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HULL YORK MEDICAL SCHOOL

Code of Practice on Admissions to the MB BS course

Approval Process:	
Committee	Outcome/Date of approval
Management Board	Approved via Chair's Action in October 2022
Board of Studies	NA
Joint Senate	NA
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To obtain this Code of Practice in an alternative format, please contact: governance@hyms.ac.uk.

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Definitions

The following definitions will apply throughout this code of practice:

Alternative Offers	Offers of admission made with non-standard conditions in order to compensate for educational disadvantage. Here linked to satisfactory attendance and performance at formal Widening Participation programmes.
Contextual Data	Data used by universities and colleges which puts attainment in the context of the circumstances in which it has been obtained; currently mainly educational, geo-demographic and socio-economic background data.
Contextual Offers	Offers made to applicants whose application contains certain contextual data which indicate the likelihood of a degree of socioeducational disadvantage.
Widening Participation	A term associated with addressing patterns of under-representation in higher education and the professions.

Abbreviations

The following abbreviations will apply throughout this code of practice:

CBO	Criminal Behaviour Order
DBS	Disclosure and Barring Service
EPP	Exposure Prone Procedure
FTP	Fitness to Practice
GMC	General Medical Council
HEOPS	Higher Educational Occupational Health Physicians/Practitioners
HIV	Human Immunodeficiency Virus
MFDS	Membership of the Faculty of Dental Surgery
MJDF	Membership of the Joint Dental Faculties
PND	Penalty Notice for Disorder
QAA	Quality Assurance Agency for Higher Education
UCAS	Universities and Colleges Admissions Service
VOO	Violent Offender Order

1. General

1.1. This Code of Practice applies to the recruitment and admission of students to the MB BS course (including the 6-year Medicine with a Gateway Year course) of Hull York Medical School. It is designed to be consistent with:

- [The Schwartz Report: Fair Admissions to higher education: Recommendations for good practice \(2004\)](#)
- [Admissions Policies: Guidance for Higher Education Providers, The Supporting Professionalism in Admissions \(SPA\) Programme \(2014\)](#)
- [Guiding Principles for the Admission of Medical Students, Medical Schools Council \(revised 2010\).](#)
- [The QAA Quality Code for Higher Education \(2018\)](#)
- [Selecting For Excellence, Medical Schools Council \(2014\)](#)
- [Selection Alliance 2019 – An Update on the Medical Schools Council's work in selection and widening participation](#)

1.2. This Code of Practice is a public document and is available on the Hull York Medical School website.

2. Equal Opportunities and Widening Participation

2.1. This Code of Practice takes account of current legislation affecting the admission of students, notably the [Equality Act \(2010\)](#)

2.2. This Code considers the [Equal Opportunities Policy for Hull York Medical School Students.](#)

2.3. In its admissions process, Hull York Medical School will take account of evidence of educational disadvantage using contextual data and will consider making lower offers ('Contextual Offers') to selected applicants deemed to be from a less advantaged socio-educational background according to this data. These offers may include A-level grades one grade lower (AAB rather than AAA for the main MB BS Medicine programme).

2.4. Hull York Medical School will consider making lower conditional offers ('Alternative Offers') to selected applicants undertaking certain formal programmes based at the Universities of Hull or York aimed at 'Widening Participation' in Higher Education or the professions. These offers may include A-level grades up to two overall grades lower (e.g. ABB rather than AAA for the main MB BS Medicine programme) and a flexible approach, based on a holistic academic assessment of the application, to other entry criteria published on the Hull York Medical School website in advance of each admissions cycle.

2.5. The 6-year variant of the MB BS course, designed for applicants from traditionally under-represented backgrounds, includes a Gateway Year which takes place prior to Year 1. The Gateway Year is based at the University of Hull and the selection policy for this course will be decided annually and details published on the Hull York Medical School website.

2.6. In applying its policies and procedures Hull York Medical School undertakes to ensure that no prospective or existing student is treated less favourably on the grounds of age,

race, colour, nationality, ethnic origin, creed, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

- 2.7. We welcome applications from students with disabilities or long standing health conditions for admission to our medicine programmes. We follow the GMC advisory document [Welcomed and Valued \(April 2021\)](#) and MSC advisory guidance [Supporting and encouraging applicants with a disability](#) (April 2022). We will support students with disabilities and health conditions with reasonable adjustments through our selection, recruitment and admission processes and during their medical studies. All applicants and medical students in our medicine programmes irrespective of a disability or health condition supported with reasonable adjustments will need to fulfil all the requirements of the GMC [Outcomes for Graduates 2018](#) in order to be awarded a primary medical qualification.

3. Health and Disability

- 3.1. This code of practice is intended to facilitate access to a medical course within the GMC's advisory document [Welcomed and Valued](#) (2021) and when implementing the Equality Act 2010.
- 3.2. We encourage prospective medical students to engage with us and discuss their individual situation so we can advise on and offer support in their individual applications. The School will ask you, if you are invited to interview, if there are any reasonable adjustments we should make at interview. Occupational Health Assessments are initiated at the point of confirmation of a firm acceptance of an offer from the School.
- 3.3. All applicants are encouraged to declare on their UCAS application to our medicine programmes any disability or long-standing health condition. UCAS application declarations of any disability or long-standing health conditions will not be made accessible to our medical school admission team during our selection processes or influence our formal offer making decisions to our medicine programmes. UCAS application declarations of disability or longstanding health conditions will be made accessible to the admissions team post offer making decisions. Applicants are also encouraged to declare a disability or long-standing health condition directly to the admissions team at any stage before they apply to our medicine programmes or post UCAS application submission. This will allow for reasonable adjustments to be in place during our selection processes. Reasonable adjustments will be made on an individual case-by-case basis. In the rare occasion where reasonable adjustments are not possible an explanation of this outcome will be communicated to the applicant.
- 3.4. All applicants are encouraged to read the advisory guidance for disabilities and health conditions in GMC [Professional behaviour and fitness to practice](#) (2021) and health concerns, insight and management of these concerns in GMC [Achieving Good Medical Practice](#) (2021). The guidance outlines the professional responsibilities of a medical student with a disability or a health condition during their medical studies and in turn the responsibilities of the medical school to support them with reasonable adjustments to fulfil the requirements of GMC [Outcomes for Graduates](#) (2018).
- 3.5. The admissions team is not able to provide professional advice or arrange pre-application occupational health assessments of an applicant with a disability or a long-standing health condition. The medical school student support team encourages applicants to proactively seek professional advice from their ongoing education or healthcare provider and will liaise with the admissions team and if appropriate the

University of Hull Occupational Health service to support reasonable adjustments when following [Welcomed and Valued](#) guidance.

- 3.6. The [HEOPS guidance](#) shall be used as key guidance in this area.
- 3.7. Hull York Medical School may ask an applicant with a disability or health problem that might impede clinical capability or require reasonable adjustments to undergo an independent medical examination, and/or a skills assessment, and reserves the right to refer the applicant's case to the Hull York Medical School Student Fitness to Study committee and if appropriate refer to the Fitness to Practise Committee.
- 3.8. Attention is drawn to the [Hull York Medical School Code of Practice on Student Fitness to Practise](#), which describes policy and process in any case where an application might be rejected, or an offer of admission be withdrawn, on grounds of conduct giving rise to serious cause for concern (including failure to declare a known medical condition), or of impairment of health to such a degree as to pose a risk to patients.
- 3.9. As part of your medical programme you may perform exposure prone procedures (EPP) therefore you will require enhanced health clearance. EPPs include procedures where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues inside a patient's body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.
- 3.10. Other requirements in respect of transmissible infectious diseases may be required from time to time by the Department of Health and Social Care or by the NHS and other health care provider institutions in order to reduce risks of transmission to patients. These requirements will be managed and co-ordinated by the individual student's health care provider and the University of Hull Occupational Health service.

4. Disclosure and Barring Service (DBS) disclosures and checks

- 4.1. Applicants are responsible for disclosing any non "protected" prior convictions, cautions, reprimands, final warnings, police and fixed penalty notices, pending matters and charges including proceedings before a Criminal Court or Tribunal or matters subject to bail by either the police or a court.
- 4.2. These disclosures should be made by writing directly to the Director of Admissions when they apply.
- 4.3. Applicants are also responsible for disclosing any non "protected" prior convictions, cautions, reprimands or final warnings as detailed in clause 4.1. as part of the standard UCAS application and enhanced Disclosure and Barring Service (DBS) check on entry to the medical school.
- 4.4. Any significant disclosure will be forwarded to the Hull York Medical School Student Fitness to Practise Committee to consider and further investigate if appropriate. The FTP Committee Chair will decide if the disclosure has FTP concerns and the potential for mitigating the concerns. If mitigation is not possible and/or the disclosure is of a serious nature, the FTP Committee Chair has the power to recommend that the applicant does not meet the selection criterion of "professional standing". Following the decision of the FTP Committee Chair, the Director of Admissions will make a final decision on whether admission should be offered, or, if relevant, an offer of admission to the medicine programmes be withdrawn.

- 4.5. Applicants should note that Enhanced DBS checks are required as part of the admissions procedures of all healthcare students whose programme includes clinical training placements.
- 4.6. Enhanced DBS checks will be requested for applicants on first registration as a student at the University of Hull or the University of York and at whatever interval subsequently requested by the Hull York Medical School, partner NHS and other health care provider organisations.
- 4.7. Failure to have a DBS certificate or similar criminal background check processed within ten weeks of first registration as a student of the University of Hull or the University of York may result in termination of the student's registration on the medicine programme.
- 4.8. Failure to make a relevant declaration under the terms of clause 4.1 above may result in termination of the student's registration on the medicine programme. In the case of any such failure to declare is identified only after registration for the MB BS programme, the procedures followed will be those outlined in Hull York Medical School Code of Practice on Fitness to Practise Medicine.
- 4.9. Students who are unable to obtain a DBS certificate because they have been living outside the UK will be required to provide an appropriately authenticated Certificate of Good Standing in respect of any criminal convictions or charges with offences that are awaiting trial or involvement in Safeguarding or Child Protection investigations.
- 4.10. Hull York Medical School reserves the right to require such further or additional criminal background checks as are deemed necessary for participation on the course. Failure to have any such check processed within twelve weeks of request may result in termination of the student's registration on the medical programme.

5. Recruitment

- 5.1. The [Hull York Medical School MB BS prospectus](#) will be updated at least annually and will be made available on the Hull York Medical School website. An annual print version will contain selected information and will draw attention to the Hull York Medical School website. The Hull York Medical School website will remain the source of the most up-to-date information.
- 5.2. Recruitment information on the [Hull York Medical School website](#) will be compliant with the standards of the Quality Assurance Agency for Higher Education (QAA).

6. Selection

- 6.1. Detailed up-to-date information on selection procedures will be published on the Hull York Medical School website annually in advance of the main summer Open Days.
- 6.2. Hull York Medical School offers a five-year MB BS programme and a six-year MB BS with a Gateway Year programme, both suitable for direct entry from school. There is no accelerated 4-year programme, but Hull York Medical School welcomes applicants who are not recent school leavers who wish to take the five-year programme. This includes graduates in biomedical sciences, other graduates, currently practising experienced health professionals, and applicants attending approved Access to HE Diploma Medicine or similar Access programmes listed on the Hull York Medical School website.

- 6.3. A limited number of applications to enter the MB BS in Year 2 are accepted from applicants who have achieved a degree in dentistry and meet our additional dental requirements. These include being fully registered with the General Dental Council, have completed 1 year of Dental Foundation Training (DFT) and completed a minimum of 2 years of Core Dental Training (CDT) which must include a minimum of 1 year in Oral Maxillary Facial Surgery (OMFS).
- 6.4. Indicative information on a minimum level of academic performance for each course will be published on the Hull York Medical School website.
- 6.5. All applicants must apply through UCAS by the annual published closing date. Late additional application information or late applications are not normally considered.
- 6.6. In selecting students for offers of admission, Hull York Medical School may take account of information from the UCAS application, an interview and/or from such other selection and assessment tools as are approved by the Hull York Medical School Director of Admissions and Management Board. Details of the selection process will be published on the Hull York Medical School website.
- 6.7. Offers of admission will not normally be made without interview.
- 6.8. All interviews will be in a format approved by the Hull York Medical School Director of Admissions, the details of which will be published on the Hull York Medical School website. The interview will include assessment of the candidate's communication skills and interpersonal skills.
- 6.9. The location of the interview does not indicate at which University a place will be offered. See below for details of the campus allocation process.
- 6.10. All applicants invited for interview will be required to bring a photographic identification document in order to be interviewed.
- 6.11. The interview will include consideration of every candidate's ability to speak and understand English. Where there are concerns, candidates will be asked to provide evidence of English language ability as part of the conditions of their offer. Acceptable evidence will be determined by the Hull York Medical School Director of Admissions and published on the Hull York Medical School website.

7. Offer of Admission

- 7.1. Offers of admission to Hull York Medical School will be sent as soon as practicable after the interview process. They will be communicated to applicants through UCAS.
- 7.2. Offers of admission will be made to the Hull York Medical School, in which all students will undergo a single programme of instruction with shared learning experiences and a single examination system. Students who satisfactorily complete the medicine programme of study and assessment will graduate with a MB BS degree awarded jointly by the University of Hull and the University of York.
- 7.3. In addition to any necessary academic conditions all offers will place conditions on meeting Hull York Medical School current Health Requirements.

8. Campus Allocation

- 8.1. Campus allocation will take place at the point of offer and will indicate whether the applicant would study at either the Hull campus or York campus for the first two years of the course, notwithstanding paragraph 8.2 below.
- 8.2. In the interests of maintaining a balanced number of students at each campus, it may be necessary occasionally to alter the allocated campus when the A-level results are published. In the event of this being necessary, volunteers will be sought in the first instance and any imposed change of campus shall be a last resort.
- 8.3. For applicants to the main 5-year Medicine course, campus allocation will be by random ballot except for the following groups who may choose campus:
 - 8.3.1. Applicants who are resident at the time of their UCAS application in the Hull York Medical School area (i.e. whose Local Education Authority is either City of York, East Riding of Yorkshire, Hull, North Lincolnshire, North East Lincolnshire, North Yorkshire, Darlington, Stockton-on-Tees, Middlesbrough, Redcar & Cleveland or Hartlepool) provided that, if they intend to live at home and travel to university daily during term time, a practical driving route from that campus should be 30 miles or less in length. Applicants must understand that they may have to leave the course if they cannot meet the required standards of attendance and performance because of the demands of daily travelling or domestic commitments.
 - 8.3.2. Applicants registered at the time of their UCAS application at either the University of Hull or the University of York.
 - 8.3.3. Applicants who have a sibling registered at either the University of Hull or the University of York who is not in the final year.
 - 8.3.4. Applicants holding Overseas Fee Status
- 8.4. Applicants to the 6-year Medicine with a Gateway Year programme shall study at the University of Hull for the Gateway Year but will subsequently be able to choose either campus for Year 1 of the main course.
- 8.5. Applicants able to choose campus under the provisions above must inform the Student Recruitment and Admissions Officer of their preferred choice by the 7th January via the online form provided on the Hull York Medical School website.
- 8.6. To ensure a diverse clinical experience, Hull York Medical School students may be allocated to clinical placement sites across the whole Hull York Medical School region including Grimsby, Hull, Scarborough, Scunthorpe, Northallerton, Middlesbrough, York and their surrounding areas.

9. Questions, Complaints and Appeals

- 9.1. Questions, complaints or appeals should be addressed to the Director of Admissions indicating the grounds for review of an admissions decision and providing any supporting evidence. The applicant should expect to receive a written response from the Director of Admissions within two weeks.

- 9.2. Appeals: An appeal is a request for a formal review of an admissions decision or the wording/ terms/ conditions of an offer.

Complaints: A complaint is a specific concern related to a procedural error, irregularity or maladministration in the admissions procedures or policies.

The Appeals and Complaints Procedure may not be used where the admissions decision arises from a failure on the applicant's part to fulfil any academic or non-academic requirements of the admissions process or when an applicant disagrees with the academic judgement applied in reaching the decision.

Applicants have no right of appeal against an admissions decision providing that the decision can be shown to be reached fairly and in accordance with the admissions policy.

Applicants meeting conditions on appeal late in one admissions cycle may be required by Hull York Medical School to defer entry to the following year of entry.

- 9.3. If informal discussion does not resolve the situation satisfactorily, then the complainant should write to: The Director of Marketing, Recruitment, Admissions and Outreach, University of York, Heslington, York YO10 5DD, or email: SRA-Director@york.ac.uk. The University aims to reply promptly to all complaints. Information is available here regarding the [Complaints Procedure](#).

- 9.4. The outcome of this review will be considered final.

10. Responsibility for the Recruiting/ Admissions Process

- 10.1. Responsibility for the various elements of the recruiting and admissions process is shared between:

- The Student Recruitment and Admissions Service of the University of Hull.
- Student Recruitment and Admissions (SRA), University of York.
- The Admissions Team of the Hull York Medical School.

Student Recruitment and Admissions (SRA) of the University of York is the lead central Admissions Office on behalf of both Universities. [Information on Admissions Policy is available here.](#)