



Cardiff University
School of Medicine

Admissions Policy for Undergraduate Programmes in Medicine

2017/18

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Appendix A: Academic Entry Requirements–2017/18 Entry

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1 Introduction

This policy document provides information on admissions requirements, selection policies and procedures for undergraduate medical programmes in Cardiff University's School of Medicine for 2017/2018 entry.

Further details of the programme can be found in the Undergraduate Prospectus, which can be located at <http://www.cardiff.ac.uk/for/prospective/ug/prospectus>

The Cardiff University School of Medicine Undergraduate Medical Admissions Policy is available in different formats on request.

2 Aims

Cardiff University's School of Medicine Undergraduate Medical Admissions Policy has been implemented to ensure that the School admits students of the highest quality who can benefit from the educational experiences provided by the programme. This policy has been written to support the aim of providing medical education that will:

“attract, train and retain the best students and staff, producing graduates who understand the needs of individuals and the community in which they live”

http://www.cardiff.ac.uk/__data/assets/pdf_file/0015/112632/school_strategy_english_version.pdf

In meeting these aims, the process of student selection is objective, transparent, open, fair and free from discrimination of any kind. It is reviewed before each admissions cycle and will not normally be changed thereafter during that cycle.

The Policy has been written in line with UCAS guidelines and recommendations outlined in the Admissions to Higher Education Review *Fair Admissions to Higher Education: Recommendations for Good Practice* (Schwartz Report, 2004).

Outcome of the programme

At the end of the undergraduate programme an MBChB will be awarded, which is a *primary medical qualification* (PMQ). Holding a PMQ entitles an individual to *provisional registration* with the General Medical Council (GMC), subject only to its acceptance that there are no Fitness to Practise concerns that need consideration. Provisionally registered doctors can only practise in approved *Foundation Year 1* posts: the law does not allow provisionally registered doctors to undertake any other type of work.

To obtain a Foundation Year 1 post an application must be made during the final year of the undergraduate programme through the UK Foundation Programme Office selection scheme, which allocates these posts to graduates on a competitive basis. So far, all suitably qualified UK graduates have found a place on the Foundation Year 1 programme, but this cannot be guaranteed.

Successful completion of the Foundation Year 1 programme is normally achieved within 12 months and is marked by the award of a Certificate of Experience. An individual will then be eligible to apply for *full registration* with the GMC. Full registration is needed with a licence to practise for unsupervised medical practice in the NHS or private practice in the UK.

Although this information is currently correct, students need to be aware that regulations in this area may change from time to time.

3 Equal Opportunities Statement

Cardiff University School of Medicine welcomes applications from individuals who satisfy the entry criteria, and the School actively supports equality of opportunity for all students and staff. The Equality and Diversity Committee promotes and monitors equality, dignity and human rights in the MBChB programme, the BSc programmes and the postgraduate taught programmes run by Cardiff University School of Medicine.

Selection is bound by the University's policy on Equality and Diversity:

<http://www.cardiff.ac.uk/public-information/equality-and-diversity>

Cardiff University School of Medicine aims to create an environment that respects the diversity of staff, students and other stakeholders in the University's community. It also aims to enable them to achieve their full potential, to contribute fully and to derive maximum benefit and enjoyment from their involvement in the life of the University. It also aims to ensure that no prospective or current student is treated less favourably on the grounds of any of the nine protected characteristics defined in the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation).

The University is committed to the principle of equality of opportunity for all staff and students and to providing an environment where respect is shown to all. Moreover, it values individual employees and students equally and supports them in achieving their full potential. The University believes that an inclusive approach benefits all and enables everyone to contribute appropriately to society.

The University aims to ensure equality of opportunity for all individuals whose applications meet the closing date of the **15th of October 2016** and aims to create conditions whereby students are considered solely on the basis of their academic achievement, ability and potential. It acknowledges the need to remove barriers to the recruitment, retention, and advancement of talented students and staff from populations who have historically been under-represented. Applications from individuals with a disability are welcome but such individuals are strongly advised to contact the Admissions Office for guidance prior to submitting an application. Disabled applicants must declare the details on the UCAS application form. Decision making on fitness to practice is entirely separate from the academic and non-academic selection process.

When considering applications from individuals with a disability the School will follow the advisory guidelines *Gateways to the Professions*, published by the GMC www.gmc-uk.org. While a disability need not be a bar to becoming a doctor, the School has a responsibility to make sure that every applicant can achieve the core competencies of the programme and fulfil the demands of professional practice as a newly qualified doctor. These include the ability to communicate clearly, sensitively and effectively, to undertake full physical examination of patients and to perform certain practical skills. There is an obligation on applicants to ensure they do not proceed into a career for which they may not be suited.

Applicants who are invited for interview will be sent an Interview Special Requirements Form which they will be required to complete and return in advance of their interview date. This form will allow the Admissions Group to provide the necessary support, as required. Applicants receiving an offer will be contacted by the University's Disability Support Service to discuss support that may be required during the programme.

Diversity of background among Cardiff's medical students is encouraged and all selection decisions are made strictly on the basis of merit and on the applicant's ability to meet the academic and non-academic criteria described in this document.

As part of its widening access agenda, Cardiff University School of Medicine will continue with its use of contextual data. This will assess the achievement of a candidate in the context of opportunity related to socio-economic background. See Section 7.c.i. on page 12.

Selection for a medical qualification implies selection for the medical profession and all applicants must have the potential to fulfil the duties of a medical student and subsequently of a doctor as outlined by the GMC in the guidance documents *Medical Students: Professional Behaviour and Fitness to Practise* and *Good Medical Practice* (www.gmc-uk.org). The responsibility for decisions regarding registration is that of the GMC.

Cardiff University School of Medicine carefully monitors the selection process regularly to ensure that applicants are not disadvantaged in any way. People involved with admissions are drawn from a wide variety of backgrounds, and are aware of the University's policies on Equality and Diversity and of the relevant legislation and receive training.

4 The Medical Curriculum

The C21 curriculum puts the patient at the very centre of medical education. By embedding the core values of teaching excellence, patient safety, scholarship, science, and service, our aim is to maintain and develop a world leading research-led medical programme. The Cardiff vision is to attract, train and retain the very best doctors for Wales by providing high quality teaching and an inspiring learning experience based around increased clinical contact.

Our priorities are to create a working environment committed to valuing and respecting professional development based on clinical excellence and strong medical and biomedical research.

5. Programmes

a. A100 Programme (5 years)

This is the conventional five year programme leading to the MBChB degree.

b. A104 Foundation Programme (6 years)

This foundation programme is designed for applicants who have demonstrated a high academic potential but do not have the depth of subject/science specialism associated with the A100 Programme. **It is not intended for applicants who have taken but failed to achieve the necessary grades in subjects required for entry into the A100 programme.** The A104 programme has a modular structure in which students pursue 12 modules. Studies centre on chemistry, the biological sciences and mathematics, with opportunities to observe clinical practice. However, this may vary according to the individual student's prior qualifications.

c. A101 Graduate Entry to Medicine Programme

This is a specific four year Graduate Entry to Medicine (GEM) programme for applicants who are currently enrolled on one of the Feeder Stream courses:

1. The BMedSci Medical Sciences Degree from the University of Bangor (B100)
2. The BSc (Hons) Medical Sciences Degree, from the University of South Wales (B901)
3. The BSc (Hons) Medical Pharmacology degree, School of Medicine, Cardiff University (B210)
4. The BSc (Hons) Biomedical Sciences degree, School of Biosciences, Cardiff University (BC97)

The GEM entry programmes have been developed as an alternative route for students who want to study Medicine. A number of **selected** students from within the above programmes are allowed to enter the second year of the five year A100 Medical programme following graduation with a minimum upper second class

honours degree. Prospective candidates are advised to refer to the course literature from these programmes to obtain specific details.

Applicants applying from these routes will need to have fulfilled all the minimum requirements as outlined in Appendix A for graduate entry.

The selection process from these feeder courses is dependent on academic, non-academic, and GAMSAT achievement, as well as performance at interview in line with the selection for all other applicants.

Students wishing to progress from one of the above feeder streams to the four year GEM programme (A101) will normally be subject to the Admissions Criteria, published by Cardiff University School of Medicine, in the year that the student starts their feeder course, not the year of entry to the four year GEM programme (A101).

Cardiff University School of Medicine has standardised entry criteria for Feeder Stream applicants to the A101 programme (see Appendix A, Section h. (ii).) These will apply to all students entering the Feeder Stream courses from September 2014.

Dental graduates who are applying to study medicine will be considered for the A101 programme only and will also need to sit the GAMSAT.

6 Entry Requirements

Details of the minimum academic requirements for consideration for entry into the MBChB course are found in Appendices A and B. However, lower levels of academic achievement may be considered if there are extenuating circumstances. Details of extenuating circumstances must be documented and submitted directly to the Admissions Office at Cardiff University School of Medicine, **at the time of applying via the Universities and Colleges Admissions Service (UCAS) i.e. before the 15th of October 2016**. Extenuating circumstances will only be accepted after this date if there may be a direct impact on exam results affecting whether a successful applicant would meet the terms of their offer; **these extenuating circumstances must be declared no later than 1st August 2017**. It is expected that extenuating circumstances relating specifically to previous performance in examinations will already have been notified to the relevant Examinations Board, and that the classification of the relevant award will already have been moderated accordingly. If the Examinations Board has already been notified we will be unable to offer further consideration.

Cardiff University School of Medicine is committed to safeguarding both its students and the patients with whom they come into contact as part of our medicine programme. **Cardiff University's Safeguarding Children and Vulnerable Adults Policy (2010), and the Children Act (1989) legally defines a child as a person under the age of 18. As students are in a clinical environment from the first year, Cardiff University School of Medicine requires all applicants to be 18 years of age or older by the beginning of the academic year, normally around the 20th of September each year.**

Cardiff University School of Medicine is committed to ensuring that applicants are admitted on the basis of fair admissions practices. Applications that are suspected to contain false, plagiarised, incorrect, or misleading information will be investigated according to the University's Application Verification Policy. If the suspicions are confirmed, the application will be rejected and any offer already made will be rescinded. It is the applicant's responsibility to ensure the Admissions Office is informed of any relevant changes to his/her personal circumstances. All UCAS Personal Statements are subjected to a plagiarism detection process.

All undergraduate applicants, (and graduate applicants applying to A104), other than those resident in exempt countries are required to take the national UK Clinical Aptitude Test (UKCAT) during July-October 2016. Test results obtained in previous years are not accepted. Comprehensive information on this test, including specimen questions, can be found on the UKCAT website (www.ukcat.ac.uk). Cardiff University School of Medicine does not have a minimum threshold score for the UKCAT, however, the UKCAT score may be used as part of the assessment procedure.

In order to be considered, all graduate applicants (apart from those applying to A104) will be required to sit the GAMSAT examination before application.

All applicants must have an acceptable English language qualification (for details, see Appendix B).

The Advanced (14-19) Diploma in Society, Health and Development is not accepted for entry into the medicine programmes.

Applicants who have been dismissed or suspended from a medicine degree programme at another University will not be considered.

a Mature Applicants, Access Qualifications and Graduates

Applications from mature students through UCAS are welcome. In addition to the UCAS form, mature applicants are advised to send their full curriculum vitae (CV) directly to Cardiff University's School of Medicine Admissions Office at the time of applying. The CV should include the applicant's entire academic and professional background since entering secondary education and include activities undertaken each year since leaving school or college.

Mature students who are pursuing an Access to Science Diploma or Access to Medicine Diploma that is recognised by the Quality Assurance Agency for Higher Education (<http://www.accesstohe.ac.uk/Pages/Default.aspx>) will be considered on an individual basis for entry to the six year Foundation Programme (A104). This entry qualification is considered acceptable for those applicants who were unable to continue their formal education at school or college post-16 (e.g. for personal reasons). Preference is given to applicants who have been out of full-time education for at least four years before their Access course. It is not an acceptable qualification for applicants who have sat, but failed to achieve, the necessary grades at GCSE, GCE A2 Level, BTEC qualifications, degrees, etc.

Graduate applicants are welcome to apply for admission to either the five year (A100) or six year (A104) programmes, according to their previous academic experience in the sciences. Such applicants **must have completed their degree or be in the final year of their current degree** programme in order for their application to be considered.

They will be expected to have, or to achieve, at least an upper second class honours classification in the **first** degree that they have taken. Academic qualifications obtained before entering university will also be taken into account. Graduate applicants will need to meet the minimum entry requirements as stated in Appendix A g. **In order to be considered, all graduate applicants will be required to sit the GAMSAT examination prior to applying.**

All applicants will need to assess their financial situation carefully, and are advised to seek guidance from sources such as their Local Education Authority to ensure that they are fully aware of their funding situation.

b International Applicants

Applications through UCAS from international students are also welcome. In common with all UK medical schools, the number of places available for international (non-European Union (non-EU)) students is limited. Applicants should have an awareness of the healthcare system in the UK and the nature of the medical training.

While the majority of international applicants offer International Baccalaureate or GCE A2 Level subjects, some other international qualifications are acceptable. Further information can be found on our website www.cardiff.ac.uk/medicine.

International applicants are required to offer a recognised English language qualification from the list in Appendix B, which must include reading, writing, speaking and listening skills.

All applicants who are being considered for programmes of study leading to the MBBCh degree, including international applicants, will be required to attend an interview. Any applicants to Cardiff University School of Medicine should be prepared to travel to the UK for an interview. Cardiff University is **unable** to meet any expense incurred.

International applicants should ensure they have adequate financial resources to support them throughout the medical course. The University will require a financial guarantee that all fees can be met. It is unable to offer any scholarship to help students meet these costs.

As part of the admissions process, a survey is sent to all applicants with a fees status of Overseas. The purpose of this survey is to ensure all such applicants are fully aware of their funding arrangements. It will draw their attention to the potential consequences related to funding that may arise if the course is failed or if the individual must leave the course for any reason. If an individual receives the survey; completion is mandatory. Applicants from non-EU or European Economic Areas (EEA) must satisfy the requirements of Tier 4 of the Points-based Immigration System of the UK Border Agency <http://www.ukba.homeoffice.gov.uk/studyingintheuk/>

c Resit Applicants

Cardiff University School of Medicine will consider applications where modules have been re-sat in either AS levels or A-level qualifications (A2) on the understanding that they are completed within the standard two year A-level period.

Resits for applicants who have already completed A-levels and the grades awarded, will only be considered in exceptional circumstances. Those whose under-achievement was due to extenuating circumstances, **and have previously applied to study medicine at Cardiff University, must provide appropriate supporting evidence**. Applicants in this position should contact the Admissions Office at the School of Medicine for further advice.

d Deferred Entry

Cardiff University School of Medicine will consider applicants seeking deferred entry to 2018. Applications are made through UCAS in the usual way. Deferred entry should be selected in UCAS Apply to show the intention to defer at the point of application. The personal statement should include an indication of the reasons for wanting to defer entry. Deferment of entry for a period longer than 12 months is not permitted.

Applicants accepting deferred places are expected to make arrangements for contact with Cardiff University School of Medicine to be maintained if they are travelling overseas.

Deferment requests post-application will not normally be considered unless there are significant changes in an applicant's situation and are at the sole discretion of the Admissions Group.

7 The Admissions Process

Before the start of each admissions cycle, the Admissions Group reviews the previous cycle and recommends any changes in policy or the selection criteria to the School of Medicine. This policy and the selection criteria will not normally be changed during an admissions cycle.

Competition for a place at Cardiff University School of Medicine is intense. For example, the University usually receives more than 3,500 applications; of these, approximately one third are invited to interview.

a Method of Application

All applications must be made through UCAS, details of which can be found at www.ucas.com. Applications can be made in either English or Welsh, and applicants can elect which of these languages they wish to receive correspondence in. Applicants are advised that no more than four choices from the possible five can be used for medical programmes. Cardiff University School of Medicine is not made aware of applicants' other chosen universities, but is aware of an individual's application(s) for other courses at Cardiff University. The latter will not affect the manner in which an application for medicine is considered. All applications are subjected to verification procedures for fraud and plagiarism.

The closing date for applications for 2017 entry is the 15th October 2016.

Applications received after this date will not usually be considered.

b Selection Process

There are three stages to the selection process. Members of the Cardiff University School of Medicine Admissions Group are involved at all stages.

Stage 1: Academic Requirements

In order to establish an applicant's potential to cope with the academic rigours of the programme, the initial assessment consists of screening applications according to whether they meet the specified minimum academic requirements shown in [Appendices A and B](#). In the absence of documented extenuating circumstances provided at the time of application, applicants who do not meet these minimum requirements will be rejected and notified of this decision by UCAS.

The remaining applications will be ranked according to their overall certificated academic qualifications, usually GCSE and GCE A level grades, Baccalaureate points or degree classifications. AS Level grades and predicted results are not used. From this ranking students will be identified for assessment of non-academic attributes and for interview.

This means that not all applicants who have met the minimum academic requirements will proceed to the next 'non-academic' stage of the selection process; it will depend on their ranking, and consequently, the competition. Once academic ranking of all applications is complete, a cut-off point is decided. Remember that the cut-off might change from one cycle to another, as it depends on the overall standard of applications received in each cycle.

GCSE scores lower than the cut-off may become competitive once A2 Levels have been obtained, as the A2 Levels can affect the GCSE scoring. A2 Levels are not scored in the same way as the GCSEs.

Applicants with other qualifications, whether from within the UK, the EU or elsewhere will be considered individually. However, they will be expected to have achieved a comparable high level of achievement within their own education systems.

Stage 2: Non-academic Requirements

Applicants who meet the minimum academic requirements **and are sufficiently highly ranked academically** are assessed on non-academic criteria according to the information in their personal statement and the referee's report given on the UCAS application form. Non-academic requirements will also be assessed at any potential interview. Applications are reviewed by trained selectors and the following are assessed:

- Medical motivation and awareness of the career
- Caring ethos and a sense of social awareness
- Sense of responsibility
- Evidence of a balanced approach to life
- Evidence of self-directed learning and extracurricular activities
- Referee's report

All applicants are expected to have an appreciation of the length of the training programme and the career structure, and how this relates to their own situation and circumstances.

Cardiff University School of Medicine recognises that opportunities for certain types of work experience and participation in some non-academic activities will vary according to individual circumstances, including an applicant's cultural or socio-economic background, or the activities available in their local area. The ways in which the non-academic selection criteria may be demonstrated is therefore not prescriptive.

Additional information such as that provided by schools or the applicant, particularly relating to documented exceptional extenuating circumstances, will only be considered as long as this is provided at the time of application. Please remember that extenuating circumstances relating specifically to previous performance in examinations should already have been notified to the relevant Examinations Board, and that the classification of the relevant award will already have been moderated accordingly. If the Examinations Board has already been notified we will not offer further consideration.

Stage 3: Interviews

No offers are made without interview. Interviews are offered to applicants who achieve the highest positions according to their academic and non-academic rankings. For 2017 entry, applicants will be required to attend multiple mini interviews.

Selection for interview is based on academic performance. For those selected for interview, applicants will attend a **10 station multiple mini interview**. These interviews will take place over a three week period:

30th November 2016 – 14th December 2016

18th January 2017 – 25th January 2017

Applicants will rotate round the 10 stations in turn. Each station will last 6 minutes. The interviews focus on exploring the personal qualities and attributes important in developing good doctors in the future.

Invitations to interview will be sent via email with a link to our online booking system.

No offers for a place to study Undergraduate Medicine at Cardiff University will be made until all interviews have been completed to ensure all applicants have an equal opportunity.

Those who are not invited for interview will be informed, through UCAS, that their application has been unsuccessful.

Interviewers receive training and guidance on the form and conduct of the interviews, including issues relating to equal opportunities and diversity.

It is the responsibility of applicants to ensure they are physically and mentally fit for the interviews. Retrospective adjustment for a weak performance will not be made.

Any extenuating circumstances that may affect an applicant's performance at interview must be stated in the interviews special requirements form or emailed to Cardiff University's School of Medicine Admissions Office at medicalinterviews@cardiff.ac.uk **before** the interviews. Any aspects of the interviews that an applicant feels may have not been fairly or properly applied must be brought to the attention of the Admissions Group **on the day** of interviews and not retrospectively.

Failure to attend without good cause will be seen as an application being withdrawn.

C Widening Access

i. Use of Contextual Data

Cardiff University School of Medicine is committed to widening access and welcomes applications from students of all backgrounds. The academic and non-academic attainment of a candidate will be reviewed against socio-economic and educational background to provide admissions tutors with a more complete overview of an applicant's attainment and potential. The School may include Welsh culture, society and Welsh language qualifications as part of the assessment criteria. The School will consider this information in deciding whether or not to call a candidate for interview. It will not be used to make lower or differential offers.

ii. Step Up Scheme

Cardiff University School of Medicine will accept applications from those on the Step Up to University Scheme. Such students must advise the scheme coordinators that they will be applying to study medicine at Cardiff and ensure their names are subsequently passed to the medicine Admissions Office. Applicants from the Step Up Scheme must meet our minimum entry requirements (listed in appendix A); providing they do, they are guaranteed an interview. This scheme will not be used to make lower or differential offers.

d Final selection

The final decision to offer a place is made by the Admissions Group. **Decisions reached by the Admissions Group are final.**

Feedback to applicants

The University is committed to providing unsuccessful applicants with the opportunity to receive appropriate feedback about their applications. Applicants may request feedback about the initial selection decision communicated to them by the University. Requests for feedback must:

- Be submitted by the applicant to Cardiff University's School of Medicine Admissions Office in writing. Data protection legislation means that the University is unable to respond to requests for feedback submitted by third parties
- Be submitted within 28 days of receipt of the University's decision, whether this is communicated by UCAS or the University directly
- Provide their application reference number, their full name and the programme of study applied for in their written request.

The University will provide its feedback about the application in a single written response. We regret that we are unable to enter into a dialogue with applicants in the provision of feedback, given the large number of

applications received each year. Feedback requests should be submitted to medadmissionsfeedback@cardiff.ac.uk.

Applicants, who fail in their first application, may reapply providing they meet the minimum entry criteria for the year they wish to apply.

8 Other Entry Conditions

a Disclosure and Barring Service (DBS) Check

Admission to the MBCh programmes includes special provisions for the protection of the public and for ensuring a prospective doctor's honesty, integrity and probity. It is subject to the Rehabilitation of Offenders Act (1974) Section 4 (2) (Exemption) Order 1975, DHSS Circular HC (88) 9 Guidelines Regarding Child Protection and Police Checks.

UK applicants will be required to complete the Disclosure and Barring Service (DBS) process at the 'Enhanced' level. International applicants and those from EU countries should provide a Certificate of Good Conduct, in English language from the police or appropriate legal authority from their country of residence. Those who have been resident in the UK for longer than one year will also be required to complete the DBS process. All information provided will be treated in absolute confidence.

Detailed information will be given to successful applicants. Information on the disclosure process can be found on the DBS website (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>).

Enrolment onto the course cannot take place until clearance from the DBS check has been received. Delay in returning the DBS form may also compromise an applicant's university accommodation options. Those who are known to be travelling overseas should endeavour to authorise another individual to deal with all correspondence on their behalf. DBS forms must be signed by the applicant and not a third party.

Applicants are required to disclose all police cautions, reprimands, bind-overs and warnings, in addition to formal offences and convictions. These, and any issues raised by the DBS report, will be dealt with according to the University's Policy for Determining Applicants' Fitness to Practise and Eligibility to Pursue Regulated Programmes of Study. Failure to disclose relevant information may lead to an offer being withdrawn. The School will follow the principles outlined in "Medical Students: Professional Values and Fitness to Practice" published by the GMC (<http://www.gmc-uk.org/news/28841.asp>). It will consider fitness to practice of a potential medical student in relation to how it may have an impact on patient and public safety and on the public's trust in the medical profession. Cardiff University School of Medicine will also consult with the GMC, where necessary.

All applicants are advised to submit a full disclosure of any offence prior to submitting an application either by email or letter to Cardiff University's School of Medicine Admissions Office.

b Medical Students: Professional Values and Fitness to Practice (GMC)

Cardiff University School of Medicine follows the GMC guidance on professional values and fitness and practice and has procedures that address these issues. This includes anything that calls in to question fitness to practice **before** or during the undergraduate programmes. More information can be found on the GMC website (<http://www.gmc-uk.org/education/25920.asp>).

c Health Check

Successful applicants will be required to undergo a Health Check which is carried out independently by the University's Occupational Health Service. Health questionnaires will be sent to offer holders with information packs in April/May and must be completed in full. Cardiff University is committed to equality and diversity throughout its programmes. Applicants with a disability or serious or long-term ill health are recommended to contact Cardiff University School of Medicine Admissions Office at medadmissions@cardiff.ac.uk for advice prior to submitting an application. Where appropriate potential applicants will be directed to the University Occupational Health Physician for specialist advice. Applicants with either a disability or a history of serious ill health should also review the GMC guidance on health and disability in education and training <http://www.gmc-uk.org/education/12680.asp>

Enrolment on to any of the medicine programmes cannot take place until the Occupational Health Service has received and approved an applicant's health questionnaire.

Delay in returning the questionnaire may also compromise an applicant's university accommodation options. Those who are known to be travelling overseas at the relevant time should endeavour to authorise another individual to deal with all correspondence on their behalf.

If an applicant has a health issue that they are not sure may impact on their ability to study or practise, they are strongly advised to seek advice from the Admissions Office.

d Blood-Borne Viruses and Other Infectious Diseases

Infection with a transmissible blood-borne virus (e.g. Hepatitis B, Hepatitis C or HIV) is not a contra-indication to admission, provided there are no other significant health problems. Students carrying an infection will be able to complete the course and obtain GMC registration, but some specialities may not be open to them during training or in their subsequent career.

National guidance that is current at the time of admission will be followed (<http://www.medschools.ac.uk/Publications/Pages/default.aspx>).

Detailed information may be obtained from the Occupational Health Service, Student Occupational Health Department, telephone 029 2087 4810, email: health@cardiff.ac.uk

All students will undergo screening for blood-borne viruses and tuberculosis shortly after enrolment. Those who are non-immune to Hepatitis B will be required to complete a full immunisation programme before becoming involved in clinical procedures. This can be administered by the Occupational Health Service. Cardiff University has responsibility for ensuring that the programme is completed. However, prospective students might enquire beforehand, with their local General Practitioner or Travel Centre, to begin the vaccination programme before joining the university (a charge may be made for this) as a delay in acquiring Hepatitis B immunity may delay when a student is allowed to commence clinical teaching.

9 Confirmation of a Place

The examination results of applicants taking standard UK qualifications and who are holding conditional offers at Cardiff University will be transmitted electronically by UCAS to Cardiff University in August each year. The Admissions Office will review the grades obtained. Applicants with other qualifications, such as graduates and international students, are responsible for uploading official evidence of their results via <https://sims.cf.ac.uk/>. Applicants who have met the terms of their offer will be notified by UCAS.

Those who have failed narrowly to meet the terms of their offer are referred to the Admissions Group for review. The Group will take into account all information available relating to the application, including

documented extenuating circumstances and contextual information, if appropriate, before making a decision as to whether the student should be offered a place. It should be noted that extenuating circumstances relating directly to examination performance will normally be expected to have been disclosed to the relevant Examination Board and to have been dealt with in the grading or classification of results. The applicant will be notified of the decision via UCAS. The Admissions Group decision is final.

10 Transfers

Cardiff University School of Medicine will not normally accept transfers to its undergraduate medicine programmes.

11 Communication with the School of Medicine Admissions Office

Communication with the Admissions Office relating to an applicant's personal circumstances, that could have a potential bearing on selection, must be made in writing by letter or email. Communications relating to offers and decisions will only be made with applicants themselves, unless prior written authorisation has been given by the applicant that admissions staff can communicate with other named individuals.

Applicants wishing to use information obtained from admissions staff to support an application must ensure that the information has been provided in writing by the admissions staff.

12 Complaints and Appeals

Cardiff University is committed to delivering a high quality, efficient and fair admissions process. Applicants may lodge a complaint/appeal if they feel that procedural aspects of the selection process, as documented in the School's published policies and procedures, have not been fairly or properly applied. Applicants may not appeal to the University against the academic judgement of the Admissions Group or the applicant's failure to fulfil non-academic conditions of admission.

Complaints/appeals must be submitted by the applicant. Further information about submitting a complaint or appeal can be found at <http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/complaints-and-appeals> to. As much detail as possible should be provided about the reason(s) why the applicant considers that his or her application has not been considered fairly and properly according to the published policy and procedures, including copies of all available evidence to support the complaint.

The complaint must be dated and signed by the applicant, and submitted within 28 days of the date that UCAS informed the applicant of the University's decision.

Standards of professionalism are an important part of being both a medical student and doctor. Unacceptable behaviour during the admissions process may be considered as unprofessional behaviour, which could impact on the application itself, and may result in an application being withdrawn.

13 Open Days

Prospective students are encouraged to visit Cardiff University School of Medicine during the Cardiff University and Medical School Open Days. Details for both of these events can be found at <http://www.cardiff.ac.uk/for/prospective/undergraduate/events.html>

14 Further Enquiries

For further enquiries regarding admissions to Cardiff University School of Medicine undergraduate medical degree programmes please contact:

School of Medicine Admissions Office
2nd Floor Neuadd Meirionnydd
Heath Park Campus
Cardiff University
Cardiff
CF14 4YS

Telephone: (029) 2068 8113/8073

Email: medadmissions@cardiff.ac.uk

Appendix A

Academic Requirements for Applicants–2017/18 entry

It is expected that all applicants will provide evidence of prior academic capability in publicly validated examinations, e.g. GCSE, IGCSE, or other. This must be included in the qualifications section of the UCAS application form.

All applicants must possess an acceptable English language qualification (see Appendix B).

For applicants with UK qualifications, only those that are defined in the National Database of Accredited Qualifications are acceptable (<http://www.accreditedqualifications.org.uk/office-of-qualifications-and-examinations-regulation-ofqual.html>).

A100 and A104 programmes:

a. GCSE Requirements

Please note, this table should be read in conjunction with the information provided in section 7.b.

GCSE Subjects	Minimum requirements
English Language	B
Mathematics	B
Science	Either, AA in Science and Additional Science (formerly Double Award Science) or equivalent. Or, AAB in Chemistry, Physics and Biology in any order. Or, AAB in Core Science, Additional Science, and Further Additional Science as a triple science combination, in any order.
Other subjects	Other subjects not stated above, to make a total of nine, at a minimum of grade B. GCSE Human Biology will be considered but not in conjunction with standard GCSE Biology. Level 2 certificates such as the Certificate in Digital Applications (CiDA), Applied Business, ICT (examining board) and the Diploma in Digital Applications (DiDA) will be considered as contributing one additional, separate subject in lieu of a GCSE during academic scoring.
Subjects NOT considered	Short course GCSE subjects. Additional Mathematics and Further Mathematics. Level 2 BTECs. NVQs. Welsh Baccaureate level 2.

*IGCSE: English Language	<ul style="list-style-type: none"> • Cambridge IGCSE English-First Language (UK) (0522); Acceptable-at a minimum grade B.
	<ul style="list-style-type: none"> • Cambridge IGCSE English-First Language (UK) (0500); Acceptable only if all four components have been undertaken and this must be made clear on the UCAS form at the time of application.
	<ul style="list-style-type: none"> • Cambridge IGCSE English - Second Language (count-in oral) (0511); Acceptable-at a minimum grade B as a GCSE equivalent but must be accompanied by IELTS to satisfy minimum requirements in English Language. Refer to Appendix B for IELTS requirements.
<p>*For Schools which have already entered students for the exams in May 2015 (where it is too late to take the speaking and listening test) and therefore started the IGCSE course in September 2013, we will accept their qualification as it stands.</p> <p>Anyone who committed to an English IGCSE after October 2014, when our IGCSE policy came in to place, will have to complete the speaking and listening module.</p>	

Extra Information for GCSEs:

Certified GCSE resit results will be considered only if completed within 12 months of the first sitting. GCSE Dual Award subjects, other than GCSE dual award Science will only be counted as one subject during the overall assessment.

Cardiff University does not formally recognise locally developed GCSE equivalent qualifications for admission to the University and these qualifications will be explicitly excluded from any selection scoring processes. Applicants who were unable to take nine GCSEs, i.e. if the school or college did not allow for an applicant to sit nine GCSEs, must email medadmissions@cardiff.ac.uk to discuss this before making an application.

b. GCE A2 Level and AS Level Requirements (A100)

Qualification	Minimum requirements
GCE A2 Level and AS Level	<p>The typical offer will be AAA grades at A2 level.</p> <p>Students must offer three A2 Levels, which should normally include Chemistry and Biology. Applicants undertaking science GCE A-levels where a separate practical endorsement is reported will require a pass in this element.</p>

c. GCE A2 Level and AS Level Requirements (A104)

Qualification	Minimum requirements
GCE A2 Level/AS Level	<p>Students should offer three A2 Levels.</p> <p>The typical offer will be AAA grades at A2 level.</p> <p>This Foundation Programme is for those students who do not have the depth of subject specialism associated with A100. It is not intended for applicants who have taken but failed to achieve the necessary grades in subjects required for entry into the A100 Programme.</p>

Extra Information Applicable to A2 Level:

Applicants undertaking science GCE A-levels where a separate practical endorsement is reported will require a pass in this element.

For applicants offering Mathematics and/or Statistics only one will count towards meeting the conditions of an offer.

General Studies, Critical Thinking and Further Mathematics are not acceptable at A2 Level.

A fourth A2 Level subject will not enhance your application.

Cardiff University recognises the Edexcel International Advanced Level qualification as equivalent to other GCE A level qualifications.

AVCE or applied GCE qualifications are accepted provided that the subject requirements at A2 are also satisfied.

The School of Medicine will not consider applications where additional Level 3 Qualifications (i.e. International Baccalaureate, Welsh Baccalaureate) are undertaken post A-Level, in lieu of A-level grades not being achieved at first attempt unless there are exceptional circumstances and an agreement is in place with the Admissions Group.

d. Welsh Baccalaureate

Standard offers for the five year (A100) programme will be conditional upon achievement of the Welsh Baccalaureate Advanced Diploma (WBQ) with an overall grade A in the Core, in addition to the Chemistry and Biology requirements as stated in section b.

e. Cambridge Pre-University Diploma

The full Pre-University Diploma is required with three D3 grades in the three Principal Subjects, which must include Chemistry and Biology.

f. AQA Baccalaureate

In addition to passing the Baccalaureate, AAA grades in three A-level subjects are required, which must include Chemistry and Biology.

g. Graduates

All graduate applicants should have achieved a minimum of grade 'B' in GCSE Mathematics plus grade 'B' in GCSE English Language. At GCE A2 Level, they are also expected to have achieved a minimum of 'BBB' grades. Graduate applicants must have, or expect to achieve, an upper second class honours classification in their first degree.

A100 5 year programme:

Graduates should have Chemistry and Biology at A2 Level. Science graduates who do not hold GCE A2 Level qualifications in Biology or Chemistry may be considered for the A100 programme. They will be required to

provide details of specific modules from their degree courses and will then be considered individually by the Admissions Group. Further details can be obtained from the Admissions Office.

All graduate applicants to A100 will be required to sit the GAMSAT examination prior to applying, in order for their application to be considered.

A104 6 year programme:

Graduates who do not have the appropriate science background may be considered for the A104 (six year) Foundation Programme.

All graduate applicants to the A104 will be required to sit the UKCAT and not the GAMSAT examination prior to applying. This may be used as part of the assessment process.

N.B. Graduates applying for either the A100 or A104 programme will only be considered for entry into the first year of the programme.

Applicants **must have completed their degree or must be in the final year of their current degree** programme in order for their application to be considered.

h. (i) Dental Graduates

Please note that all dental graduates who are applying to study medicine will be considered for A101 only. Applicants are required to have completed further postgraduate training obtaining appropriate professional qualifications. Applicants should submit a full CV (*curriculum vitae*) to the Admissions Office at the time of making their UCAS application.

The British Association of Oral and Maxillofacial Surgeons (OMFS) provides information for applicants for training in OMFS <http://www.baoms.org.uk/file.aspx?id=601>

Dental graduate applicants are required to sit the GAMSAT examination prior to applying, in order for their application to be considered.

h. (ii) Feeder Stream Courses to the A101 Programme

This is a specific four year programme for Dental graduates (see Appendix A: section h.(i)) and applicants who are currently enrolled on to an officiated Feeder Stream Graduate Entry to Medicine programmes:

1. The BMedSci Medical Sciences Degree from the University of Bangor (B100)
2. The BSc (Hons) Medical Sciences Degree, from the University of South Wales (B901)
3. The BSc (Hons) Medical Pharmacology degree, School of Medicine, Cardiff University (B210)
4. The BSc (Hons) Biomedical Sciences degree, School of Biosciences, Cardiff University (BC97)

A number of **selected** students from within the above programmes are allowed to enter the second year of the five year A100 Medical programme following graduation with a minimum upper second class honours degree. Prospective candidates are advised to refer to the course literature from these programmes to obtain specific details.

The standardised entry criteria to the MBChB programme from all of these four feeder programmes are stated below. Each feeder stream may have up to ten places available. The A101 course is four years long, with no provision to do an Intercolated BSc during the programme.

CRITERIA for graduate entry to the A101 programme:

It is expected that all applicants will provide evidence of prior academic capability in publicly validated examinations e.g. GCSEs. This should be included on the UCAS form.

1. **BSc degree 2:1 or above.**

2. **BBB at A2 Level.**

3. **English and Mathematics GCSE at grade B level or above, or IELTS at level 7.0**

Applicants can resit these GCSEs during their BSc programme to achieve these grades, prior to entering the A101 programme.

4. **GAMSAT**

All graduate applicants will be required to sit the GAMSAT examination prior to applying, in order for their application to be considered.

Individual academic performance required to maintain eligibility to apply to the A101 course to be set by the individual Feeder Stream courses.

5. **Interview requirements as set by the Cardiff University School of Medicine.**

6. In addition to the academic requirements, applicants must also meet a number of non-academic requirements including a satisfactory Disclosure and Barring Service Enhanced Disclosure (DBS), satisfactory outcome to any Fitness to Practice assessments if held, a satisfactory health check involving screening for Hepatitis B, C and HIV, as stated for A100 course entrants.

7. Students are also expected to sign the Medical School Student Agreement.

i. Access Diploma Programmes

Applicants should complete and submit their UCAS applications by the 15th October 2016. It is recognised that they will usually have only recently embarked on their Access programme at this time. Accordingly, tutors of those students who are highly ranked on the basis of their non-academic attributes will be asked to provide updated academic references when the students will have had the opportunity to adjust to the demands of their Access course. At this stage applicants may be asked to submit a *curriculum vitae*.

Preference will be given to applicants who have been out of full-time education for at least four years before their Access course.

Offers made to Access Diploma students are conditional upon achieving grades at Distinction Level in all units of assessment. Only Access Diploma Programmes that are recognised by the Quality Assurance Agency for Higher Education are accepted and the scientific content of the programme must be appropriate in providing a suitable foundation for the medical course (A104).

Applicants must meet the minimum entry requirements as stated in Appendix A section a. The School of Medicine will not consider applications where access courses are undertaken post A-Level, in lieu of A-Level grades not being achieved at first attempt unless there are exceptional circumstances. In these cases you must email medadmissions@cardiff.ac.uk before making an application.

j. Scottish Qualifications

'AAAAA' grades in Scottish Highers, including Chemistry, Physics, and Biology are required for entry into the six year Foundation Programme (A104).

Applicants offering two subjects at Advanced Higher level with AA grades (including Chemistry); in addition to the Scottish Highers described above, can be considered for the five year scheme (A100).

Applicants should normally achieve the qualifications (Highers or Advanced Highers) at the first attempt of the examinations.

Mathematics and English language must be passed to at least Standard Level with Grade 2 or Grade B.

k. Irish Qualifications

Entry is only available into the six year Foundation Programme (A104). Applicants must offer six subjects at Higher Level and obtain 'AAAAAA' grades, which must include A (A1 or A2) grades in Chemistry and Biology. Physics must be passed to at least Standard Level with grade A.

Mathematics and English language must be passed to at least Standard Level with grade B.

Applicants should normally achieve the qualifications at the first attempt of the examinations.

l. International Baccalaureate Diploma

A100 5 year programme:

Applicants require an overall total of 36 points (excluding Theory of Knowledge and the Extended Essay) for entry. A minimum of 19 points must be achieved in the Higher Level subjects made up of a score of 7, 6, 6 points. Two sciences (from Chemistry, Biology, Physics, and either Mathematics or Statistics, but not Mathematical Studies) must be offered at Higher Level with the score of 6 points being achieved in either Chemistry or Biology. Chemistry or Biology must be offered at Standard Level with a score of 7 points, if not at Higher Level. Physics must be offered at GCSE level if not at Higher or Subsidiary Level.

A104 6 year programme:

Applicants require an overall total of 36 points (excluding Theory of Knowledge and the Extended Essay) for entry. A minimum of 19 points must be achieved in the Higher Level subjects made up of a score of 7, 6, 6 points. This Foundation Programme is for those students who do not have the depth of subject specialism associated with A100. It is not intended for applicants who have taken but failed to achieve the necessary grades in subjects required for entry into the A100 Programme.

Additional requirements for A100 and A104:

If Mathematics and English language are not offered within the diploma they should be offered as GCSE subjects with at least grade B.

m. European Baccalaureate Diploma

A100 5 year programme:

Applicants must offer the Diploma with a final overall mark of at least 85%. Chemistry and Biology with individual grades of at least 8.5 in year 7 must be included in the Diploma for entry to the five year medical programme (A100).

A104 6 year programme:

Applicants must offer the Diploma with a final overall mark of at least 85%. This course is for those who have not taken the optional Biology and Chemistry modules and therefore do not have the depth of subject specialism associated with the A100 programme.

Applicants to the A100 and A104 must put their year 6 marks in the UCAS application as we appreciate that there will be no certified marks until year 7. In the absence of any information then we will be unable to assess an application.

N.B. We will not take into account predicted grades.

n. BTEC Qualifications

The BTEC Level 3 National Extended National Diploma in Applied Science at DDD level is an acceptable qualification for entry to the six year Foundation Programme (A104). Applicants undertaking the new (2016) curricular must also achieve Distinctions in all externally assessed units. The Higher National Diploma at Distinction level is required for entry to the five year programme (A100).

Applicants must meet the minimum entry requirements as stated in Appendix A section a.

o. French Baccaalaureate

For A104 entry, applicants must offer the French Baccaalaureate Serie S (Science) qualification. An average score of 15/20 is required.

For A100 entry, applicants must offer GCE A2 Level Chemistry with at least grade B, in addition to a minimum score of 14/20 in each of Biology, Chemistry and Mathematics in the French Baccaalaureate Serie S (Science).

p. German Abitur

Applicants must have an average overall mark of 1.3 or higher, including 13/15 in two Leistungskurse (LK) subjects and 12/15 in two additional Grundkurse (GK) subjects, including 12/15 in Biology, Chemistry and Mathematics. Entry is to the A104 programme.

q. Other European Qualifications

Students with European qualifications not listed in the policy should visit our website at www.cardiff.ac.uk/medicine or email the Admissions Office at medadmissions@cardiff.ac.uk and provide full details of their qualifications to obtain advice on eligibility before making an application.

Applications are considered on an individual basis.

r. Malaysian Qualifications

The Sijil Pelajaran Malaysia (SPM) qualification is accepted as equivalent on a subject-for-subject basis to GCSE, with grades 1A and 2A equivalent to GCSE grades A* and A respectively. The SPM English Language qualification does not satisfy the English language requirement for the medical course, but the Cambridge International GCE O level qualification (1119) for Malaysian applicants at grade B is accepted (see Appendix B).

The Sigil Tinggi Persekolan Malaysia (STPM) is accepted as equivalent to its counterpart GCE A2 Level subject, with STPM grades A/A- (grade point 3.67) equivalent to A2 Level grade A.

s. Other Qualifications

Students with qualifications not listed on our website or in the policy should email the Admissions Office at medadmissions@cardiff.ac.uk and provide full details of their qualifications to obtain advice on eligibility before making an application.

Applications are considered on an individual basis.

t. Admissions Tests

UKCAT: All undergraduate applicants applying to the A100 and A104, and graduate applicants applying to the A104 (other than those resident in exempt countries) are required to take the national UK Clinical Aptitude Test (UKCAT) **during July-October 2016**. Test results obtained in previous years are not accepted.

Comprehensive information on this (including specimen test questions) can be found on the UKCAT website (www.ukcat.ac.uk).

We do not have a minimum threshold score for the UKCAT. However, the UKCAT score may be used as part of the assessment procedure.

GAMSAT: All graduate applicants (apart from those applying to the A104) will be required to sit the GAMSAT examination prior to applying, in order for their application to be considered.

Graduate applicants (apart from those applying to A104) are not required to sit the UKCAT.

We do not have a minimum threshold score for the GAMSAT. However, the GAMSAT score may be used as part of the assessment procedure.

Appendix B:

English Language Qualifications–2017/18 entry

The following qualifications satisfy the minimum requirement:

GCE O Level, or GCSE: English Language	Grade B
GCE O Level (1119)	Grade B4
IELTS	An overall score of 7.0 or above (with a minimum of 7.0 in speaking, 6.5 in listening, 6.5 in reading and 6.5 in writing)

Certified IELTS resit results will be considered only if completed within 12 months of the first sitting.

Certificate of Proficiency in English (AEB; Cambridge)	Grade B
Certificate in Attainment in English (ULEAC)	Level 6
International Baccalaureate: Syllabus A1 or A2 (Higher or Standard)	Grade 5
International Baccalaureate: Syllabus B (Higher)	Grade 6
European Baccalaureate: English as First Language	8.0 out of 10 (80%)
Irish Leaving Certificate English	Grade B at Ordinary Level
Scottish Standard Level English	Grade 2
Hong Kong Certificate of Extended Education (HKCEE) English	Grade 4
South African National Senior Certificate English	Grade 6
Test in English for Educational Purposes	Band score of 7.0
Michigan English Language Assessment Battery (MELAB)	Score 90

For international applicants whose first language is not English, the qualifications must have been taken no more than two years before the proposed start date of the programme.

Failing to achieve the minimum GCSE requirement of a B in English language cannot be substituted with a different English Language qualification.