



Selection and Admissions Policy

C25 entry

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University of Bolton School of Medicine

MBChB Selection and Admissions Policy

1. Aim

In line with Health Education England's (Now NHS England) Values-based Recruitment Framework, <https://www.hee.nhs.uk/our-work/values-based-recruitment>, our aim at the University of Greater Manchester Medical School is to have a selection process that is open, objective, consistent, and fair to select students with the ability, character and values to become caring, competent, compassionate, effective and safe doctors.

The Medical School at the University of Greater Manchester is keen to encourage and recruit students from all backgrounds including those currently underrepresented in the profession. We will therefore place a significant emphasis on widening participation, recruiting local students, and those with specific learning needs (in keeping with the GMC's document '[Welcomed and Valued](#)').

This policy document therefore sets out the Medical School's selection procedure and will be reviewed annually.

2. Governance

The Admissions Lead will chair an Admissions Group which will meet at least four times a year, and report to the MBChB Management Committee.

The Admissions Group will:

- Ensure that the Medical School publishes information about admissions procedures, including guidance about the selection process and the basis upon which places will be offered.
- Ensure that selection criteria and processes take account of the personal and academic qualities and values needed in a doctor as set out by the GMC and the NHS constitution, as well as the capacity to achieve the academic and practical skills outcomes for medical graduates described by the <https://www.gmc-uk.org/education/standards-guidance-andcurricula> and therefore successful registration by the GMC.

- Through associate membership of the Medical Schools' Council Selection Alliance review latest evidence regarding academic qualifications, selection tests and selection processes.
- Ensure, through collaboration with the Medical School's Assessment team, that the selection procedures adopted are valid, reliable, and fair.
- Ensure that the selection process includes individuals with a wide range of expertise and knowledge, including patients/carers, lay members, representatives of NHS organisations/other healthcare providers, and student representation once the programme has started.
- Ensure that those involved in selection are trained to follow current equal opportunities legislation and good practice, in line with university policies and are familiar with the school-level EDI and WP strategy.
- Work with the University to ensure the smooth operation of selection and recruitment.
- Put into place and manage mechanisms to deal with queries or complaints from applicants/ potential applicants.
- Work with the University to ensure that the number of applicants recruited in specified categories is consistent with externally set quotas.
- Work with the University widening participation and recruitment teams to monitor recruitment from under-represented groups and explore ways of enhancing recruitment from these groups.

3. Selection

The Medical School offers a five-year MBChB course (A100) only.

We will select students who possess the academic ability and personal qualities required for the study and practice of medicine. Applications for the **A100** MBChB programme for September 2025 should be made through a direct application portal for international students with a closing date of the 30th May 2025. The specific entry requirements and full details of the selection procedure are published on the Medical School websites www.bolton.ac.uk/medicine/mbchb www.boltonschoolofmedicine.co.uk in May or June prior to each admissions cycle.

4. Entry Requirements and Places

For 2025 entry the number of places on our A100 MBChB course is initially planned for 48 in total. It is expected that these places will be filled by

international applicants. EU candidates are considered as international students unless they have settled or pre-settled status in the UK.

Full details of our entry requirements can be found on our website. These are updated annually and published around May or June for the year of application:

www.bolton.ac.uk/medicine/mbchb
www.boltonschoolofmedicine.co.uk

All applicants must meet our minimum GCSE requirements in addition to other academic requirements. Equivalent qualifications are considered. There are 5 routes for applying.

- Applications from those with achieved or predicted A-levels (or equivalent) in three subjects including Chemistry or Biology and one of Biology, Chemistry, Physics, or Maths. The three A-levels subjects must be taken in the same sitting to show that they can cope with the depth and breadth of a degree in medicine. A-levels must normally be completed within 2 years of GCSEs (or equivalent).
- Applications from those with an achieved or a predicted Bachelor with Honours degree with a minimum of an upper second classification including those with integrated Master's degrees.
- Applicants who have started another degree and meet our A-level entry requirements may apply during their FIRST year otherwise they will need to be in their final year or have completed their degree. We will not consider applicants in the second or penultimate year of another degree course.

5. UCAT

For the September 2025 intake only, we do not require UCAT

6. Personal Statement and Work Experience

Personal Statements will be used in selection of candidates for interview

The Medical School Council guidance to applicants on relevant experience is inclusive and stresses that a wide range of experience can be used to support applications to medical school to give disabled applicants options as to how they can prepare for medical school.

7 International Students

In 2025 there will be 48 places available for international / EU candidates on our MBChB course. International / EU candidates are required to apply via our direct application portal and for 2025 are not required to sit the UCAT. If candidates do not have formal year 10/11 examination results (ie GCSE equivalents) they will need to submit school transcripts at the time of application (medicine admissions email). It remains the candidate's responsibility to provide this information.

International students will be required to submit evidence of competency in English language; therefore, we require a minimum IELTS score of 7.5 with no less than 7 in any individual component. If a candidate scores below 7 in any individual component we will allow resit providing the whole test is resat, not just the failed component.

8 Minimum Age

All candidates on either course must be 18 years of age by 1st September in the year of enrolment. If a candidate will not be 18, but meets all our other entry requirements, they can still apply, but if they are made an offer, it would be for deferred entry a year later.

9 Mitigating Circumstances

Academic performance may be affected by unforeseen or unpredicted personal circumstances and such circumstances may be taken into account when considering applications. These might include, but are not restricted to, personal health, health of an immediate family member and domestic issues. Applicants must provide evidence of mitigation with independent corroboration. We will not consider on the basis of personal emails only.

All information concerning mitigation would normally be expected before 1st September in the year of application to allow us to make an informed decision as early as possible in the admissions cycle.

NB. We will not consider applicants with academic requirements below our minimums, even if we accept their mitigation, but we may accept resits.

10 Specific Learning Difficulties and Disabilities

Candidates with specific learning difficulties or disabilities are encouraged to apply and will be considered according to the University's Equal Opportunities Policy and the advisory guidelines published by the GMC in their ['Welcomed and](#)

Valued document. **Declaration on the UCAS form/direct application portal does not negatively influence the pre-interview selection process, nor the interview, in any way. However, failure to declare a disability or long-term illness that come to light after the candidate has started the programme may result in a Fitness to Practice investigation.** In addition, the Medical School may be able to make reasonable adjustments (refer to School of Medicine Reasonable Adjustments Policy).

However, the Medical School must ensure that all candidates will be able to meet the core learning outcomes and competencies of the course and, in addition, be able to practise as a doctor on completion of the course. The GMC mandates that, to be conferred a medical degree and be registered by the GMC on course completion, doctors must be able to perform several practical tasks as listed in GMC's <https://www.gmc-uk.org/education/standards-guidance-and-curricula/standards-and-outcomes/outcomes-for-graduates/outcomes-for-graduates---practical-skills-and-procedures>

A satisfactory Occupational Health screen is a requirement of the offer, and some candidates will be asked to have a formal Occupational Health assessment to discuss any reasonable adjustment and support mechanisms that should be put in place.

For further information refer to Reasonable Adjustments for Disabled Medical Students – Admissions and Examinations

Occasionally, this assessment may result in a referral to a Fitness to Practise panel on health grounds.

11 Interview

In addition to academic ability, applicants should possess those personal qualities required of a good doctor. These include empathy, good communication skills (speaking and listening), compassion and a caring manner. These qualities will be

assessed at interview. The number of candidates interviewed will be determined prior to each admissions cycle following a review of the previous year.

A multiple mini-interview format is used, conducted in English and the stations will assess attributes including:

1. Communication skills
2. Problem solving
3. Personal qualities and values
4. Motivation and suitability
5. Ability to show empathy and compassion
6. Organisational ability
7. Numeracy
8. Teamworking

For the September 2025 international intake these will be held online. We reserve the right to change the interview format if circumstances change.

The MMI assessments will consist of 8 stations. A numerical score will be awarded for each station and each station will have equal weighting. Candidates are also assigned a global rating score (fail, borderline, pass) to determine a cut score (pass mark). Where numbers are too low to allow accurate statistical analysis, the cut score will be calculated as the average mark minus one standard deviation. Scores above this mark will be made an offer while those below will be assigned to a waiting list where offers may be made later in the cycle.

Details of the timing of interviews and offers will be published for each admissions cycle on the School of Medicine website.

12 Offers

No offers are made without an interview.

Offers may be made throughout the cycle and will depend on the conversion rate of offers to firm acceptances.

For the 2025 intake, after each batch of interviews some candidates will receive offers, some may be rejected, and some may be kept on a waiting list until all interviews have been completed. However, the Pro Vice Chancellor Medicine may review candidates on the waiting list early and at their discretion make offers from the waiting list before the end of the MMI cycle in that application year.

Some late offers may be made throughout the cycle depending on the conversion

rate of offers to firm acceptances. The decision by applicants is a process we cannot control but this affects our ability to make final decisions on some other candidates.

All offers are subject to a satisfactory Occupational Health clearance from our occupational health partner. In addition, all offer holders must obtain a satisfactory Enhanced Disclosure and Barring Service check for home students, or a Certificate of Good Conduct or equivalent for international/EU students.

13 Deferrals

Although we will consider applications for deferred entry, and will make deferred offers to candidates who will otherwise be under 18 years of age on 1st September of year of entry, we will not consider deferred entry from graduates, nor consider late requests for deferral after **1st July 2025** in any cycle unless there are significant unforeseen circumstances that have been agreed by the Admissions Tutors.

For candidates who are undertaking mandatory national service for a 2-year period we will consider 2-year deferral in this situation.

14 Equality and Diversity

All staff involved in selection will be from diverse backgrounds and will receive training in equity and diversity and unconscious bias in addition to specific training about the selection process. For further information refer to the EDI and WP strategy, policies, and procedures.

15 Criminal records

Students who have been resident in the UK for more than 2 years are required to complete a fully Enhanced Disclosure and Barring Service (DBS) check at commencement of the course. Students who are resident in other countries must provide a Certificate of Good Standing from the embassy or local police force. Potential applicants are advised to contact the Medical School if they have a criminal conviction, caution, reprimand, or final warning which is not 'protected' as this may affect their fitness to practise.

The 2013 amendments to the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 now means that certain spent convictions are 'protected' and therefore do not need to be declared, others are 'listed offences' and must always be

declared. Further details are available at www.GMC-uk.org/ftpdec and <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

16 Fitness to Practise

It is anticipated that graduates will practise as doctors and therefore require provisional, then full, registration with the GMC. Any issues regarding health, disability or criminal conduct that might preclude future registration must therefore be declared at the time of application. Such declarations will not affect the scoring of applications; however, if the Admissions Tutors consider that a declared issue may impair future fitness to practise, they will refer the applicant to the Fitness to Practise Committee who will deal with such matters separately from the selection process.

Candidates being considered for an offer will have their details checked against the Medical Schools Councils Excluded Students database, following signed consent. No place will be given without receiving this signed consent.

Candidates should also remember that our policy is to recruit in line with Values-Based recruitment as part of the NHS constitution and if a candidate is felt to demonstrate inappropriate behaviour, or inappropriate use of social media, this may result in a referral to a Fitness to Practise Panel and/or withdrawal of their offer.

17 Re-application

We will consider repeat applications in the following circumstances:

- Applicants presenting with achieved or predicted A-levels, IB or equivalent who have applied once before but have not been interviewed, will be considered, and scored as usual on their second application. Subsequent applications will not be considered without further qualification at degree level
- Applicants presenting with achieved or predicted degree who have applied once before with their degree, but have not been interviewed, will be considered, and scored as usual on their second application. Subsequent applications will not be considered without substantial evidence of paid employment in a caring role.

18 Feedback

Unsuccessful candidates can request feedback on their application. This will normally be in the form of areas of strength and weakness.

Feedback for candidates attending interview, but not being made an offer, will not normally be made available until all interviews have taken place and candidates have been informed of the School of Medicine's decision. We will not release individual station scores but will give themes for future development.

We will not provide interview feedback to successful candidates.

19 Transfers from Other Medical Schools

Applications for transfer from other UK or non-UK medical schools are not considered unless a specific agreement with an institution or government is in place.

Applications from candidates who have previously started a medical degree and have failed their programme **will not** be considered.

Applications from those who have voluntarily withdrawn through ill health or circumstances beyond their control will be considered on evaluation of the evidence provided, including references from their previous institution. Such applicants will be expected to begin their studies in year 1 of the MBChB programme and will be subject to the same entry requirements and application process as all other applicants, i.e. there is no guarantee that they will be selected for interview nor made an offer. We will not consider applicants where there are any unresolved fitness to practise or professionalism concerns, nor any academic progress issues.

20 Review

At the end of each admissions cycle a review will take place to determine any changes or improvements required for the following cycle.

21 Document Version Information

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