

## Selection Procedure and Policy for the Faculty of Medicine, BM4, BM5 and BM6 Programmes, University of Southampton 2020 Entry or 2021 Deferred Entry

### Section One - Introduction and Aims of the Policy

- 1.1 The Selection Procedure and Policy for the Faculty of Medicine at the University of Southampton (2020 Entry or 2021 Deferred Entry) is designed to assist applicants through the selection process for the Bachelor of Medicine, Bachelor of Surgery programmes. Applicants are advised that they should read the policy, and the [University of Southampton Admissions Policy](#), before making their application. In addition, the Faculty of Medicine website provides current information and a prospectus for the BMBS programmes at <http://www.southampton.ac.uk/medicine>
- 1.2 The Selection Procedure and Policy applies to all applications for the three Bachelor of Medicine, Bachelor of Surgery programmes known as BM Four-Year Graduate Entry Programme (A101), BM Five-Year programme (A100) and BM Six-Year Widening Access Programme (A102).
- 1.3 The aims of the Selection Procedure and Policy of the Faculty of Medicine are to:
  - Select students who have the motivation to succeed in undergraduate and postgraduate medicine
  - Select students who have the academic ability to be successful in the course and thrive in their future medical careers
  - Work towards more flexible entry requirements in line with University, General Medical Council (GMC) and Medical Schools Council recommendations in order to widen participation and ensure diversity
  - Select students who have the non-academic attributes that are necessary in members of the medical profession
  - Provide equality of opportunity to all applicants and to operate a system which is free from unfair discrimination

## **Section Two – General Information**

### **UCAS Information**

- 2.1 Only applicants who apply through the University and Colleges Admissions Service (UCAS) will be considered for admission.
- 2.2 Applicants who wish to apply for deferred entry (for no more than one year) should do so at the time of application. Requests to alter the year of entry later during the selection cycle must be made in writing before confirmation in August and may not always be permitted. The conditions of any offer would have to be met in the admissions cycle in which the offer is made and by any deadlines associated with that cycle.
- 2.3 Applications will only be considered if received by UCAS on or before the deadline for applications to Medicine of 15 October 2019. In addition, we will only consider applications where the applicant selected the University of Southampton by the 15 October 2019; we will not consider applicants who applied to UCAS by 15 October 2019 but later decide to swap one of their choices to the University of Southampton. Due to the high level of demand, applications received after this date will not be considered, unless there are significant extenuating circumstances. These must be submitted in writing to the Faculty of Medicine. The Faculty of Medicine will endeavour to process every application as quickly as possible although applicants are reminded that the selection process is extensive and therefore responses may be delayed at times.
- 2.4 Applications received by the deadline should be accurate and complete, including references and qualification information; references will not be accepted separately to the UCAS form. Applicants should review the entry requirements of the Faculty of Medicine before submitting an application and the Faculty considers it the responsibility of the applicant to ensure that they have completed all of the required information by the closing date for Medicine applications. Any applications considered incomplete will be rejected. The Faculty reserves the right to reject any application where inaccurate information has been submitted. Eligibility Forms relating to the BM6 programme, which are issued after application submission, should also be accurate and complete; it is again considered to be the responsibility of the applicant to ensure they have completed all of the required information by the deadline given. Any Eligibility Form considered to be incomplete or not submitted by the deadline will result in an unsuccessful application.
- 2.5 In line with instructions from the Medical Schools Council, applicants are permitted to make only four out of the five possible choices of institution on their UCAS application to medicine programmes. Applicants who apply to more than four choices for medicine will have their application returned to them by UCAS.

### **Feedback**

- 2.6 Competition for a place to study medicine nationally is intense and it is often very difficult for high achieving students to understand why they have not been offered a place. The majority of applicants to our programmes have extremely high academic grades. This makes the role of universities, when selecting applicants to study medicine, very challenging. If rejected for one of our programmes, applicants are asked to review their application, and reflect upon their performance at the Selection Day, where appropriate, to determine any areas of weakness. Due to the large volume of applications received, it is not possible to give reasons why an individual application was unsuccessful.

## **Complaints**

- 2.7 Applicants who are dissatisfied with the way in which their application has been handled are asked to follow the University of Southampton's procedure Governing Complaints from Applicants <https://www.southampton.ac.uk/studentadmin/appeals-complaints/for-students.page>

## **Transfer Applications**

- 2.8 The Faculty of Medicine is generally unable to consider in course transfer applications for any of the BMBS programmes. In exceptional cases such transfers may be considered based on requests of applicants that are fully supported by the Dean of their current Medical School.

## **Previous Medical Degree Study**

- 2.9 The Faculty of Medicine is generally unable to consider applications for any of the BMBS programmes where the applicant has previously commenced study on a medical degree but withdrawn before the conclusion of that course or had their programme of study terminated.

## **Late Applications/Clearing/Reserve Lists**

- 2.10 The Faculty of Medicine will not accept late applications to any of its programmes and is unlikely to enter into the UCAS Clearing or Extra schemes. In order to ensure that the clearing period is as fair as possible, generally only applicants who have already been through the normal 2020 entry selection procedure at the University and are placed on a reserve list will be considered if places do become available at a late stage in the application cycle. Admissions will inform candidates who are placed on a reserve list following selection.

## **Fraudulent Applications**

- 2.11 The Faculty of Medicine will take steps to investigate any UCAS applications they believe to be fraudulent. Fraudulent applications include those which contain inaccurate personal details, qualifications and references, as well as personal statements which are not the applicant's own work. Any applicant who gains a place on one of our programmes, and who we later find to have made a fraudulent application, may have their programme of study terminated.
- 2.12 Applicants who omit information relating to their qualifications or other relevant information that relates to our Selection Policy may be rejected.

## **Advice for Referees**

- 2.13 Please follow the guidelines published by UCAS on their website at <https://www.ucas.com/advisers/references> Please note that referees may be contacted to ensure that the reference given on the applicant's UCAS form is authentic at any point during the selection process. We reserve the right to ask for an additional reference.

## **Section Three – The Selection Process**

- 3 The Selection Procedure and Policy and entry requirements for each programme will be reviewed annually and the information will be made available on the Faculty of Medicine's website (<http://www.southampton.ac.uk/medicine>). It is strongly recommended that applicants (and their advisers) read this documentation prior to making an application. Applicants who are unable to access this information via the Internet can apply to the Faculty of Medicine Recruitment and Admissions Office for a copy of the documents. The Selection Procedure and Policy and entry requirements are provided to all individuals involved in the selection process.

The selection process for the BM5, BM4 and BM6 programmes will be overseen by the Admissions Team Leader for the Faculty of Medicine

3.1 The recruitment and selection cycle for 2020/21 for BMBS applicants will be as follows:

June – October 2019	Potential applicants contact the Faculty of Medicine’s Recruitment and Admissions Office for information on the BMBS programmes.
July September and October 2019	University of Southampton Open Days take place – Information online at: <a href="http://www.southampton.ac.uk/about/visit/open-days.page">http://www.southampton.ac.uk/about/visit/open-days.page</a>
July – October 2019	Applicants for all BMBS programmes take the UCAT
15 October 2019	Deadline for applications
November 2019	UCAT provides Faculty with UCAT scores
September 2019 – January 2020	BM6 applications screened to ensure applicants meet eligibility criteria and academic entry requirements
November 2019– February 2020	Applicants selected for Selection Days
December 2019 – March 2020	Selection Days take place for BM4, BM5 and BM6 applicants
January – March 2020	Decisions made for BM4, BM5 and BM6 applications

**Disclaimer – this calendar of events is provisional and may, be subject to change.**

3.2 All applicants are selected with the aim that they will be able to fulfil the duties of a doctor as stated by the GMC in their document ‘Good Medical Practice’ (available at [http://www.gmc-uk.org/guidance/good\\_medical\\_practice.asp](http://www.gmc-uk.org/guidance/good_medical_practice.asp)). In the first instance, an applicant will be considered against the academic and non-academic entry criteria for the programme applied to. If a decision is made to offer a place and the applicant has reported a disability/health condition on their UCAS form which may affect their ability to practise medicine and/or may require reasonable adjustments, the application will be referred to the Associate Dean Education. The Associate Dean, or their nominee, may seek further assessment of the applicant from the University of Southampton’s Enabling Services and/or Occupational Health Department, to determine whether the applicant will be fit to achieve all the required learning outcomes of the course. Information regarding disabilities/health conditions may be shared between these parties. Please note that if a candidate declares a specific learning difficulty and they wish to access additional examination requirements, they are required to provide evidence to the University. Further information about what is required can be found here: [https://www.southampton.ac.uk/edusupport/disability\\_support/ways\\_of\\_support/index.page?](https://www.southampton.ac.uk/edusupport/disability_support/ways_of_support/index.page?)

3.3 Applicants in possession of any prior charges, criminal convictions or cautions must declare this on their UCAS application form; this includes both spent and unspent convictions that are not filtered. Initially Selectors will assess the application on its academic and non-academic criteria. The Recruitment and Admissions Team Leader will follow the University’s procedures for handling applications from students with previous criminal convictions if an applicant is identified for offer and has made a declaration. Further information may be sought from the applicant in line with GMC guidelines around Good medical practice and Professional Values <http://www.gmc-uk.org/education/25920.asp>

3.4 Students must be a minimum of 18 years when they start our medical degree programmes. Applicants who apply but would be under 18 at the start of the programme will be considered for a deferred place or advised to reapply as appropriate

3.5 The Faculty of Medicine reserves the right to take into consideration any information contained within an applicant's UCAS application when deciding if an offer of study can be made. Information relating to an applicant's declared disability will be excluded from this process.

### **English Language**

3.6 In accordance with University of Southampton regulations, students whose first language is not English should offer one of the recognised tests in English Language. The length of time that tests are valid for will be in accordance with the University of Southampton's Admissions to Degree Regulations. Further details on English language requirements are available from our prospectus at <http://www.southampton.ac.uk/medicine>

### **Non-academic criteria**

3.7 In addition to academic entry requirements, the selectors will look for evidence of non- academic criteria during the selection process. Applicants must be able to show they:

- Are self -motivated and resilient
- Have reflected on and learnt from life experiences (this may include work experience, paid employment and personal experiences both in and outside health and social care settings)
- Can communicate effectively
- Are able to interact successfully with others
- Can demonstrate an understanding of the values of the NHS Constitution

### **Academic Criteria**

#### **School leaver applicants to BM5**

3.8 School leaver applicants should offer six GCSEs at grades A/grade 7 or above including, Mathematics and either Science and Additional Science, or Chemistry and Biology, or Combined Science. English Language is accepted at Grade B/Grade 6.

Applicants should offer predicted or actual A level grades of AAA to include A level Chemistry and Biology. In addition, the Science practical must also be passed.

General Studies and Critical Thinking are not accepted.

The BTEC Applied Science is not accepted.

Subjects where there may be considerable overlap of material will not be accepted in combination at A Level (such as combinations of Zoology/Biology; Human Biology/Sports Studies/Physical Education).

Qualifications of an equivalent standard to GCSE and A levels as approved by the University may be acceptable.

Please note that not all applicants will be invited to a Selection Day.

## **Graduate applicants to BM4 and BM5**

- 3.9 All places on the BM4 programme and a number of places on the BM5 programme are allocated to graduate applicants. Applicants are expected to fulfil both the non-academic and academic criteria for graduates for these programmes.

To fulfil the academic criteria applicants must have achieved or be predicted at least an Upper Second Class Honours degree (in any subject) in their first degree. Applicants who have achieved or are predicted a Lower Second Class degree or below will be rejected. Ordinary degrees are not accepted. MScs and PhDs whilst valued cannot be considered in lieu of an Upper Second Class Honours degree.

Applicants are expected to complete their first degree within the standard timeframe for that degree; applicants who have retaken a year(s) of their degree programme and/or have taken longer than the standard timeframe to complete their degree are unlikely to be considered. Applicants completing their first degree outside of the standard timeframe will be considered on an individual basis, considering the circumstance(s) involved in their extended length of study.

Applicants must also have either a minimum of grade C in A level Chemistry, or if they have not studied Chemistry at A2, they may offer AS level Chemistry and AS level Biology (or Human Biology) or equivalent at a minimum of grade C in both. Applicants who have achieved lower than a Grade C at A2 Chemistry, but a C or higher at AS level Chemistry and Biology are unlikely to be considered. If a significant element of Chemistry is included in an applicant's first degree this may be considered as an alternative to A level. Equally applicants who have achieved lower than a grade C in A level Chemistry may be considered if they have achieved an Upper Second Class Honours degree in Chemistry or a relevant subject.

GCSE English Language, Mathematics and either Science and Additional Science, or Biology and Chemistry, or Combined Science must be offered to at least grade C/grade 4.

Retakes of A Levels and GCSEs are permitted.

The science practical must also be passed where candidates are taking A Level Chemistry and the science practical requirement is separately endorsed.

Applicants who wish to apply to both BM4 and BM5 may do so but should note that applications will constitute two of their UCAS choices. Each application will be considered separately.

For graduate students we require a full education and work history to be provided, ensuring there are no gaps. Full information will need to be provided via the UCAS application form or with additional information via email to [AdmissionsUG.MED@soton.ac.uk](mailto:AdmissionsUG.MED@soton.ac.uk) alongside the application. Omission of any relevant information may result in an application being deemed unsuccessful.

Please note that not all applicants will be invited for a Selection Day

## **University of Southampton graduate applicants to BM4**

- 3.10 The Faculty of Medicine will offer a number of places on the BM4 programme to graduate applicants from the University of Southampton. Applicants are required to fulfil both the non-academic and academic criteria for the BM4 programme.

## **Mature non-graduate applicants to BM5**

- 3.11 The Faculty recognises that mature applicants often have different qualifications and life experiences compared to school leaver applicants and that they do not always have the advantage of a school or college based careers adviser to offer advice on completing the UCAS application. For these reasons, and to widen access, mature non-graduate applicants are considered as a separate group, and not alongside graduate or school leaver applicants.

Mature non-graduate applicants are expected to meet both the non-academic and academic entry requirements for the programme.

English Language, Mathematics and either Science and Additional Science or Biology and Chemistry, or Combined Science must be offered to at least a grade C/grade 4 at GCSE.

Mature non-graduate applicants are expected to offer AAA at A Level, to include Chemistry and Biology. In addition, the Science practical must also be passed.

Qualifications of an equivalent standard to GCSE and A levels as approved by the University may be acceptable.

In order to be considered as a mature non-graduate applicant, applicants should be 21 or over by the 15th October 2019.

For mature non graduate applicants we require a full education and work history to be provided, ensuring there are no gaps. Full information will need to be provided via the UCAS application form or with additional information via email to [AdmissionsUG.MED@soton.ac.uk](mailto:AdmissionsUG.MED@soton.ac.uk) alongside the application. Omission of any relevant information may result in an application being deemed unsuccessful.

Please note that not all applicants will be invited for a Selection Day

### **International applications**

3.12 A number of places are available each year for international students. Each international applicant is considered in competition with other international applicants for the limited number of places available.

If an applicant is made an offer as an overseas student, and then changes residential status to a home student, the applicant's offer may be withdrawn. Equally, if an applicant is made an offer as a home student, and then changes residential status to an overseas student, the applicant's offer may be withdrawn

As international and home/EU applicants are considered separately, an applicant invited to a Selection Day who changes residential status before attending the day may no longer be eligible to attend as the UCAT score required for invitation may differ between international and home/EU applicants. In these cases the Faculty reserves the right to withdraw any invitation for interview.

Decisions regarding an applicant's residential status for fee purposes (including applicants who are applying for refugee status) will be made by the University of Southampton's Central Admissions Office and not by the Faculty of Medicine.

International applicants are not eligible to apply for the BM6 or BM4 programmes.

Please note that not all applicants will be called for a Selection Day

## Applications to the BM6 programme

3.13 The BM6 programme has been developed by the Faculty of Medicine to widen participation into the medical profession. Students study for an extra year on a specifically designed Year 0.

In order to be eligible for the programme, applicants should ensure that they fulfil three of the following eligibility criteria:

- First generation applicant to Higher Education
- Parents, guardian or self in receipt of a means tested benefit
- Young people looked after by a Local Authority
- In receipt of 16-19 bursary or similar grant\*
- Resident in an area with a postcode which falls within the lowest 20% of the IMD (Index of Multiple Deprivation), or a member of a travelling family.
- In receipt of free school meals at any time during Years 10-13 (normally for a minimum period of at least one school term/2 months.)

\*Where an applicant chooses the Free School Meals criterion and the 16-19 bursary criterion, the 16-19 bursary must be awarded for something other than Free School Meals. For example. Transport costs between home and college, text books/stationery/printing.

Applicants should normally only submit eligibility criteria relating to one postcode/address and this is expected to be the address listed on the UCAS form

The IMD score will be checked and verified by the Faculty of Medicine

Parental/guardian means tested benefits will not normally be considered for mature employed applicants over the age of 21

International applicants, graduate applicants, and students who have previously enrolled on a higher education course are not eligible to apply for the BM6 programme.

Applicants should offer five GCSEs at Grade C/Grade 4 or above, to include English Language, Mathematics and Science and Additional Science, or Chemistry and Biology, or Combined Science

A level grades of BBB including Chemistry and Biology are required. In addition, the Science practical must also be passed.

General Studies and Critical Thinking are not accepted.

The BTEC in Applied Science is not accepted

Subjects where there may be considerable overlap of material will not be accepted in combination (such as combinations of Zoology/Biology; Human Biology/Sports Studies/Physical Education).

Please note that not all applicants will be invited for a Selection Day

## Retake Policy

3.14 Applicants who are retaking their A Levels/GCSES/or equivalent qualifications will be considered for our programmes. However, if applicants have retaken the same subjects more than once, these applications will be considered on a case by case basis. If a subject is not retaken the following year but at a later date, these applications will be considered on a case by case basis.

If accepted, the offer would be the same as the standard offer for the appropriate programme.

We are unable to consider applications from applicants who fail to meet the requirements of their offer then shortly afterwards undertake a different, equivalent qualification. For example, we will not consider an application from an A Level student who undertakes an Access course shortly after completing their A Level.

### **A Levels taken early**

3.15 We will consider A Levels that have been taken early and outside of the standard Years 12 and 13.

### **Applicants who have not studied Biology and/or Chemistry A Level**

3.16 Applicants who did not originally study Biology and/or Chemistry A Level in Years 12 and 13 may apply if they are sitting Biology and/or Chemistry after completion of their original 3 A Levels. The original 3 A Levels must be at AAA for BM5 and BBB for BM6. A Level Biology and Chemistry will still be expected to meet the required grades for each course in order to be eligible.

### **Selecting a 3rd A Level Subject**

3.17 Applicants to the BM5 and BM6 programme must be sitting A Level Biology and Chemistry. We accept most subjects as a third A Level, but we do not accept Citizenship Studies, Applied Science, General Studies or Critical Thinking.

### **Access Courses**

3.18 Access courses may be considered on a case by case basis and we would expect there to be a significant amount of time between the previous qualification (where relevant) and the Access course. Access courses are most likely to be considered for graduates, applicants who have not taken Science qualifications or applicants who took their qualifications some time ago

### **Applicants studying another degree course (Non- Medicine)**

3.19 Applicants who are studying another degree course (excluding Medicine) and do not intend to complete their course of study may apply. Applicants under 21 will be considered as School Leavers and applicants over 21 as a Mature Non-Graduates and are expected to meet the appropriate requirements to apply. Applicants must inform us of their current course via UCAS and if the applicant receives an offer they are expected to withdraw fully from their current course before enrolment.

### **University Clinical Aptitude Test (UCAT)**

3.20 All applicants who are applying to the BM4, BM5 and BM6 programmes for entry in 2020 (and deferred entry in 2021) MUST complete the University Clinical Aptitude Test (UCAT) between July and October 2019 (unless they are considered UCAT Exempt).

Applicants for BM4 and BM5 will be ranked by UCAT score to determine who should be invited to a Selection Day. The ranking does not apply to applicants to the BM6 programme but they must complete UCAT.

The UCAT scores of University of Southampton graduate applicants to BM4 will be ranked separately from other BM4 applicants, and the highest scoring applicants will be guaranteed an invitation to Selection Day. The UCAT scores of remaining University of Southampton graduates will be considered alongside all other applications to BM4.

Applicants who have exemption from the UCAT test, for BM5 and BM4, will have their personal statement reviewed against the non-academic criteria to determine if they should be invited for a Selection Day

UCAT results are only valid for applicants in the year in which the test is taken. If your application to medical school is not successful and you re-apply the following year, you will be required to resit the UCAT.

### UCAT Test

Candidates who present themselves for their UCAT test are declaring themselves fit to take the test.

Candidates who plan to take the test in the final weeks of testing but fall ill may not be able to reschedule within the test window. UCAT recommend that candidates take the test early in the cycle.

### Test Day Problems

Any disruption which impacts a candidate's performance on the day must be raised with the test centre at the time, in accordance with the process set out on the UCAT website <https://www.ucat.ac.uk/ucat/test-day/mitigating-circumstances/>

In such circumstances, UCAT *may* annotate the result provided to the University. We will not consider any other evidence relating to mitigating circumstances where the test has been taken. Each annotation will be assessed on a case by case basis, taking into account the candidate's overall performance in the test and the severity of the disruption. Adjustments may be made where appropriate and in such cases two selectors will assess the applicant's whole application. Where the selectors agree to make an adjustment, this will constitute an academic and final decision on the matter. Such a decision cannot be appealed.

### Access Arrangements

UCAT offer a number of access arrangements, such as extra testing time and accommodations, for candidates with special educational needs, disabilities or temporary injuries.

Accommodations need to be requested in accordance with the process set out on the UCAT website. Candidates who do not think that their particular needs will be met by the access arrangements on offer should contact UCAT directly within the timeframe specified on their website <https://www.ucat.ac.uk/ukcat-test/ukcat-registration/access-arrangements/>

### Exemptions

There are no general exemptions from the UCAT test. Test Centres are available worldwide and we expect overseas applicants to take the test which could mean travelling to another country.

Applicants may be unable to sit their test due to war, civil unrest or natural disaster making travel to test centres unsafe. If this is the case, the applicant should contact us directly, at least 10 working days before registration closes for the UCAT testing cycle, with both supporting evidence and confirmation from UCAT of the inability to accommodate their requirements.

Applicants who do not think that the UCATSEN or special examination arrangements will meet their particular needs should, in the first instance, contact UCAT directly and present supporting evidence. Should UCAT not be able to provide the necessary adjustments, please contact us directly, at least 10 working days before registration closes for the UCAT testing cycle, with both your supporting evidence and confirmation from UCAT of the inability to accommodate your requirements. We will confirm whether or not we will accept your application without a UCAT test result. We will not consider requests received without supporting evidence, without the relevant confirmation from UCAT or if the request is received by us fewer than 10 working days before registration closes for the UCAT testing cycle.

Each exemption request will be assessed on a case by case basis. Adjustments may be made where appropriate and in such cases two selectors will assess the applicant's whole application. Where the selectors agree to make an adjustment, this will constitute an academic and final decision on the matter. Such a decision cannot be appealed.

For further information on the UCAT please visit [www.ucat.ac.uk/](http://www.ucat.ac.uk/)

## Application Stages

3.21 The selection process consists of a number of stages which are outlined below:

### BM4 and BM5

Stage 1	Applicants are ranked by UCAT score.
Stage 2	Applicants pre-screened against academic criteria.
Stage 3	Number of places available at Selection Day set. Candidates meeting the academic criteria, and with an appropriate UCAT score, invited for the number of places set.
Stage 4	Applicants attend Selection Day.
Stage 5	Performance at Selection Days reviewed alongside UCAT score and offers made.

### BM6

Stage 1	Applicants pre-screened against academic and eligibility criteria.
Stage 2	Number of places available at Selection Day set. Applications will be reviewed by the BM6 Programme Team. Applications meeting the academic criteria and eligibility criteria will be assessed against the non-academic criteria to determine who will be invited to Selection.  (If number meeting the criteria exceeds Selection Day places, applications, alongside responses to questions the applicant has been asked to provide, are reviewed by BM6 Programme Team).
Stage 3	Applicants attend Selection Day.
Stage 4	Scores from Selection Days compiled and decisions made.

Please note that not all applicants will be invited for a Selection Day

### Offers

3.22 All offers made to applicants will be conditional upon applicants achieving and providing suitable evidence of their qualifications. Continued registration on the course is conditional upon the completion of satisfactory health and enhanced Disclosure and Barring Service screening. Health screening will be undertaken in confidence by staff in the Occupational Health Department at Southampton General Hospital.

3.23 In the interests of patient and public safety, and to prevent fraudulent applications to courses which lead to entry to a registered profession in the UK, the Faculty of Medicine will wish to share some of the information provided in an applicant's application form with the Medical Schools Council in order to verify an applicant's fitness to practise. If a fitness to practise outcome is made against an individual in the future, this information and a copy of the decision against that individual will also be stored on a central database which is accessible only to other schools with courses leading to entry to a registered profession in the UK. It is used only for proper fitness to practise purposes to protect patients and the public. Any offer of study will be conditional on the applicant having disclosed any previous fitness to practise findings made against them, and their giving consent to this use of information. The offer will also be conditional upon an applicant giving consent for a check to be made on the database and for the applicant's details to be included on the database should a fitness to practise outcome be made against them in the future. An individual has a right to access any information held about them on the database and to correct any errors. Any individual wishing to exercise the right should contact the Medical Schools Council.

3.24 Extenuating Circumstances are not normally considered after examinations have been taken. If an issue arises after an applicant has accepted an offer, and they have experienced an issue during their exams, they are advised to contact their School and Exam Board.

#### **Section Four – Recruitment and Admissions Committee (RAC)**

4.1 The Recruitment and Admissions Committee comprises the Associate Dean Education, Admissions Tutor (Chair), the Recruitment and Admissions Team Leaders and a number of Selectors from a diversity of backgrounds including clinicians, academics, health care professionals and lay members. The RAC meets regularly between September and July of each year. In addition to the RAC members there are a large number of Selectors who are not members of the RAC.

4.2 Staff development for Selectors forms an important part of the role of the Recruitment and Admissions Committee. All new Selectors are required to participate in a training session which includes training in Equal Opportunities. Updates on Equal Opportunities and other relevant legislation will be provided to Selectors.

All Selectors' decisions are monitored by the Faculty of Medicine's Recruitment and Admissions Office to ensure consistency. Before the beginning of each selection cycle, outcomes of the previous selection cycle, the policy document and the entry requirements for each programme will be reviewed by the RAC, and the procedure for the forthcoming year will be approved.

#### **Section Five - Equal Opportunities within the Selection Process**

5.1 The Faculty of Medicine follows the University's commitment to a comprehensive policy of equal opportunities and students are selected on the basis of their merits and abilities. For the University's Equal Opportunities Policy, please visit <http://www.calendar.soton.ac.uk/sectionIV/equal-ops.html>

5.2 Additionally, the Faculty recognises that selection for the medical degree course implies selection for the medical profession and therefore all successful applicants to the BMBS programmes must be fit to practise and be able to fulfil the duties of a doctor as stated by the GMC in their documents 'Achieving good medical practise; guidance for medical students and Professional behaviour and fitness to practice: guidance for medical schools and their students' <http://www.gmc-uk.org/education/25920.asp>

5.3 The Faculty has actively participated in the Gateways to Professions project which provides practical suggestions to help Faculties ensure that disabled students do not face unnecessary barriers to successful medical careers. The Faculty follows 'Guiding Principles for the Admission of Medical Students' provided by the Medical Schools Council

<https://www.medschools.ac.uk/media/1931/guiding-principles-for-the-admission-of-medical-students.pdf> and 'Gateways to the professions' [http://www.gmc-uk.org/education/undergraduate/gateways\\_guidance.asp](http://www.gmc-uk.org/education/undergraduate/gateways_guidance.asp)

In reality, there are few circumstances that might prevent an applicant being offered a place. Disabilities such as mild dyslexia would not normally be a barrier to admission.

5.4 The main aim of our education programme in the Faculty of Medicine is to ensure students learn to become excellent health professionals. The Faculty of Medicine wishes to facilitate this professionalism and has published a 'Religious and Belief Code of Practice'. The Faculty's Code of Practice can be found on our website <http://www.southampton.ac.uk/medicine>

5.5 The University of Southampton monitors equal opportunities data of all applicants.

**Recruitment and Admissions Committee**

**28 May 2019**