



**Undergraduate Medical School  
MBChB Admissions Procedures**

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**1.0 Selection**

The Medical School will select applicants for undergraduate medicine on aptitude and ability to meet the academic and non-academic criteria for admission to undergraduate medicine.

The Medical School will treat all applicants fairly and not discriminate unlawfully on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Please visit <http://www.gla.ac.uk/schools/medicine/mus/admissions/> for entry requirements.

**2.0 Application process**

**2.1 UCAS**

UCAS are the organisation responsible for managing applications to higher education courses in the UK [www.ucas.com](http://www.ucas.com)

All applicants must apply through UCAS by 15 October. Late applications will not normally be considered. Initial offers will be made through UCAS, followed by further correspondence directly from the School of Medicine.

Applicants are required to contact us directly with any specific queries about their application. We are not permitted to liaise with any individual other than the applicant about application-specific matters.

## **2.2 Application form**

Decisions on applications are based on the information provided on the UCAS form by the closing date of 15 October. Additional information is not normally considered.

Applicants must ensure that all sections of the UCAS form are fully completed and displaying full, correct and truthful information, written by the named individual. An application may not be considered further if information on the application form is felt to be misleading or if the application form is incomplete.

Applicants must disclose all obtained and predicted academic achievements (with full subjects and grades obtained and programmes commenced, not necessarily completed) in full on the UCAS form.

Each applicant must promptly notify us of any change, permanent or temporary, to their contact information. Correspondence is normally sent to an applicant's email address unless the applicant has requested otherwise. UCAS do not normally notify institutions of any changes after a UCAS form has been sent. Additionally, applicants are required to inform us at the earliest possibility of any changes in their circumstances, for example; fee status, criminal convictions/cautions, disability or health issues and academic changes. The change in information may affect any offer given.

International applicants must enter their name on their UCAS application form exactly the same as stated on their passport.

The School requires written confirmation of results from the appropriate educational institution, should incomplete results be forwarded to the Admissions Team. If satisfactory results are not confirmed in time to be administered for entry that academic session, a deferred offer may be granted.

## **2.3 Deferred entry**

Applications for deferred entry will be considered. We consider those who have a deferred application submitted by the 15<sup>th</sup> October. We may refuse requests for deferral made after application. Application criteria for deferred entry are considered in the same way as applications for entry in the current year.

## **2.4 Extenuating circumstances and appealed grades**

We will honour grades obtained from successful appeal/re-mark procedures by the applicant's school (subject to them meeting our minimum entry requirements). Applicants should notify the Admissions Administrator in writing (by email or letter) of their intention to appeal their exam grades. Applicants should also notify the Admissions Administrator of the outcome of their appeal as soon as possible. If the appeal has not taken place in time for the appropriate administration to take place before the start of the academic year, a deferred offer may be granted for the following year providing the conditions set are achieved.

Applicants who have narrowly missed the minimum entry requirements may be considered under exceptional circumstances. Applicants who feel that they have faced exceptional circumstances at the time of their examinations should submit a letter, with supporting documentation from the educational institution and relevant documentation (GP letter, police report, etc). Documents should be received by the Admissions Administrator at least 6 weeks prior to submitting an application. It is not normally possible to adjust or discount UCAT scores under extenuating circumstances.

The Medical School is unable to consider any Graduate applicants with less than a 2.1 honours degree. There are no other routes into medicine at the University of Glasgow.

## 2.5 Determination of fee status

For information regarding your fee status, please visit:

<http://www.gla.ac.uk/scholarships/feestatus/> . If your fee status changes at any time before registration, you must inform the Admissions Administrator immediately.

## 3.0 Selection

The majority of the selection process runs from October until March. Offers are usually processed up until the end of March.

Aspect of Application	Admissions Guidance
<b>Academic Qualifications</b>	<p>Required to meets/predicted to meet minimum entry requirements at first attempt.</p> <p>Applicants who are not predicted to achieve our minimum requirements are unlikely to be considered further.</p> <p>Most recent qualifications should be gained within past seven years.</p> <p>Applicants who are studying at another School of Medicine or previously commenced another School of Medicine are not considered for admission.</p>
<b>Personal Statement</b>	Statement considered thoroughly for non-academic attributes and evidence for suitability to medicine.
<b>Reference</b>	Reference considered thoroughly for verification of applicant statement, academic and non-academic attributes and evidence for suitability to medicine.
<b>UCAT</b>	<p>UCAT scores are sent by UCAT. Once the maximum number of interviews is confirmed, allocate interviews accordingly by UCAT score for those that meet all other screening aspects (as above).</p> <p>The range of scores considered for interview changes each year as the performance of each admissions cohort varies.</p>

	The 'Situational Judgement' section of the UCAT test will not be taken into consideration for entry.  Applicants who have not sat the UCAT and who have not received a UCAT exemption will not be considered for entry.
<b>Interviews</b>	Candidates who are being considered further are normally interviewed (600-700 applicants) in December. The general format of the interview features in the invite to interview letter, with an outline on some areas that may be assessed.
<b>Secondary Screening</b>	After interviews have taken place, performance is processed and ranked, with secondary screening to confirm all aspects meet requirements.
<b>Decisions</b>	Medical School offers are then made to the required number of applicants (normally approx. 450) by the end of March, through UCAS.

#### **4.0 Offers**

All offers are subject to a satisfactory health and police check. The significant majority of offers will be conditional. Successful applicants must complete all necessary documentation and a health check **before** commencing. It is the applicant's responsibility to ensure that these checks are completed before commencing the MBChB programme.

#### **5.0 Availability in August**

Applicants who have narrowly missed the required grades will be reviewed. Due to the number of applications received, it is unusual for places to be made available through UCAS Clearing or UCAS Extra for Medicine. If places become available later in the admissions process, we may contact applicants who narrowly missed an offer after an interview during that particular admissions cycle. This group of applicants will normally be identified and notified that they narrowly missed an offer after the offer-making process is complete.

#### **6.0 Reapplying**

Unsuccessful applicants may wish to apply for the MBChB course in future years. All applicants must meet our minimum academic entry requirements for the current admissions cycle (with qualifications obtained within seven years of the proposed entry date). Please note that reapplying will not guarantee an interview or entry.

Please also note that if you reapply for admission, you must re-sit the UCAT test.

#### **7.0 Disability and health**

The Medical School welcomes applicants with a disability, learning support requirement or health condition. Applicants who may require support during their studies are strongly encouraged to contact the Admissions Administrator in the first instance to discuss support available. We recommend that these potential applicants refer to the following guidance before applying:

Higher Education Occupational Physicians/Practitioners (HEOPS) Guidance, 'Fitness Standards - <http://www.heops.org.uk/guide.php>

Should an applicant require any assistance at interview with regards to health, learning support or disability please contact the Admissions Administrator.

### **8.0 Health screening for Blood Borne Viruses (BBVs)**

Screening is carried out by the University's Occupational Health Department prior to students commencing the course.

Current mandatory screening covers Hepatitis B for Medical and Nursing students Hepatitis C and HIV screening is voluntary. Dental students must be screened for all 3 blood borne viruses. These viruses can be passed between a doctor, dentist, nurse and patient. Therefore, health care workers must ensure that they do everything possible to protect themselves and their patients from this infection.

If you are concerned you may be at risk of being a carrier of any of these BBVs, you should have this checked immediately and if positive, you must contact us as soon as possible so that discussions can take place on whether reasonable modifications would be required to be made within the course.

Students must complete a full course of immunisation against the Hepatitis B virus. The immunisation process can take up to nine months and students are therefore advised to commence this process at the earliest possible opportunity. However it is not a requirement for students to have completed the immunisation process prior to registration. Please note that your GP is not under obligation to immunise you.

Medical students can complete the full course of Hepatitis B immunisation by attending clinics organised by the University's Occupational Health Unit. This can only be done once they are registered as a student. The immunisation process must be completed by 30 June of the first year of the course. A candidate who has not satisfactorily completed their Hepatitis B immunisation will not be permitted to attend classes in the following session until such time as this has been satisfactorily completed.

For more information:

<http://www.gla.ac.uk/services/occupationalhealthunit/students/mvls/#/noteformedical/nursingstudentsanddentalstudents>

### **9.0 Clearance - criminal convictions/cautions (or equivalent)**

Registration with the GMC requires disclosure of convictions, cautions, fixed penalty notices, disciplinary action at work (for a full list of required disclosure, please visit [http://www.gmc-uk.org/doctors/registration\\_applications/declaration\\_of\\_ftp.asp](http://www.gmc-uk.org/doctors/registration_applications/declaration_of_ftp.asp)). Any decision of the GMC regarding any related offence/circumstance is independent of any decision made by the Medical School and applicants are strongly advised to contact the GMC as early as possible regarding future registration. The University will not be held responsible should an applicant be admitted to MBChB and subsequently refused registration by the GMC following graduation.

For entry into MBChB, any convictions, cautions or offences (or equivalent) must be made known through the UCAS form and by contacting the Admissions Administrator prior to submitting an application. If an offence (or equivalent) takes place after an application has been submitted, this must be made known to the Admissions Administrator as soon as it occurs. If disclosure does not take place, it is likely that this will be considered a fitness to practise issue. The information provided will have no

influence on the consideration of the other information provided in the application form or the performance at interview, if applicable.

Once a firm acceptance of offer has been determined, satisfactory Enhanced Disclosure report from the relevant Disclosure Bureau is required of application prior to commencing MBChB. Applicants must check the relevant bureau's website for updated information on applications. For applicants domiciled in the UK, reports are administered by Disclosure Scotland and students require disclosure under the Protection of Vulnerable Groups Scheme. It is the applicant's responsibility to ensure that the report is issued in time for registration to the Course. A deferred offer may be permitted if the necessary paperwork is not submitted in time to register. No student will be permitted to attend external visits without a satisfactory report.

Should a conviction, caution or offence (or equivalent) be held, the applicant is required to provide an explanatory letter and recent related reference from their educational institution for consideration of the University. Further documentation and/or additional information may be requested.

If a conviction, caution or offence (or equivalent) is made known to the Admissions Office after an offer has been made, the offer may be withdrawn if deemed appropriate.

For further information on the criminal conviction (or equivalent) decision-making process, please contact the Admissions Administrator.

#### **10.0 Medical student finance**

Medical students incur similar financial pressures as all other students. There is also the additional cost of travel expenses for clinical placements to take into consideration.

See Registry's webpage for information on tuition fees and financial assistance <http://www.gla.ac.uk/services/registry/finance/funds/>

Useful information (British Medical Association) <http://bma.org.uk/developing-your-career/medical-student/guide-to-medical-student-finance>

Throughout the year, prizes and bursaries are available <http://www.gla.ac.uk/services/senateoffice/prizes/furtherinformationprizesandendowments/#d.en.107558>

NHS Student Bursaries <http://www.nhsbsa.nhs.uk/816.aspx>

Funding for graduate entrants is available through the University's Second First Degree Fund on an annual basis <http://www.gla.ac.uk/services/senateoffice/prizesandscholarships/>

Intercalated funding for intercalated degrees is also available <http://www.gla.ac.uk/schools/dental/undergraduate/intercalated/>

#### **11.0 MBChB student professional responsibilities**

Medical students have certain privileges and responsibilities different from those on other degree programmes.

The GMC offers guidance for medical students and schools in 'Medical Students: Professional Values and Fitness to Practise'. The Medical School strongly recommends you visit:

[http://www.gmc-uk.org/education/undergraduate/professional\\_behaviour.asp](http://www.gmc-uk.org/education/undergraduate/professional_behaviour.asp)

The School requires all MBChB students to sign an MBChB Student Agreement in Year 1 and advise the School of any changes during their studies that may impact on their ability to adhere to the statements in the Agreement. In addition to the statements within the Agreement, students are required to adhere to the Dress Code and Code of Professional Conduct.

Should applicants wish a copy of the Student Agreement or either of the Codes, they should contact the Admissions Administrator in the first instance.

### **12.0 Medical School visits**

You may wish to attend one of the University's Open Days or Afternoon Visits. Please see the following link for further details: <http://www.gla.ac.uk/about/visit/opensdays/>. You will be normally able to meet with current students and staff from the Medical School at these events. Please note that we are unfortunately not normally in a position to arrange individual visits to the Medical School at other times.

### **13.0 Appealing decisions**

An appeal is defined as a request for a review of a decision of the Medical School for an application to undergraduate medicine.

An applicant may appeal if they feel that the published MBChB Admissions Procedures have not been followed. Appeals under any other grounds will not be considered, nor will appeals based on errors or decisions made by external organisations.

### **14.0 Complaints**

Please visit:

<http://www.gla.ac.uk/services/senateoffice/studentcodes/students/complaints/>

### **15.0 Contact Details**

Admissions Administrator  
College of Medical, Veterinary & Life Sciences  
Undergraduate School of Medicine  
Level 3, Wolfson Medical School Building  
University of Glasgow  
Glasgow  
G12 8QQ

Tel: +44 (0)141 330 8174/6216

Email: [med-sch-admissions@glasgow.ac.uk](mailto:med-sch-admissions@glasgow.ac.uk)

This information is intended as a general guide to our procedures. All information is correct at time of publishing.