



Code of Practice on Admissions to the MB BS programmes

Approval Process:	
Committee	Outcome/Date of approval
Hull York Medical School Management Board	Minor Amendments Approved: 25/11/2019
Hull York Medical School Board of Studies	Minor Amendments Approved via Chair's Action taken on 6 th February 2019
Hull York Medical School Joint Senate Committee	
To be implemented from:	December 2019
Next due for review:	July 2020
Responsibility to update:	Admissions Tutor

Publication:	
Location	Website
Hull York Medical School website	https://www.hyms.ac.uk/staff-and-students/regulations-policies-and-codes-of-practice

To obtain this Code of Practice in an alternative format:

Please contact: governance@hyms.ac.uk

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

Table of Contents

1. General.....	5
2. Equal Opportunities and Widening Participation	5
3. Health and Disability.....	6
4. Disclosure and Barring Service (DBS) disclosures and checks.....	8
5. Recruitment	9
6. Selection.....	9
7. Offer of Admission	10
8. Campus Allocation.....	11
9. Questions, Complaints and Appeals.....	12
10. Responsibility for the Recruiting/ Admissions Process	12

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 2017 – 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 takes into account the [Hull York Medical School 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 socioeducational 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. Students with a wide range of disabilities or health conditions are eligible for admission through the normal processes, with the expectation of graduation in medicine provided that they achieve the prescribed standards of knowledge, skills, and attributes. A very small number of disabilities and health conditions may prevent satisfactory completion of medical training. Each case is different and has to be viewed on its merits, but students on graduation must meet the core outcomes set by the General Medical Council in [Outcomes for Graduates \(2018\)](#).

3. Health and Disability

- 3.1. All applicants are required to declare on the UCAS application form any disability or health problem that they may have. The GMC advisory document [Gateways to the professions. Advising medical schools: encouraging disabled students \(Revised 2015\)](#) is considered when implementing the Equality Act 2010.
- 3.2. In considering the potential impact of an individual applicant's disability or health problem on medical training, the safety of the public must always take priority. The GMC Document [Good Medical Practice \(Updated 2019\)](#) requires doctors to take responsibility for their own health in the interests of public safety. Applicants for entry to Hull York Medical School should read this guidance and consider prior to application whether any disability or

health problem might bring a risk to members of the public, or limit their own ability to perform a medical role. Hull York Medical School is not able to provide or arrange pre-application Occupational Health assessments.

- 3.3. An applicant who knows that he or she has a serious condition which could be transmitted to patients or which might affect their judgement or performance (because of the nature of the illness or its treatment) should take advice on medicine as a career from a consultant in occupational health or another suitably qualified doctor on whether, and in what ways, their clinical contact with patients should be modified, and should then discuss with the Admissions Tutor whether any reasonable adjustments might be required for satisfactory completion of the MB BS programme.
- 3.4. The [HEOPS guidance](#) shall be used as key guidance in this area.
- 3.5. 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 Practise Committee.
- 3.6. 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.
- 3.7. In accordance with guidance from the [Medical Schools Council, Medical and dental students: Health clearance for Hepatitis B, Hepatitis C, HIV and Tuberculosis \(2014\)](#), blood borne virus (BBV) testing will be performed during the initial stages of medical training, prior to undertaking any exposure prone procedures (EPPs). Freedom from infection with BBVs is not an absolute requirement for those wishing to train as doctors, however satisfying additional health clearance, which includes determining their BBV status, is obligatory for those who wish to train in specialties that involve EPPs.
- 3.8. Other requirements in respect of transmissible 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.

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

- 4.1. All applicants must declare any prior charges including, but not limited to, criminal convictions, warnings, cautions, reprimands, final warnings, bind over orders or similar, fixed penalty notices, penalty notices for disorder (PND), criminal behaviour order (CBO), and violent offender order (VOO) and also any charges with offences that are awaiting trial, or involvement in Child Protection investigations.
- 4.2. Any significant declaration will be forwarded to the Hull York Medical School Student Fitness to Practise Committee for a recommendation on whether admission should be offered, or, if relevant, an offer of admission be withdrawn
- 4.3. 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.
- 4.4. Enhanced DBS checks will be requested for applicants on first registration as a student of 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.
- 4.5. 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 participation on the course.
- 4.6. Failure to make a relevant declaration under the terms of clause 4.1 above may result in termination of the student's participation on the course. 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.
- 4.7. 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.

- 4.8. 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 participation on the course.

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. Apart from provision for dentists to enter at the start of Year 2, 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 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 with a degree in dentistry if they are fully registered with the GDC and have obtained the MJDF or MFDS before starting the course.
- 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 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 Admissions Tutor 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 Admissions Tutor, 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 Admissions Tutor 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 programme of study and assessment will graduate MB BS (Hull and 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 Hull or York 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, South Tees, York and their surrounding areas.

9. Questions, Complaints and Appeals

9.1. Questions, complaints or appeals should be addressed to the MB BS Admissions Tutor in the first instance.

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.

10.2. Student Recruitment and Admissions (SRA) of the University of York is the the lead central Admissions Office on behalf of both Universities.