

## Undergraduate Admissions Statement

This statement should be read in conjunction with the University's Admissions Principles and Procedures:

<http://www.bristol.ac.uk/study/undergraduate/after-you-apply/policies/2018/>



Year of Admissions cycle:  
2018

Courses covered:  
MB ChB Medicine (A100)

### 1. Course specific

#### 1.1 Admissions process

Applications are scored and ranked based on their academic record, according to their achieved or predicted results with the following weightings:

GCSE 15% | A-level 15% | Personal statement 50% | UKCAT 20%

Students are required to be 18 years of age (or above) by 1 October in their year of entry in order to undertake the clinical experiential learning in our teaching (general) practices and clinical academies. This is to ensure that our students have the legal capacity to be bound by the rules of confidentiality of our NHS partners.

#### 1.2 Academic criteria

Applications are scored on a range of academic and qualitative criteria. 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)

Due to overlapping content, we are unable to consider the following subject combination:

- Biology and Human Biology (Biology A + B)

Credit is 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.

## **UKCAT**

All applicants are required to take the UK Clinical Aptitude Test (UKCAT) in the current cycle. The score from this test will be used to form part of our selection process. There is no cut-off score for the UKCAT. 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).

After a successful pilot in 2016, Decision Making will be introduced as a scored subtest in the 2017 UKCAT.

Applicants who are sitting the UKCATSEN will need to provide the University with sufficient evidence of their eligibility. The relevant documents should be scanned and emailed to [admissions-med@bristol.ac.uk](mailto:admissions-med@bristol.ac.uk)

- Applicants currently in education are expected to provide an official letter from their school, college or University, stating that they are entitled to additional time in public examinations. This should be based on the diagnosis from a qualified medical practitioner, educational psychologist or specialist teacher.
- Applicants that are no longer in education should provide us with a post-16 year's diagnosis or report form from a qualified medical practitioner or educational psychologist. This should include the recommendation that they require additional time in public examinations.

## **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.

## **1.3 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.

## 1.4 Interviews

All applicants 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 within the current cycle. This does not mean that we interview all applicants. We do not consider previous interview performance for those applicants who were interviewed in previous cycles.

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. Please note, photo ID will be required at interview.

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**

Sufficient time is built into our MMI sessions that additional extra time is not required.

### **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.

### **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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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/)

### 1.5 Mature applicants

We welcome mature applicants, and assess such applications holistically, taking into account factors such as relevant work experience and personal circumstances that may have interrupted or prevented previous degree level study. Evidence of recent study and examinations is expected within the last 5 years.

Mature applicants who do not meet our standard entry requirements and who cannot demonstrate recent study, relevant employment history or life experience will usually be advised to gain some academic experience before reapplying.

### 1.6 Aspirational offers

Due to the competitive nature of these courses, we can only consider applicants that are predicted to achieve (or have already achieved) our entry requirements in full.

### 1.7 Alternative offers

If applicants are not qualified or have an unsuitable academic background for the course to which they originally applied, we may offer 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.

### 1.8 Deferred applications

Deferred applications (ie. applying in 2017/18 for 2019 entry) are accepted.

In fairness to the following cycle of applicants we can only make a limited number of deferred offers. Applicants who have not applied for deferred entry at the point of making their application, but who subsequently wish to defer after being made an offer, must request deferral by the 28th February 2018 or within 10 working days of receiving an offer (whichever is the latest date). We reserve the right to decline deferral requests (for example if we have an exceptionally high number of deferred offer holders). Late deferral requests after the 28th February 2018 or 10 day deadline will only be considered if there are exceptional circumstances.

## 1.9 Resits

Applicants are expected to take three A-levels in one two-year sitting. However, we will consider applicants who are completing resits of GCSEs 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 **2.11 Extenuating Circumstances** below); the decision to allow an exception will be made at the discretion of the University.

## 1.10 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.

# 2. General

## 2.1 Admissions team

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

## 2.2 Admissions process

When assessing an application the admissions team will consider whether the applicant's academic potential is such that it is likely they would be successful on the degree. The admissions team takes into account a wide variety of factors which include, but are not limited to, actual academic performance to date and predicted results for qualifications currently being studied.

Because of the very high number of applications we receive, and to ensure that all those applying on time are treated fairly, some applications may be held until May before a decision is made.

Applicants will be assessed on the basis of information within their application only; we will not take into account any additional information received from an applicant or institution, unless we have requested it.

All applications received are considered on an equal basis. Applications that are received before the October deadline set by UCAS are guaranteed equal consideration.

Applicants are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion, disability, or age.

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 the applicant is currently taking. Predicted grades can only come from a 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 the applicant is studying.
- If predicted grades are not available, then we will accept a transcript showing the results of a previous year's courses or examinations.

### 2.3 Visit day

All UK candidates who receive an offer are invited to attend one of our visit days. Applicants are given an opportunity learn more about the degree, and to view the Faculty, the wider University and the city of Bristol. Applicants are normally given a choice of dates to attend a visit day.

Information about the visit days can be found on our web page:

<http://www.bristol.ac.uk/study/undergraduate/visits/>

### 2.4 Correspondence with applicants

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

All applications are acknowledged by email on receipt 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.

For applications that are submitted by 15 October, the final deadline by which applicants will receive a decision is 3 May. Most decisions are made well before this date. We monitor the number of offers we make carefully and may hold some applications until later in the cycle.

### 2.5 Academic entry requirements

Academic entry requirements for standard qualifications (A-level, SQA, IB, Access, BTEC, Welsh Bac, GCSEs) can be found in the undergraduate course finder:

<http://www.bristol.ac.uk/study/undergraduate/search/>

Other qualifications, including international qualifications, will be considered on an individual basis.

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

A-level General Studies and Critical Thinking are not considered towards offers or academic assessment.

We assess applications on predicted and/or achieved A-Level grades (or equivalent). We do not assess AS-level grades.

### 2.6 Reference criteria

References will be assessed for information on the applicant's motivation, ability to work independently, 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, they should advise the applicant to complete an extenuating circumstances form (see 2.11 Extenuating Circumstances)

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 as well as mathematical and problem-solving capabilities. It should indicate the potential of the applicant for study at degree level.

The reference will be included in the assessment of the personal statement, with the following taken into account:

- predictions of examination results (and, where the qualifications are unusual, an explanation of their meaning);
- an overall assessment of the applicant, in particular their suitability for further study;
- a discussion of earlier exam results, especially if they were influenced by personal or medical circumstances (and are therefore a poor guide to ability);
- discussion of the applicant's intellectual curiosity, interests and suitability for the subject;
- discussion of the applicant's other interests.

## 2.7 International applicants

International applicants will be subject to the criteria as detailed on our International web page: <http://www.bristol.ac.uk/international/countries/>

We also consider applications through the Common Application system, and the same criteria and assessment used for UCAS applicants are applied.

## 2.8 English language requirements

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 on our English Language web page: <http://www.bristol.ac.uk/study/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.

To be eligible for a contextual offer, applicants must meet the criteria set out on our web page: <http://www.bristol.ac.uk/study/undergraduate/entry-requirements-qualifications/contextual-offers/>

Further information about contextual offers can be found in the University's Admissions Principles and Procedures for Undergraduate Courses.

### 2.10 Typical offers

Typical offers for A-levels and other UK qualifications can be found in the entry data in the undergraduate course finder: <http://www.bristol.ac.uk/study/undergraduate/search/>  
Offers to applicants with non-standard qualifications will be made equivalent to the published A-level offer.

### 2.11 Extenuating circumstances

If an applicant's education has been significantly disrupted through health or personal problems, disability or specific difficulties with schooling they will need to submit an extenuating circumstances form to Undergraduate Admissions:

<http://www.bristol.ac.uk/study/undergraduate/after-you-apply/your-application/extenuating-circumstances/>

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

### 2.12 Policies

All applications are considered in line with our Admissions policies and procedures:

<http://www.bristol.ac.uk/study/undergraduate/after-you-apply/policies/2018/>

We are committed to the implementation 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.

### 2.13 Additional information

The University can only guarantee places if the exact terms of the offer are met; however offer holders will not automatically be unsuccessful if the terms of the offer are narrowly missed.

If offer holders do not meet the terms of their offers when exam results are released they may be considered as 'near miss candidates'. All near miss candidates are reviewed in August after publication of A-level results. International offer holders may be reconsidered earlier depending when their exam results are released.

### 2.14 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.