also offer appropriate and accessible support, plus provide advice about funding available for disabled students.
- ii) Applicants with a declared disability who have been selected for interview using the University's admissions criteria for interview (as described above) will be invited, irrespective of the health issue/disability they have declared. Applicants should contact the university's Disability Services to discuss any support requirements they may need at interview. During the admissions interview, the applicant's disability will not be considered or discussed, except in the case of applicants who have applied for extra time (see **2.5. Interview** above).
- iii) If, following the interview, it is agreed that the applicant should be offered a place on the course, the applicant will be made an offer subject to satisfactory occupational health clearance.
- iv) If the applicant has declared a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D, the applicant will be advised to contact Disability Services, who may request additional information (e.g. post-16 educational psychologist report). Any concerns identified by Disability Services in relation to student support and alternative arrangements and/or any fitness to practise concerns for an individual student will be referred to the Faculty Disability and Health Panel via the Faculty Disability Officer.
- v) For all other disabilities, a pre-course health questionnaire will need to be completed and returned to the Occupational Health Service. The Occupational Health Service will be responsible for assessing the health questionnaire according to recognised clinical and professional standards. The Occupational Health Adviser or Physician will forward their report to the Faculty Disability Officer who will present it, if necessary, to the Disability and Health Panel for the consideration of any health issues which could impact on fitness to practice. The panel membership may include the Faculty Education Manager, Director of Student Affairs, Pre-Clinical Programme Director, Chairman of the Medical Admissions Committee, Occupational Health representative, Disability Services representative, Clinical Dean, Equality and Diversity Manager, Faculty Disability Office, Psychiatrist, GP and Medical Admissions Co-ordinator. If the panel is satisfied that the applicant is

capable of undergoing standard Foundation training, correspondence confirming any support, requirements or conditions will be sent.

- vi) If the panel is not satisfied that the applicant is capable of undergoing standard Foundation training, correspondence explaining the reasons will be sent, and the offer will be withdrawn.
- vii) If appropriate, an application would be submitted to the General Medical Council on the applicant's behalf, to request approval of an alternative pattern of training. If this request were to be turned down, the applicant's application to the medical course would also have to be turned down.

For further information on the available support arrangements, please visit [bristol.ac.uk/disability-services/](http://bristol.ac.uk/disability-services/)

#### **4.8. Contacts for enquiries**

Any enquiries should be addressed to our Enquiries team: [choosebristol-ug@bristol.ac.uk](mailto:choosebristol-ug@bristol.ac.uk) or +44 (0)117 394 1649.