



School of Medicine

Admissions Policy for Undergraduate Programmes in Medicine

2019/20 Entry

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Aims and governance

The Medical School aims to admit students with the qualities, abilities and attributes that can benefit from our medical programme and **“to attract, train and retain the best students and staff, producing graduates who understand the needs of individuals and the community in which they live”**.

This requires that the process of student selection is objective, transparent, open, fair and free from discrimination of any kind. The selection process is bound by the University’s policy on Equality and Diversity: <https://www.cardiff.ac.uk/public-information/equality-and-diversity>

We aim to ensure equality of opportunity for all individuals whose applications are considered in accordance with the Medical Schools Council *Statement on the core values and attributes needed to study medicine* <https://www.medschools.ac.uk/media/1202/statement-on-core-values-and-attributes.pdf>

The need to remove barriers from applicants who have historically been under-represented is recognised. In addition, applicants with a disability are welcome and should consult the General Medical Council’s *Gateways to the Professions* <https://www.gmc-uk.org/>. We actively encourage applications from people of diverse backgrounds and use contextual data to help to do this. Applicants from Wales are encouraged as they are under-represented in applications for medicine in the UK.

Selection for a medical school implies selection for the medical profession and applicants should be aware of the duties of a medical student as outlined by the GMC in the guidance documents *Medical Students: Professional Behaviour and Fitness to Practise* and *Good Medical Practice* (<https://www.gmc-uk.org/>).

A Director of Admissions chairs the Admissions Group who advise on policy and individual cases. They are supported by the Admissions Team.

The Courses

A100 5-year course

For applicants with three A levels or equivalent qualifications including Chemistry and Biology. There is an *option to study for an additional year* to complete an intercalated degree.

A104 6-year course

This is designed for applicants who have demonstrated a high academic potential, but do not have the depth of subject/science specialism required for entry into the A100 Programme. This could be a route into Medicine for applicants without sciences at A level or who are offering only one of Biology and Chemistry with at least two other subjects. There is also the *option to study for an additional year* to complete an intercalated degree.

A104 is not intended for applicants who have taken sciences at GCE A-Level, but who failed to achieve the grades required for entry into the A100 course.

The A104 programme has a modular structure in which students study modules over one preliminary year, and, subject to satisfactory assessment, directly enter the A100 course the following year.

A101 Graduate Entry to Medicine (GEM) 4-year course

This is **only** available to applicants enrolled on one of the following four Feeder Stream programmes: (other graduates can apply for either the 5-year A100 or 6-year A104 course)

BSc (Hons) Medical Pharmacology degree, School of Medicine, Cardiff University (B210)

BSc (Hons) Biomedical Sciences degree, School of Biosciences, Cardiff University (BC97)
BSc (Hons) Medical Sciences Degree, from the University of South Wales (B901)
BMedSci Medical Sciences Degree from the University of Bangor (B100)

There are places for up to ten students from each Feeder Stream programme to enter the second year of the five-year A100 Medical programme. Twenty students will be able to undertake most of their medical degree in North Wales. This will be the same C21 course as delivered around the rest of Wales, learning alongside other medical students that are placed in this region. Students will graduate with a Cardiff University degree but benefiting from a smaller cohort and more bespoke student experience.

Details of all the programmes are found in the Undergraduate Prospectus
<http://www.cardiff.ac.uk/for/prospective/ug/prospectus>

Entry Requirements

Academic

All applicants must have Grade 6 (B) GCSE (or equivalent qualification) in Mathematics, English Language, and Double Award Science (66, BB) or Chemistry and Biology. Applicants (unless they have a degree) receive a score based on their best nine GCSE (or equivalent level) results. No results below 6 (B) are scored. Post A-level applicants receive additional credit for achieved A-levels. Welsh applicants are under-represented and with qualification reform, it is recognised that the selection process may disadvantage applicants from Secondary Schools in Wales, so these applicants will be given additional consideration.

Applicants must have achieved /or be going to achieve three A levels (or equivalent) including Biology and Chemistry for A100, three subjects but not **both** Biology and Chemistry for A104 (although Biology or Chemistry and two other subjects will be considered).

Graduate applicants will need to achieve at least an upper Second-Class Honours in their first degree.

All **undergraduate** applicants, (and graduate applicants applying to A104) are required to take the national UK Clinical Aptitude Test (**UKCAT**) **during July to October of the year of application**.
<https://www.ukcat.ac.uk/>. Test results obtained in previous years are not accepted. The UKCAT score may be used as part of the assessment procedure.

All graduate applicants (other than those applying for the A104) are required to take the Graduate Medical School Aptitude Test (**GAMSAT**) by September of the Year of application.

<https://gamsat.acer.org/university-admission/admission-uk>

A GAMSAT result in the previous year prior to application will also be considered.

All international applicants must have an acceptable **English language** qualification.

<http://www.cardiff.ac.uk/study/international/english-language-requirements/undergraduate>

Non-academic

All applicants must complete the UCAS form fully and should include in their personal statements information supporting their suitability for a medical course and an academic reference. The following are assessed: insight into a career in medicine, evidence of experience and reflection in a caring environment, evidence and reflection of personal responsibility, evidence of a balanced approach to life, evidence of self-directed learning.

All applicants must be age 18 or over by 20th September of the year of entry to the course, as students are in a clinical environment from Year 1 of their course.

Applicant categories

Mature students

Applications from mature students are welcome. Those studying 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 Preliminary Programme (A104). This entry qualification is considered for applicants who were unable, e.g. for personal reasons, to continue their school/college education after the age of 16. Preference is given to applicants who have been out of full-time education for at least **four** years before their Access course. Access Diplomas are **not** accepted for applicants who have previously completed GCSE/A Levels (or equivalent) and failed to achieve the required grades.

Graduate applicants may 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 required to have, or to achieve, at least an upper second class honours classification (or equivalent) 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. Graduate applicants for the A100 course **must have a current GAMSAT score**. Those applying for A104 must have a current UKCAT score.

Widening participation

Cardiff University is committed to widening participation. We welcome applications from students of all backgrounds, and we use contextualisation data when considering applications.

Step-Up to University Scheme

Applicants from school pupils on the Step-Up to University Scheme will be considered. 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 Admissions Team. Applicants from the Step-Up Scheme must meet our minimum entry requirements (Appendix A) to be offered an interview.

International Applicants

The School welcomes UCAS applications from international students. Applicants offering qualifications other than A-level or International Baccalaureate should contact the Admissions team medadmissions@cardiff.ac.uk and provide full details of their qualifications to obtain advice on eligibility before making an application.

International applicants are required to offer a recognised English language qualification on application <http://www.cardiff.ac.uk/study/international/english-language-requirements/undergraduate>.

If the qualification is pending it will form part of an offer. Re-sits for the English language qualification may be accepted but must be attained prior to unconditional confirmation of an offer. All places on courses A100, A101, A104 are conditional on success at interview. This policy includes international applicants who should be prepared to attend for interview at Cardiff University. Cardiff University does not reimburse travel expenses for any applicant. All applicants with a fees status of

Overseas are sent a survey as part of the applications process to confirm funding arrangements. If an individual receives the survey; completion is mandatory.

International Foundation Programme for Health and Life Sciences (IFP):

Designed to prepare international students for undergraduate study in the UK Higher Education system, it consists of modules in Chemistry, Biology, English language and study skills. The IFP allows for students lacking the required academic subjects and level of English language, to apply to study medicine. **Studying on this course does not guarantee a place to study medicine at Cardiff University.** For further information www.cardiff.ac.uk/ifp

Applicants will be expected to complete the IFP application form (www.cardiff.ac.uk/ifp) and will then be expected to take part in a short Skype (if possible) interview with members of the Admission Group to assess communications skills and focusses on an applicant's understanding of the demands of medicine, what makes a good doctor, caring ethos, team work and sense of responsibility as well as discussion about interests outside studying. Those identified as having potential to study medicine will receive an offer via the IFP team. Once enrolled on the IFP programme, students will need to make an application via UCAS to study Medicine at Cardiff University from September 2020.

Resit Applicants

Applicants who have failed to achieve the A-level offer of AAA (or equivalent qualification) at first attempt will not usually be considered. We will consider applications where modules have been re-sat in either AS level or A-level, on the understanding that they are completed within the standard two-year A-level period. Re-sits for applicants whose A-levels have been completed 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, should provide supporting evidence of their circumstances and evidence that the relevant Examination Board had not been notified. If the relevant Examination Board has been notified, further consideration will not be given.

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 the first attempt, will not be considered unless there are extenuating circumstances and an agreement is in place with the Admissions Group.

Deferred Entry

Applicants who wish to be considered for a deferred entry must state this on their UCAS Form by indicating the year of admission. Applicants can only defer for 12 months. Applicants who wish to defer after they have firmly accepted an offer from the School of Medicine must contact the Admissions Team, and will be considered by the Admissions Group.

The Selection Process

Applications must be made through UCAS, details of which can be found at <https://www.ucas.com/> and can be made in either English or Welsh - applicants can choose which of these languages they wish to receive correspondence in. **The closing date for applications for 2019/20 entry is the 15th October 2018. Applications received after this date will not be considered.**

Academic

Applicants who meet or exceed the minimum academic threshold will then be ranked and a cut-off point determined to proceed to consideration of the non-academic criteria. Applicants who fail to state their achieved qualifications in section 4a of the UCAS application form will not be considered.

Non-academic Requirements

Applicants who have reached or exceeded the academic cut off point for the year are assessed on non-academic criteria according to the information in their personal statement and the referee's report. Applications are reviewed by trained selectors. 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. We recognise that opportunities for certain types of work experience and participation in some non-academic activities will vary according to individual applicant's background, including socio-economic, cultural and geographical circumstances, and takes this into account when assessing the personal statement. Credit is given for the applicant's reflection on the experiences they have undertaken.

Additional information on UCAS form

Additional information that either the applicant or the referee provides, particularly if relating to extenuating circumstances, must be provided at or before the point of application. For extenuating circumstances to be considered we must receive a completed 'Extenuating Circumstances form' with supporting evidence (a letter from a medical professional if health related, or a letter from faculty at current school) before the end of September 2018. This form can be found on the website at <http://www.cardiff.ac.uk/study/undergraduate/applying/admissions-criteria/medicine/medicine> or can be requested via email to medadmissions@cardiff.ac.uk **Please note that extenuating circumstances that have already been notified to the relevant Examination Board will not be considered**, as the Board will have moderated accordingly. Evidence from the school or Examination Board will be required to show that this has not occurred.

UKCAT/GAMSAT

We do not have a minimum UKCAT or GAMSAT threshold score, however this may be used as part of our assessment of applicants.

Interviews

Applicants who are shortlisted will be offered an interview (normally December/January after the UCAS application deadline in October). Invitations are sent via email with a link to our online booking system in November of the application cycle.

The interview is in the form of multiple mini interviews. (MMIs). There will be nine stations, exploring personal qualities and attributes important to developing a good doctor.

Any extenuating circumstance that may affect an applicant's performance at interview must be declared when booking the interview slot to allow for reasonable adjustments. If the applicant is unwell prior to the interview then they must contact the admissions team to try to seek an alternative interview date, although this cannot be guaranteed. If the applicant has concerns about an interview they must bring it to the attention of the Admissions Team on the day of the interview. Retrospective adjustments will not be made.

We do not make offers without an interview. Failure to attend a booked interview without exceptional reasons will result in the application being rejected. Applicants who are not offered interviews will be notified. Feedback to applicants after interview is provided automatically to all applicants who attend an interview.

Successful applicants will be notified via UCAS. To ensure equality of opportunity, no offers will be made until all interviews are completed. The decision to make all offers is made by the Admissions Group. The Admissions Group endeavours to make offers as soon as is practicable after the

interview cycle. **Unsuccessful applicants** are encouraged to reapply, providing they meet the minimum entry criteria for the year they wish to apply.

Unfair practice

Where false or misleading information has been provided at application stage, the application will not be considered further. UCAS will also be notified. All UCAS Personal Statements are subjected to a plagiarism detection process. Applications that are suspected to contain false, plagiarised, incorrect, or misleading information will be investigated in accordance with the University's Admissions Policy. An offer of an interview or subsequent offer of a place will be withdrawn if false or misleading information or evidence of other unfair practice is subsequently discovered. It is the applicant's responsibility to ensure that we informed of any relevant changes to his/her personal circumstances.

Other Entry Conditions

These include a DBS check, and a health check arranged with the University Occupational Health Service.

Confirmation of a Place

Applicants who have met the terms of their offer will be notified by UCAS. Those who have not met the terms of their offer are referred to the Admissions Group for review. The applicant will be notified of the decision via UCAS. The Admissions Group decision is final.

Transfer

Cardiff University School of Medicine does not normally consider transfer requests from students studying medicine elsewhere, unless there are extenuating circumstances.

Communication with the School of Medicine Admissions Team

Communication with the Admissions Team relating to an applicant's personal circumstances, that could have a potential bearing on selection, must be made in writing by letter or email. Due to Data Protection the University can only communicate with the applicant directly in relation to all aspects of their application unless the applicant has authorised a third party to act on their behalf.

Complaints and Appeals

We are committed to delivering a high quality, efficient and fair admissions process.

For information about the complaints and appeals procedures can be found at:

<https://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/complaints-and-appeals>.

Applicant Conduct

Professional behaviour is an important part of studying medicine and being a doctor. If there is behaviour during the admissions process that may be considered as unprofessional, this will jeopardise the application and may result in a rejection. Any behaviour that contravenes Cardiff University's Equality and Diversity and/or Dignity at Work and Study Policies may result in the withdrawal of an offer/admission. Details of the policy can be found on <https://www.cardiff.ac.uk/public-information/equality-and-diversity> and https://intranet.cardiff.ac.uk/_data/assets/pdf_file/0006/966669/2013-May-Draft-Amended-Dignity-Policy-V4_1-1.pdf

Further Enquiries

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

School of Medicine Admissions Team

2nd Floor Neuadd Meirionnydd

Heath Park Campus

Cardiff University

Cardiff

CF14 4YS

Telephone: (029) 2068 8113/8073

Email: medadmissions@cardiff.ac.uk

APPENDIX

All applicants must provide evidence of prior academic capability in publicly validated examinations, e.g. GCSE, IGCSE or equivalent qualifications. 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: GCSE requirements

GCSE Subjects	Minimum requirements
English Language	6 or B
At least one of Mathematics or Numeracy	6 or B
Science	Either 66 or BB in Science and Additional Science or equivalent. Or 66 or BB in Chemistry and Biology Or 66 or BB in Core Science, and one of Additional Science or Further Additional Science
Other subjects	Applicants must offer a total of nine subjects to include the minimum requirements above. GCSE Welsh first language and second language is accepted and can be offered as one of the nine subjects as long as the English Language minimum above has been met. GCSE Human Biology is accepted, 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.
NOT considered	Level 2 BTECs NVQs

Extra information on Mathematics at GCSE

Applicants taking examinations under an English examination board are required to have Mathematics at a minimum of grade 6. Applicants taking examinations under WJEC are required to have either Mathematics or Numeracy at a minimum of grade B. We will also accept **one** extra Mathematics subject alongside Mathematics or Numeracy from Additional Mathematics, Further Mathematics or Statistics, if it is to the advantage of the applicant.

GCE A-level Requirements (A100)

The offer will be AAA grades at A-level. Students must offer three A-levels, which **must** include Chemistry and Biology. Applicants undertaking science A-levels where a separate practical endorsement is reported will require a pass in this element. Applicants who are offering only **one** of Biology or Chemistry at A2 **and** a second science subject e.g. Physics or Maths, may still be

considered for A100 course, if they achieve an A grade at AS level in the subject (Biology or Chemistry) not offered at A2 level. Such candidates are advised to contact the Admissions Team, to confirm the acceptability of this arrangement prior to applying.

GCE A-level Requirements (A104)

Students must offer three A-levels and the offer will be AAA grades. The A104 course is for students who are not offering Biology and Chemistry (or equivalent) at A-level. **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.** Applicants offering one of Biology or Chemistry at A-level, with two other subjects at A-level will be considered.

Additional information on A-levels

Only one Mathematics subject at A-level (from Maths, Further Maths and Statistics) will be considered.

General Studies and Critical Thinking are **not** accepted. Applicants offering applied subjects should contact Medical Admissions Team for advice medadmissions@cardiff.ac.uk.

Welsh Baccaureate

The Welsh Baccaureate Advanced Diploma with an overall grade A will be considered in lieu of an A-level, for A100 and A104. Applicants for A100 must also satisfy the A-level subject requirements in Biology and Chemistry.

International Baccaureate Diploma

Applicants for the A100 5-year course 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 to include two science subjects. This must include at least one of Biology and Chemistry at Higher Level (if both subjects not offered then the second subject must be one of Physics, and either Mathematics or Statistics, but not Mathematical Studies) 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.

Applicants for the A104 6-year course 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. 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.

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

All applicants offering the International Baccaureate must include details of their achieved Level 2 examinations, GCSE or Middle Years Programme (MYP), in section 4a on the UCAS application to be considered, if applying prior to having achieved the final International Baccaureate qualification.

European Baccaureate Diploma

Applicants for the A100 5-year course require 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).

Applicants for the A104 6-year course require a final overall mark of at least 85%. This course is for those who have not taken both Biology and Chemistry modules and therefore do not have the depth of subject specialism associated with the A100 programme.

If Mathematics and English language are not offered within the diploma they should be offered as GCSE subjects with at least grade B. **All applicants offering the European Baccalaureate must include details of their achieved Level 2 examinations, GCSE or S6, in section 4a on the UCAS application to be considered**, if applying prior to having achieved the final European Baccalaureate qualification.

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. Alternatively applicants can offer a single Principle Subject in addition to AA at A-level. Applicants for A100 must include Chemistry and Biology at Pre-U or A2.

AQA Baccalaureate

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

Graduates

All graduate applicants should have achieved a minimum of grade B in GCSE Mathematics, English Language, and Biology and Chemistry (or Core and Additional/Further Additional Science) in addition to: BBB or ABC grades at A-level and a BSc degree 2:1 or above.

Individual academic performance required to maintain eligibility to apply to the A101 course is set by the individual Feeder Stream courses. All graduates should have Biology and Chemistry at A Level. Those who do not hold GCE A Level qualifications in Biology or Chemistry may be considered for the A100 course. However, 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 Team. Applicants who have completed a PhD, the minimum A-level requirement is BBC.

All graduate applicants will be required to sit the GAMSAT examination prior to applying. Graduates who do not have the appropriate science background may be considered for the A104 six year course and will be required to sit the UKCAT.

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. Degree results must be awarded and conferred by 31st August of the year of entry to the course.

Access Diploma Programmes

Applicants with Access Diploma qualifications are only eligible for the A104 course. Preference will be given to applicants who have been out of full-time education for at least four years before their Access course. Access Diploma applicants must meet the minimum entry requirements and must achieve 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). The Advanced (14-19) Diploma in Society, Health and Development is not accepted. Access courses undertaken post A-Level in lieu of failure to achieve GCE A Level grades at a first

attempt, will not be considered unless there were exceptional circumstances. In such cases, prospective applicants would be advised to email medadmissions@cardiff.ac.uk.

Irish Qualifications

Entry is only available into the six-year Preliminary Programme (A104). Applicants must offer six subjects at Higher Level and obtain six H2 grades, including Chemistry and Biology. Mathematics and English language must be passed to at least O3 Level.

Scottish Qualifications

Five A grades in Scottish Highers, including Chemistry and Biology are required for entry into the A104 six-year course. Applicants offering two subjects at Advanced Higher level with AA grades (including Chemistry or Biology); in addition to the Scottish Highers described above, can be considered for the five-year (A100) course. Mathematics and English language must be passed to at least Standard Level with Grade 2 or Grade B.

BTEC Qualifications

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

Dental Graduates

Dental graduates applying to study medicine will be considered for A101 4 year course 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 Team at the time of making their UCAS application to medadmissions@cardiff.ac.uk. Applicants must have a current GAMSAT score and will need to participate in the interview process, in order to be considered.

The British Association of Oral and Maxillofacial Surgeons (OMFS) provides information for applicants for training in OMFS <https://www.baoms.org.uk/>.