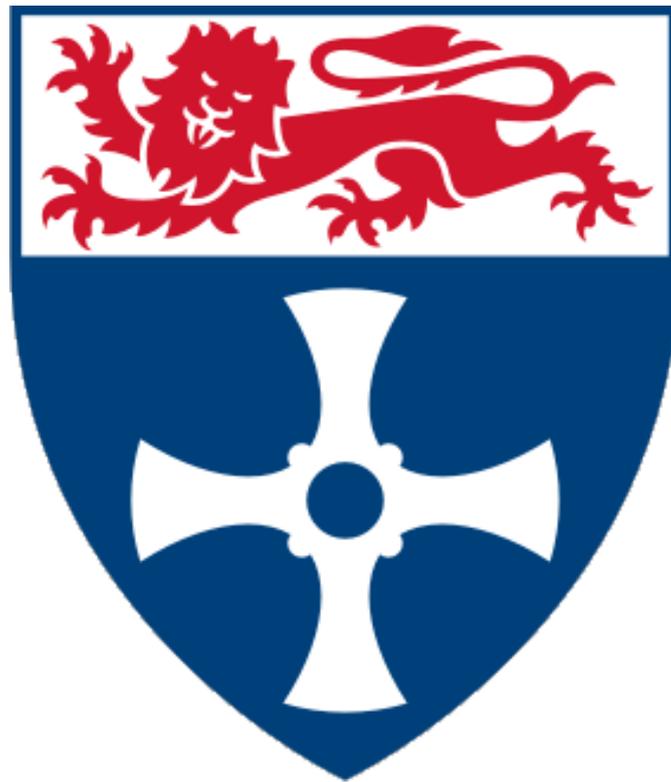


NEWCASTLE UNIVERSITY



School of Medical Education

2020

MBBS Admissions Policy

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1) Introduction

The admissions process is supervised by the Lead for MBBS Recruitment and Admissions, acting on behalf of the Dean of Undergraduate Studies at Newcastle. The MBBS Admissions Policy is intended to ensure that the process of student selection is free from discrimination of any kind. It is based on guidelines from the Medical Schools Council produced in consultation with the Commission for Racial Equality. In considering all applicants, the Medical School will take into account the General Medical Council's standards in Outcomes for Graduates and the guidelines on Medical Students: Professional Behaviour and Fitness to Practise. The Admissions Policy is reviewed annually by the MBBS Recruitment and Admissions Executive Committee. Since the policy is made freely available, via the internet and other sources, and in order to ensure that all applications are dealt with on the same basis, changes are not made part-way through the admissions cycle.

The MBBS Recruitment and Admissions Executive Committee takes a strategic overview of the Admissions Policy and ensures that the policy is applied consistently to medical admissions at Newcastle University. The University Undergraduate Admission Policy should be read in conjunction with the MBBS Admission Policy. See the Newcastle University website for further information on these policies. The policy should be used in conjunction with the attached appendix.

2) Equal Opportunities Statement

We aim to ensure equality of opportunity for applicants and for all students in teaching, learning and assessment, and in the provision of services. We aim to create conditions whereby students are treated solely on the basis of their academic achievement, ability and potential, regardless of age, religion or belief, ethnicity, gender, being transgender, marital or family status, sexual orientation, or disability. However, selection for a medical degree programme implies selection for the medical profession and all applicants must have the potential to fulfil the duties of a doctor as stated by the GMC in their document 'Good Medical Practice'. Admissions selectors are drawn from a wide pool representative of gender and ethnicity and include individuals from both a healthcare and lay background. All selectors and staff involved in the selection exercise are aware of their responsibility to implement the University policies on equal opportunities and have participated in training sessions covering equal opportunities.

- Any selector who is found to be in breach of the Admissions Policy will be required to stand down.
- As part of our policy review, admission statistics on ethnic origin, and gender and socio-economic background are regularly monitored.
- Additional factors that will neither determine nor bias the assessment of the UCAS application for medicine include but are not limited to:
 - **Being from a medical family, or being related to a member of the Alumni or staff of either University or the Health Service**
 - **Inclusion of choices other than medicine in the UCAS application**
 - **Type of school, college or university attended**

- **Political belief**

3) Disability

We are committed to the principle of equal treatment of disabled persons and the proper application of the Equality Act 2010. Thus, an applicant who is judged academically suitable will, subject to the provisions of the Act, be neither treated less favourably nor placed at a substantial disadvantage on the grounds of disability unless this can be justified within the provisions of the Equality Act 2010. It is important for applicants to contact the Medical School and/or Student Wellbeing Service, to discuss the programme requirements, and any concerns they may have. Applicants should be aware that such requirements change from time to time in line with evolving good practice and prevailing legislation.

- During an interview selectors assess individuals on their personal and academic merits without reference to any declared disability.
- Applicants are encouraged to disclose their disabilities, of whatever nature, on their application. Applicants with a disability may wish to contact the Medical Schools Council who can provide an informative guide 'Into Medicine'. The General Medical Council advisory guidance Gateway to the Professions can be found at www.gmc-uk.org/
- Any applicant who (a) meets the academic requirements, (b) is called for interview, and (c) has declared a disability on the UCAS application, may be contacted by the University Student Wellbeing Service where the applicant can discuss his/her support requirements, and be invited for an information visit. On receiving an offer to study applicants will be automatically contacted by the University Student Wellbeing Service to discuss support requirements.
- All applicants must be considered able to meet the GMC outcomes for medical graduates and our programme outcomes and to be able to practise as a Foundation doctor.

4) Health Requirements for Admissions and Continuing Practice

We have an overriding duty of care to the public with whom students come into close contact. All students are required to comply with the Department of Health's guidance on health clearance for healthcare workers. Early clinical contact means that students will be asked to provide proof of their immunisation status by completing an Occupational Health Questionnaire on entry. Immunity against the following is required: Polio; Tetanus; Varicella (Chicken Pox); Diphtheria; Measles; Mumps; Rubella; TB.

Newcastle University follows the Medical Schools Council protocol on blood borne viruses. Early in the programme students will be required to be screened for Hepatitis B; Hepatitis C and HIV. All aspects of a student's medical record will be bound by the same duty of confidentiality as for any doctor-patient interaction and informed by the same ethical guidance. Students commencing the programme will be tested and, if necessary, be immunised against Hepatitis B by our Occupational Health provider.

The status of any individual in respect of blood borne viruses will not be a factor in the admissions selection process and will not prevent them completing the medical degree but may require modification of the programme and may place some restrictions on their future practice as a doctor.

5) Occupational Health

All applicants who take up an offer are required to complete and return a confidential NHS Occupational Health questionnaire by the date stated in any offer received through UCAS. From the information provided, the Occupational Health Service will assess their immunisation status, and students will be required to fulfil any stipulated requirements identified from this assessment.

In certain circumstances, it may also be necessary for applicants to undergo an Occupational Health Assessment with a NHS Occupational Health Consultant, appointed by the University, before we are able to confirm their offer of a place. This assessment is designed to help us ensure that applicants are not only able to undertake the rigours of the MBBS programme, especially with respect to working with patients in the clinical setting, and meet its outcomes in line with the statutory requirements of the General Medical Council as defined in Outcomes for Graduates, but to also ensure that we provide any reasonable support necessary.

6) Fitness to Practise

For all applicants/students issues of fitness to practise are taken into account at admission and throughout the degree programme.

We are under a duty in the public interest to ensure that students following degrees leading to professional healthcare qualifications meet relevant professional standards for fitness to practise. The University is responsible for protecting patients, fellow students, staff, vulnerable individuals and taking appropriate steps to minimise any risk of harm to anyone as a result of the training of their medical students. In discharging these duties, the welfare and safety of actual or potential patients is the University's chief concern. In addition, the University has a duty of care to their students, and must ensure that any decisions are made with the best interests of the student at heart, as part of their support and welfare strategies. This includes being sure, as far as possible, that a student is fit to undertake the rigours of a demanding programme of study and a demanding profession.

The Faculty of Medical Sciences has a procedure in place designed to ensure the Fitness to Practise of its students. This procedure has been drawn up with specific reference to the guidance provided by appropriate health care professional bodies. This process covers all medical students at Newcastle University and the procedure can be found at: <https://www.ncl.ac.uk/students/progress/Regulations/Procedures/fitness.htm>

7) The Disclosure and Barring Service (DBS); Criminal Conviction, Warnings, Cautions and Reprimands

All MBBS students, as part of the process of ensuring students are 'fit to practise' undergo an enhanced disclosure check with the Disclosure and Barring Service (DBS). This type of disclosure is designed to check the background of individuals who will have a high degree of contact with children or vulnerable adults. Under our duty of care to the community at large, patients, staff and students, any reprimand, warning, caution or conviction declared at application or disclosed in a DBS will be scrutinised by the University and appropriate decisions made or conditions set for any future studies in the University.

Applicants must disclose this information on application and must disclose if they receive a criminal conviction, warnings, cautions and reprimands. Failure to disclose will be taken seriously, and students are reminded it is their duty to disclose all and any information in relation to these matters at the earliest opportunity. Our policy on considering such applications is aligned to that applied by the regulating authority, the General Medical Council, and published in their guidance documents. Such guidance is provided to protect members of the public, maintain the public's trust in the professions and ensure that standards of behaviour and conduct are appropriate to the professions.

You should note that while Newcastle University may consider an application to the MBBS programmes, we are not in a position to predict or pre-empt any decision of the General Medical Council (GMC) in relation to any such disclosures at the time of registration with them. The GMC will normally investigate such disclosures at the time of registration, under their rules and guidance. The University is also unable to influence any decisions by future employers in relation to disclosures. All medical professionals and students undergo an Enhanced DBS disclosure. A standard disclosure will detail every conviction (including spent convictions), caution, warning and reprimand which is recorded in the central record, or it will state that there is no such information on record. An Enhanced disclosure will include all the information in a Standard disclosure and in addition detail any information which, in the opinion of a Chief Police Officer, might be relevant for the purpose and ought to be included in the certificate. Additionally this level of disclosure will provide clarification as to whether the applicant is banned from working with children or vulnerable adults.

The University requires that this check is carried out on entry to Year 1 and again prior to the start of the Final Year, and we reserve the right to withdraw or discontinue your studies on receipt of an unsatisfactory disclosure. For Newcastle University Year 1 entry the Disclosure and Barring Service (DBS) application process is normally conducted during the 1st week of term.

For details of how the University undertakes assessment of prior criminal convictions please refer to: <https://www.ncl.ac.uk/media/wwwnclacuk/undergraduate/files/policies/2018%20Criminal%20Convictions%20Policy.pdf>

8) Providing False or Misleading Information

Applicants who are suspected of providing, or are found to have provided, false information, application similarities or have plagiarised their application shall be referred to UCAS if their application was originally submitted through that service. The University reserves the right to cancel an application and withdraw any offer if it is found that the application contains false or misleading information. The University policy towards applicants who provide false or misleading information in their application can be found at: www.ncl.ac.uk/undergraduate/apply/requirements/

9) Description of Programmes

The first 2 years (A100) or first year (A101), though largely university based, are case led with clinical skills and professionalism taught and assessed from the start. This lays the foundation of clinical practice. The final 3 years of both programmes are clinically based in the Regional Medical School with teaching taking place in NHS facilities throughout the North of England. We aim to provide a range of clinical experiences and as such students will be required to spend prolonged periods at sites distant from Newcastle University campus. Students will also be required to take part in work outside of normal working hours, which would reflect that of a doctor's training in the NHS.

A100 Five-year programme: Available to both 'home/EU' and 'International' students. Current UCAT score is required. (See section 12 for further information)

A101 Accelerated programme: Available to both 'home/EU' and 'International' students. Open only to graduates or practising health care professionals with post-registration qualifications and at least three years' experience at the time of registration. Current UCAT score is required. (See section 12 for further information)

Newcastle DENTAL Graduate application to A101 Accelerated programme: Applications through this route must be made through UCAS. It is expected that this route will be of interest to Newcastle Dental graduates wishing to progress into a career in Maxillo-Facial Surgery. We will consider interviewing up to 4 Dental Graduates with the possibility of offering up to 1 place on our A101 Accelerated programme. Dental graduates applying must have the backing and recommendation of the Newcastle Dental School; obtained their BDS degree; MFDS and hold a current UCAT score.

Newcastle University - Internal Transfers: Newcastle BSc students may apply to Year 1 of the five-year programme: This is available only to those students registered on Year 1 of one of the programmes within the suite of Biomedical and Biomolecular Sciences at Newcastle University. There are a small number of places available and students wishing to apply must be in good academic standing and to apply are required to achieve a minimum average Year 1 mark of 75% with individual module grades of above 65%. All applicants will be required to provide UCAT scores at the application stage. The UCAT will be used to identify those whom we wish to interview. Only one application will be considered – if a student wishes to be considered through the Internal Transfer Route, we will not consider a UCAS application from them in the same admissions cycle. Please

note that we do not provide feedback to applicants on this process. Details can be found at: <https://www.ncl.ac.uk/sme/study/undergraduate/admissions/biomed-transfer/>

NUMed Malaysia – Foundation Certificate in Biological and Biomedical Sciences Students: NUMed Malaysia Foundation Certificate in Biological and Biomedical Sciences students may apply to Year 1 of the five-year programme. There are a small number of places available and students wishing to apply must be in good academic standing and to apply are required to achieve an overall average of 75% with 75% in Biology 1, Biology 2 and Chemistry and 70% in English for Academic Purposes (EAP) and Medical Studies. **A valid UCAT score is not required for this route of entry. Applications are made through an internal application process and not through UCAS.** Information on this route of entry will be provided as part of the Foundation programme at NUMed.

NUMed Malaysia: Newcastle University has a branch campus in Malaysia (NUMed) that offers the 5 Year Newcastle MBBS degree. Interested applicants should review the separate Admissions Policy available on the NUMed website. Note that application to the MBBS programme delivered at NUMed Malaysia is not open to UK/EU applicants.

10) The Admissions Process

Pages 8- 11 provide an overview of the key selection processes and steps. Information here should be used in conjunction with Appendix 1.

Applications are received from UCAS in the period from early September to 15th October. All applications will be acknowledged on receipt by the Medical School. We do not normally consider applications which have been submitted to UCAS after the 15th October deadline. Some applicants may choose to make applications to both the A100 and A101 programmes. Such applicants should be aware that each will be considered as a separate choice of the four allowed for medicine through UCAS.

The selection process involves four stages that follow the sequence below.

Stage 1: Academic Screen (See section 11)

Stage 2: Consideration of 'current UCAT score' (Section 12)

Stage 3: Interview (See section 13)

Stage 4: Making offers (See section 14)

11) Stage 1 - Academic Screen

Shortlisting for interview involves two steps. In the first step, all applicants are screened to assess whether their predicted or actual academic results meet the minimum entry requirements. Details of the minimum entry requirements can be found at: <https://www.ncl.ac.uk/undergraduate/degrees/a100/#entryrequirements>

- If the minimum academic requirements are not met, the applicant will be rejected at this point.
- If the minimum academic requirements are met then the second step of considering the 'current UCAT score' of each applicant will follow.

12) Stage 2 - Consideration of 'Current UCAT' Score

- All applicants will be required to have a 'current UCAT score'.
- **The definition of 'current UCAT Score'**: UCAT scores can only be used to support an application made in the year in which they are achieved (e.g. UCAT sat between July – October 2019 can only be used to support an application through UCAS by the UCAS closing date of 15 October 2019). If you apply for entry in later years you will need to retake the UCAT.
- In exceptional cases some applicants will be exempt from having a 'current UCAT score'. Please see appendix 1 section 4.
- The UCAT threshold may differ in each admissions cycle as it is dependent on the scores achieved by those applicants who apply to our Medical School in the current cycle. **Invitation to interview will be based on the ranking of applicants' UCAT scores.**
- Candidates with a UCAT Situational Judgement Test Band of 4 (the lowest band) will not be considered

13) Stage 3 - Interview

Interviews for A100 and A101 applicants take the form of **Multiple Mini Interviews** (MMI's). A100 and A101 applicants classed as International for fees purposes will be interviewed by a panel of two interviewers either on campus or by video conference if this is more convenient. The panel interview will ask a comparable set of questions to those covered in the MMIs.

- The purpose of the interview is to confirm whether the applicant has the aptitude, motivation and personal qualities to succeed as a medical student at Newcastle University and as a potential doctor of the future.
- At Newcastle interviews generally take place between December and February.
- Applicants we wish to interview will receive an email which will invite them to book an interview slot within one of the sessions available.

The interview process will provide applicants with the opportunity to demonstrate that they have the personal qualities to succeed as a medical student and future doctor. The following areas will be assessed at interview:

- **Integrity (honesty and probity)**

- **Communication**
- **Empathy and self-awareness**
- **Motivation and commitment to be a doctor**
- **Compatibility with MBBS programme**
- **Teamwork (including leadership)**
- **Personal organisation**
- **Persistence and resilience**

In MMIs, these categories will be assessed with role play and interview questions. Each applicant will be scored on their performance at each MMI station by an individual selector. In panel interviews, for applicants classed as international for fee purposes, the categories will be assessed solely by interview questions. Performance at interview will be the sole basis on which the selectors will make their judgement. The total interview score will be used as the basis for the decision making process for offers to study.

Prior to and during an interview, selectors will not have access to the applicant personal statement or reference. Selectors will not convey their grades to the applicants at the time of the interview or at any time thereafter. We will try to take applicant requests on limited availability for attendance at interview into consideration, but this cannot always be guaranteed.

14) Stage 4 - Making Offers

Offers are primarily made on the basis of performance at interview (MMI). These are made in order of merit. In exceptional circumstances some offers may be made on the basis of MMI performance and ranking of UCAT score. All offers will normally be made in March. For exceptional applicants, a small number of offers may be made during the interview cycle. The official offer will be sent via the UCAS system.

15) English Language Test requirements

All applicants required to provide an English Language qualification must have achieved/achieve a minimum score of 7 in each domain (IELTS). If wishing an alternative qualification to be considered you should contact the university to check that it would be acceptable.

(See Newcastle University website <https://www.ncl.ac.uk/international/language/#overview> for further information)

16) Results and Qualifications

All qualification results must be confirmed and received by mid-August to coincide with the release of the A-level results. RE-MARKS - Those applicants who hold an offer and are appealing an A-level grade must inform the University as soon as possible to discuss the impact of their appeal on their entry to the programme. If an

applicant requests a re-mark of their A-levels and achieves the offer grades before 31 August in the relevant admissions cycle, we will endeavour to admit them to the MBBS programme for the academic year for which they applied. This is subject to places being available on the programme. If the programme is full a place will be guaranteed for deferred entry one year later. If results of re-marks are received after 31st August, a place for deferred entry may be offered but there is no guarantee that this will be possible and each instance will be considered on a case-by-case basis. However, applicants, who receive a re-mark after the 31st August and who are not offered a deferred place would be welcome to re-apply in the following admissions cycle.

17) Widening Access

Newcastle University is committed to widening access to the medical profession. Contextual information relating to participation in Higher Education and educational factors is considered to assist us in identifying potential where this may not be obvious from examination grades. For this purpose, applicants' postcodes of domicile are used to identify applicants who live in a neighbourhood which has a low rate of participation in higher education. Also considered are school/college performance compared to the national average or other contextual factors disclosed, which may have affected or could affect an applicant's attainment. These may include personal circumstances, opportunities for extra-curricular activities and personal development, parental experience of higher education, disabilities and involvement in special schemes or programmes. Newcastle University Admission Policy available at: <http://www.ncl.ac.uk/undergraduate/apply/decisions/>

18) Applicants through the PARTNERS Programme at Newcastle University

Eligible applicants to the standard five-year programme (A100) will be considered through the Newcastle University PARTNERS Programme. The applicant must ensure they meet the PARTNERS eligibility criteria before they apply to the A100 programme. A separate PARTNERS online application must be submitted to the PARTNERS office as well as completion of the standard UCAS application. PARTNERS applicants may have lower thresholds set: lower academic screen, potentially lower UCAT and interview scores. For further information, please visit the website at <http://www.ncl.ac.uk/partners/> or email: PARTNERS@ncl.ac.uk. PARTNERS applicants wishing to apply for a deferred entry must complete the Summer School within the year of their original application.

(All applicants must have current UCAT scores, see section 12)

19) Applicants through the Realising Opportunities programme at Newcastle University

Eligible applicants wishing to be considered for the A100 Newcastle programme through the Realising Opportunities route of entry must be participating in the national Realising Opportunities programme.

(All applicants must have current UCAT scores, see section 12)

20) Post Offer Visit Days

Newcastle University holds two Post Offer Visit Days for the A100 programme and one for the A101 Accelerated programme in April. Offer holders will receive an invitation to register for the visit days shortly after receipt of their offer.

APPENDIX

1) Resit Qualifications

Applicants ideally should have achieved the necessary A-level grades or equivalents at the first attempt as an indicator that they will be able to manage the intensity of the programme. Newcastle University recognises that sometimes circumstances mean that students underperform. As a result, we allow a subject to be repeated once. If a subject is being undertaken for a second time after further study the expectation is of a higher level of performance, the grade requirement from the University will also increase by a grade e.g. A to A*.

2) Applicants who have Studied Medicine Previously

We do not consider applications from applicants who have previously commenced a medical degree and not progressed due to academic failure, fitness to practise or professionalism issues. If an applicant has left a previous medical degree programme for other reasons, their application may be considered on a case by case basis.

3) UCATSEN

Applicants taking the UCATSEN (or other variations of the test) should refer to instructions on the UCAT website at <https://www.ucat.ac.uk/ucatsen-evidence>. If an applicant sits the UCATSEN but fails to supply the required evidence to UCAT within the specified timeframe their application to the MBBS programme(s) will automatically be rejected by Newcastle University.

4) UCAT Exemptions

All applicants should sit the UCAT exam. If you live in a country which does not have a test centre, we expect you to travel to your nearest test centre. The only acceptable reason for not sitting the UCAT test is if UCAT is unable to accommodate your particular need or disability. If you believe this is the case, we will require sufficient supporting evidence regarding those medical circumstances. This information should be sent to mbbs.admissions@ncl.ac.uk and we will consider the supporting evidence and provide potential applicants with a decision on whether we would consider their request to be exempt from sitting the UCAT.

EVIDENCE: If you are requesting to be made exempt on **medical** grounds, you will need to provide formal supporting evidence detailing any reasonable adjustments you may require which could not be replicated in a test centre. You will need to provide evidence from the test centre to say they were unable to make reasonable adjustments.

Please note that the UCAT test can be taken over a period of several months. It is beneficial to the applicant to book and sit the UCAT at their earliest opportunity to prevent problems if a need arises to rebook the test.

A temporary illness during the UCAT period will not be considered a reason for not sitting the test. Another test should be rebooked during the cycle, or time allowed for your health to recover by waiting until the next admissions cycle to apply.

If you are given the decision that you are exempt from sitting the UCAT (by UCAT and Newcastle University) and you apply to us through UCAS, we will consider and score your academic achievement, predictions, personal statement and reference to identify whether you are to be offered an interview.

All requests and supporting evidence for a UCAT Exemption to be considered must be received by 30 September. Failure to submit your request to mbbs.admissions@ncl.ac.uk by 30 September 2019 with all of the appropriate supporting evidence will result in the application not being considered.

Being considered UCAT exempt by another university does not mean that we will allocate an exemption.

5) Deferred Entry

We are happy to receive applications from applicants who wish to defer entry by one year provided that they can demonstrate plans to use their time constructively. Applicants should inform the university at the time of application. Any further additional deferral requests will be considered on a case by case basis by the admissions team. Once offers have been made to applicants, deferrals will not normally be granted. When A-level results are published, the University will inform applicants if it is able to accommodate any late requests for deferral.

6) Transfers

Due to the integrated nature of our medical degree programme, we do not consider students wishing to transfer from another medical school. Such students would be expected to apply to Year 1 entry, via UCAS, provided they have not previously been considered and declined by us. Applicants should initially contact the University with supporting evidence explaining why they wish to leave or have left their previous medicine degree programme. The circumstances will be considered and a decision made on whether an application would be considered to Year 1 through the UCAS system. Requests from medical students who have been required to withdraw from other medical schools due to failure to progress will not be considered.

7) Late Applications and Clearing/UCAS Extra/Adjustment

Late applications are not normally considered. Applicants eligible for Clearing/UCAS Extra or Adjustment may be considered by the Administrator (MBBS) and the Lead for Recruitment and Admissions should vacancies arise late in the admissions cycle. These applicants will be interviewed and will be required to have a current UCAT score.

8) Age

Whilst we do not impose an entry age limit to study, it may be necessary to impose a lower age limit due to Enhanced DBS and/or NHS regulations. Therefore it may not be possible to consider an applicant who would be under the age of 17 on entry.

9) Medical Licensing Assessment

The GMC has decided to introduce a Medical Licensing Assessment – the MLA – from 2023 to demonstrate that those who obtain registration with a licence to practise medicine in the UK meet a common threshold for safe practice. Applicants should be aware that to obtain registration with a licence to practise, medical students will need to pass both parts of the MLA, pass university finals and demonstrate their fitness to practise.

The MLA will be in two parts: there will be a knowledge test, which will be set and run by the GMC, and an assessment, delivered by medical schools, that will evaluate students' clinical and professional skills.

10) Immigration Rules for Postgraduate Doctors

International students undertaking a recognised Foundation Programme for postgraduate doctors would normally be granted permission to study as a Tier 4 adult student. For further information, see the UK Visa and Immigration web site <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

Please note that this situation may change during the period of study.

11) International Offers - A100 and A101

Where an applicant accepts an offer as a candidate who has been classed as international for fees purposes, and subsequently provides evidence which results in a reclassification to home fee status before the student registration date in September, the following rule applies. The offer will only remain valid if the applicant has achieved the UCAT threshold and interview scores equal to, or greater than, the scores used in the relevant admissions cycle to determine which home applicants should receive an offer.

12) Extenuating Circumstances

Extenuating circumstances will not be accepted to enable an applicant to be considered without the relevant academic entry qualifications. However we will accept a resit result, provided the subject has been retaken no more than once and the grade achieved is one grade higher than our standard offer (e.g. A* instead of A). Applicants are not required to inform the University of the circumstances around their resits.

Applicants with extenuating circumstances that may affect their preparation or performance in an examination must inform their school/college/university at the earliest opportunity. Being self-aware and seeking help is a key part of being a doctor. The applicant's school/college/university should liaise with the relevant examination board to inform them of the extenuating circumstances. The examination board will make a decision as to the validity of the extenuating circumstances and whether allowances should be made.

In other situations, such as completing A-levels over a period of three years, applicants with extenuating circumstances will be considered on an individual basis by the Lead for Recruitment and Admissions. All correspondence will be treated confidentially and applicants are encouraged to inform us of extenuating

circumstances as early as possible, as prior knowledge ensures the correct level of support and advice. The form can be downloaded here:

<https://www.ncl.ac.uk/sme/study/undergraduate/admissions/#overview>

The extreme extenuating circumstances form must be submitted to the Medical Student Office by 15th September. Forms received after this date will not be considered.

If an applicant has extreme extenuating circumstances that they feel may impact on their interview performance they must inform the Medical School before the interview. We will not accept any retrospective information regarding pre-existing extenuating circumstances.

13) Feedback

Feedback will be given to unsuccessful applicants upon written request. An e-mail request will not be sufficient. Applicants should note, however, that feedback cannot be provided until April at the earliest. Newcastle University will not enter into discussions relating to the professional judgement underlying the scoring at interview. We are unable to provide feedback to applicants who have received an offer. One year post decision on application is the final date for applicants to request or receive feedback. After this date all personal data will be destroyed for those who do not start the medicine programme.

Please note: In accordance with the Data Protection Act 1998, such feedback can only be given to the applicant. Specific feedback can only be provided to a third party when written consent has been provided by the applicant to the University.

14) Appeals and Complaints

Applicants who feel they have grounds to complain/appeal about the administration of the MBBS Admissions Policy may obtain a copy of the Admissions Complaints and Appeals Procedure at

https://www.ncl.ac.uk/undergraduate/apply/admissions_policies/