



MBBS ADMISSIONS POLICY 2024/25

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1. General principles

- 1.1 Brunel Medical School (BMS) aims to recruit and select students with the academic ability and personal qualities to become outstanding doctors, with the necessary knowledge, skills and professional values to meet the requirements of Good Medical Practice¹. BMS is also committed to ensuring student recruitment and selection procedures are open, fair, and transparent.
- 1.2 The Brunel MBBS Admissions policy complies with the University's legal and regulatory obligations including those in relation to equality, fairness and consumer protection, and the expectations and requirements of the UK Quality Code for Higher Education² and the Office for Students. The Equality Act (2010)³ identifies 9 protected characteristics: age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, and sexual orientation. BMS aims to eliminate unlawful discrimination and to advance equality of opportunity between people who share a protected characteristic and those who do not.
- 1.3 Although the MBBS Admissions policy differs from the Brunel University Admissions Policy⁴ in several ways, there are also areas where the MBBS policy is consistent with the University, and these areas of University policy are referenced within this document. The MBBS Admissions policy complies with GMC guidance, specifically Promoting Excellence - Equality and Diversity Considerations⁵ and Welcomed and Valued⁶. This policy also takes reference from the Medical Schools Council's Statement on the core values and attributes needed to study medicine⁷.
- 1.4 BMS aspires to encourage applicants from all backgrounds, who are suitably qualified and have the potential to succeed. However, currently the programme is only open to applicants who are international from a fee status perspective. BMS aims to promote diversity and equality of opportunity amongst its international student applicants, in keeping with GMC guidance and University's Equality, Diversity and Inclusion strategy⁸ (see Section 4).

¹ [Good medical practice - GMC \(gmc-uk.org\)](https://www.gmc-uk.org/good_medical_practice/)

² [Quality Code \(qaa.ac.uk\)](https://www.qaa.ac.uk/)

³ [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/equality-act-2010)

⁴ [Microsoft Word - Admissions Policy and Procedure- October 2020.docx \(brunel.ac.uk\)](#)

⁵ [Promoting excellence equality and diversity considerations - GMC \(gmc-uk.org\)](https://www.gmc-uk.org/promoting-excellence-equality-and-diversity-considerations/)

⁶ [Welcomed and valued: Supporting disabled learners in medical education and training \(gmc-uk.org\)](https://www.gmc-uk.org/welcomed-and-valued-supporting-disabled-learners-in-medical-education-and-training/)

⁷ [statement-on-core-values-to-study-medicine.pdf \(medschools.ac.uk\)](https://www.medschools.ac.uk/statement-on-core-values-to-study-medicine.pdf)

⁸ [Equality, Diversity and Inclusion Strategy, Social Justice for All, 2021 - 2024 \(brunel.ac.uk\)](#)

2. Scope

The MBBS Admissions Policy describes the processes that govern the recruitment and selection of students to the BMS MBBS programme. It sets out details of the following:

- Governance, data monitoring and quality assurance of admissions procedures
- Equality, Diversity and Inclusion considerations
- Applicants declaring a disability or health condition
- Stages of admissions process
- Occupational health clearance
- Applicants declaring a prior criminal conviction, warning or caution
- Excluded Students Database check
- Student Visa
- Brunel Medical School International Scholarships
- Feedback to unsuccessful applicants
- Misconduct during the admissions process
- Appeals and complaints
- Health and Conduct Panel

3. Governance, data monitoring and quality assurance of admissions procedures

- 3.1 Recruitment and selection processes for the MBBS programme are managed jointly by members of the University's Admissions Office and the BMS Admissions team.
- 3.2 Within BMS, the Admissions team is led by the Academic Head of Admissions who, working closely with the BMS Recruitment and Selection Manager, is responsible for ensuring that applicants for the MBBS are selected by procedures that are open, fair and transparent, that those selected have the necessary academic abilities and personal qualities, and that recruitment targets are met.
- 3.3 The governance of admissions procedures is via the Admissions Committee, reporting to the MBBS Board of Studies (BoS). Reporting to the Admissions Committee are:
 - The Student Selection Panel, for matters in relation to selection for interview
 - The Multiple Mini Interview (MMI) Sub-Committee, for matters concerning MMIs and vMMI
 - The Scholarship Award Panel, for matters concerning the Brunel International Scholarships
- 3.4 The selection procedures are blueprinted to Good Medical Practice (GMC, 2013). This is shown in Appendix 1.

The BMS Admissions Team provides an annual Review and Quality Improvement report on the implementation of the admissions procedures, for consideration by the BoS. To this end, feedback from candidates

and assessors is sought. The report includes the applicant experience (including interactions with the University and BMS and perceptions of fairness and transparency), indicators of reliability of the selection process, including analysis of the performance of different groups, and fairness with regard to protected characteristics declared by applicants (see Section 4). Over time, the report will also address the predictive validity of the selection process, including the relationship between performance in the selection process and performance as a medical student.

- 3.5 BMS collects a range of personal data from applicants during the application process. This is to:
- Comply with admissions procedures (e.g. age of at least 18 at point of registration; international fee status).
 - Ensure provision of reasonable adjustments during admissions procedures to accommodate declared disabilities where required
 - Monitor the impact of admissions policies and procedures on particular groups by collecting data at each stage of the recruitment and selection process (see Section 4)

The University collects applicants' data on age, gender, disability, academic background and achievements, nationality and country of residence.

- 3.7 An EDI Monitoring Form is sent to all applicants by the BMS Education Quality team. The Education Quality team monitors the progress of applicants through the admissions process until registration, with the aim of detecting discrimination according to the protected characteristics as defined by the Equality Act 2010. The EDI Monitoring Form is shown in Appendix 2.
- 3.8 In accordance with the Brunel University Admissions Policy, all applicant information held by the University is treated in confidence, in line with the Data Protection Act 2018 and the General Data Protection Regulation.

4. Equality, Diversity and Inclusion considerations

- 4.1 In accordance with the GMC's Promoting Excellence - Equality and Diversity Considerations and the University's Equality, Diversity and Inclusion strategy, 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 Good Medical Practice.
- 4.2 A diverse population is better served by a diverse workforce that has had similar experiences and understands their needs. BMS welcomes applications from students from diverse backgrounds and is committed to providing an

inclusive environment during the Admissions process, to ensure that prospective students from all backgrounds are made to feel welcome and included.

- 4.3 BMS ensures that personal data relating to disability or other protected characteristics is not available to staff involved in making student selection decisions.
- 4.4 Staff involved in the interview process are drawn from a pool of people with diverse backgrounds. This includes individuals from both healthcare and non-healthcare backgrounds. All receive training on equality, diversity and inclusion (EDI). The principles of EDI are also incorporated into the decision-making for the Scholarship interviews (see Section 11).

5. Applicants declaring a disability or health condition

- 5.1 All applications are considered in accordance with the University's Equality and Diversity policy, other related University policies and Welcomed and Valued, the advisory guidance from the GMC on supporting students and trainees with disabilities.
- 5.2 Applicants with a disability or health condition (including mental health) are encouraged to disclose this at the earliest opportunity during the application process. Applicants are specifically asked to declare any relevant disability or health condition at the time of application, when invited to participate in a virtual Multiple Mini Interview (vMMI) and when registering for the vMMI.
- 5.3 Referring to disability in personal statements does not impact the selection decisions made during the application process. With appropriate support, most health conditions and disabilities do not affect a student's ability to study on the MBBS programme. BMS ensures that MBBS students receive reasonable adjustments where required, in accordance with Welcomed and Valued, to allow students to fulfil Outcomes for Graduates⁹, and enable them to study and work safely in a clinical environment.
- 5.4 Applicants may declare a disability at the point of application, when invited to interview and/or when registering for vMMI. All applicants invited to vMMI are informed by the BMS Admissions team regarding the provision of reasonable adjustments to the vMMI process. Those with disabilities or health conditions are invited to contact the BMS Student Support and Wellbeing Team, so that support requirements for the vMMIs can be discussed and reasonable adjustments made. The Student Support and Wellbeing Team may require additional information and evidence, and they can advise on the arrangements that can be put in place. They also provide information about the support

⁹ [Outcomes for graduates guidance - GMC \(gmc-uk.org\)](https://www.gmc-uk.org/outcomes-for-graduates-guidance)

available to students once enrolled on the MBBS programme. The Student Support and Wellbeing Team are not involved in selection decisions. If a disability becomes apparent at any stage during the admission process, but has not been declared, the Admissions team refers the student to the Student Support and Wellbeing Team.

If a student during the vMMI is observed to have a disability which may have impacted on their performance and might have benefitted from reasonable adjustments, the Admissions Committee refers the case to the Student Support and Wellbeing team, and the possibility of a new vMMI interview with reasonable adjustments is considered.

- 5.5 The declaration of a disability or health condition, and any follow-up actions, is not shared with staff involved in student selection decisions and, as far as possible, interviewers do not know about an applicant's disability. Should interviewers or other staff involved in student selection process become aware of an applicant's disability or health condition, e.g. from a personal statement, presentation at interview or reference, this does not impact on decision-making during the vMMI, or at any other stage of the application process. This issue is addressed in Assessor Training.
- 5.6 Once an offer has been made, applicants who have declared a disability are contacted by the BMS Student Support and Wellbeing Team to discuss support requirements, which are implemented in conjunction with the University's Student Services¹⁰. There will be a formal Occupational Health assessment as a condition of registration to the programme. A fitness certificate will be issued, stating whether the student is fit to study and documenting any adjustments necessary to allow the student to fulfil the required competencies for graduation and professional practice. This is described in Section 7.
- 5.7 In rare cases, the nature of a student's disability or health condition may raise concerns about their ability to achieve the necessary competencies required for graduation, as outlined in Outcomes for Graduates, even with adjustments. In these cases, the student is referred to the Academic Lead for Professionalism, and this may result in referral to the Health and Conduct Panel (see Section 8.6).

¹⁰ [Supporting you | Brunel University London](#)

6. Admissions process

6.1 Admissions requirements

The general and academic criteria for admission are summarised in Appendix 3. General requirements assessed during Stage 1 (see Section 6.5.1) of the admissions process include international fee status and age (normally at least 18 years of age by the time of registration on the MBBS programme).

Personal statements and academic reference are assessed in Stage 1 of the admissions process.

English language proficiency is assessed once an offer has been made.

Applications for deferred entry are not normally considered.

Foundation qualifications from Foundation Colleges are not accepted.

Applicants are advised that meeting the general criteria for admission and achieving the minimum academic criteria for admission is not a guarantee of invitation to interview (see section 6.5.2).

Admissions requirements may be changed on an annual basis. However, as far as possible, BMS avoids changing the published admissions requirements during the course of an admissions cycle.

6.2 Providing false or misleading information

The University reserves the right to reject any application and withdraw any offer if it is established that the applicant has included false or misleading information.

6.3 Exclusion criteria for admission

The following normally prohibit entry to the MBBS course:

- ✦ Previous enrolment on a medicine course, whether completed or not
- ✦ Transfer from another undergraduate science or medicine programme which has not been completed
- ✦ Previously undertaken vMMI at BMS (except when an applicant in receipt of an offer is prevented from enrolling on the expected date because of exceptional circumstances and is offered the option to re-apply in the subsequent cycle. The Admissions Committee will determine the admissibility of exceptional circumstances.)

6.4 Application routes

Applicants applying to the Brunel MBBS programme may apply via the UK's Universities and Colleges Admissions Service (UCAS)¹¹ or directly via the University's online application portal. Applications via UCAS are expected to be made by the UCAS deadline for applications to medical degree courses, which is typically in mid-October of the year before entry. Direct online applications are accepted over an extended timeline, subject to availability of places; early applications are advised in advance of 31 January 2024. A timeline illustrating the BMS admissions cycle is shown in Appendix 4.

6.5 Five-stage admissions process

6.5.1 Stage 1: Brunel Admissions Team screening

An initial assessment of all applications is made by the Brunel Admissions Team. Applicants who meet or are predicted to meet the general requirements and minimum academic requirements (shown in Appendix 3) have their applications advanced to Stage 2.

Applicants are advised when submitting their application, whether via UCAS or direct to Brunel, to include all supporting information, including copies of English Language qualification (e.g. IELTS) and academic qualifications (scans of qualifications can be uploaded to the University's [MyApplications](#) portal). Also to be included, is a personal statement, reference and a letter of verification to confirm any work experience, if available. The documentation required for submission of applications is shown in Appendix 5. Guidance is provided to applicants regarding their personal statement (Appendix 6) and their reference (Appendix 7). Applicants who submit all the necessary information, who meet the general requirements for admission and who satisfy the minimum entry requirements for admission (Appendix 3) have their applications advanced to Stage 2. Those who do not meet these requirements have their applications rejected. In these cases, Brunel Admissions may cascade the application for consideration for admission on a different programme in the University.

Further information may be requested by BMS, for instance if the application is incomplete or if further information is required from the applicant or the referee. This will delay consideration of the application and may delay the invitation to vMMI. BMS reserves the right to reject any application that is incomplete. Applicants are required to declare in their application all qualifications that have been completed and certificated, including those that were failed. If applicants are found to have deliberately withheld information on qualifications, BMS rejects the application.

¹¹ [UCAS | At the heart of connecting people to higher education](#)

It may be necessary for the Admissions team to request additional information if there are gaps in the applicant's education and/or employment record. In these circumstances, the applicant is given a deadline for responding to such a request. Failure to reply by the deadline results in the rejection of their application.

6.5.2 Stage 2: BMS Admissions Team screening

Applicants who meet the general admissions requirements and minimum academic requirements have their applications considered by the BMS team. (Appendix 3)

Applicants who have taken UCAT or GAMSAT in the year prior to planned entry

These applicants have their UCAT or GAMSAT scores checked by the BMS Admissions team. Those scoring band 4 in the SJT (Situational Judgement Test) in UCAT are rejected. The remaining applications are assessed by the BMS Selection Panel who review applicants' personal statements and references against pre-determined criteria, without access to information about declared disabilities. Applicants with satisfactory personal statements and references are ranked according to their total UCAT or GAMSAT score.

The highest ranked applicants are invited to register for a vMMI, and invitations to interview are communicated by email normally no later than 2 weeks before the date of the next vMMI cycle. In the case of applicants with equal ranking scores, priority may be given to those who applied earlier in the admissions cycle. Applicants who are not invited to participate in the earliest interview series may be placed on an Interview Waiting List and invited to a subsequent interview cycle, depending on their UCAT ranking. vMMI cycles normally consist of 5 consecutive days of interviews. Whilst registering for vMMI, applicants have the opportunity to choose a day and time that is most convenient for them in the vMMI week. Early registration provides more choice of date and time.

Applicants who have not taken UCAT or GAMSAT in the year prior to planned entry

If places become available after the second round of vMMIs, applicants who have not taken UCAT or GAMSAT, or not taken UCAT or GAMSAT in the year preceding that of intended entry, are reviewed by the Selection Panel, normally in February. These candidates may be invited to the third round of interviews, normally in March. The School may run a fourth round of interviews, normally in July, to which these candidates as well as candidates with UCAT or GAMSAT scores on the Interview Waiting List may be invited. In situations where applications from candidates without UCAT or GAMSAT are considered, their ranking is based on their predicted or achieved academic criteria. The academic criteria have been calibrated for the purposes of ranking at the different stages of the admissions process.

6.5.3 Stage 3: vMMIs

There are 3 cycles of interviews by vMMI taking place in December 2023, February 2024 and March 2024. Currently, up to 180 vMMIs are offered in each cycle. Late vMMI interviews may be scheduled in July, two months before the start of the academic year.

The vMMI sub-committee provides oversight of the vMMIs, with dedicated 'station leads' who provide oversight of the development of scenarios which assess a particular attribute. All vMMI scenarios are quality assured through a three-stage process of peer review and approved by the vMMI Sub-Committee. Interview Assessors are drawn from a pool of university staff (academic and professional services staff), healthcare professionals (medical doctors and allied health practitioners), junior doctors, members of the public and patients. vMMI scenarios are appropriate for international students by providing a cross-cultural context. All Interview Assessors are required to attend online training delivered by BMS staff. Training sessions address all aspects of the vMMI process as well as conscious and unconscious bias, and EDI considerations.

The vMMIs are conducted online with candidates and assessors participating remotely. An online interview pack is provided to invited candidates in advance to explain the process.

Each candidate is assessed at 6 mini-interview 'stations', each designed to assess a different attribute, blueprinted to Good Medical Practice. The assessment at each station is by one Interview Assessor, but observers may be present for safe-guarding and quality assurance processes. Applicants are made aware of this. Each vMMI interview lasts 5 minutes, preceded by 3 minutes for scenario reading and 2 minute 'rest' periods between stations. Scenarios are changed daily. Candidates are given a mark from 1 to 5 for their performance in each of the 6 mini-interviews and their final score is the sum of those marks. Candidates who exhibit concerning or unprofessional behaviour during any one of the interviews have a 'red flag' notice inserted on their score sheet by the Interview Assessor, accompanied by a description of the concern. Assessors are also given the opportunity to flag candidates with exceptional qualities who should be considered for selection for a scholarship interview.

6.5.4 Stage 4: Ranking

After each vMMI series, applicants are ranked according to the total score obtained at vMMI (with no pre-determined requirement to pass a minimum number of stations). Candidates' vMMI scores are presented to the Admissions Committee and a cut score is agreed, based on past and current cohort performance. Applicants with a total score lower than the cut score are rejected. Applicants reaching the cut score are offered a place or put on the Offer Waiting List, according to the number of available places.

Any Applicants meeting the cut score for whom the Interview Assessor raised a 'red flag' have their performance reviewed and the nature of the

concern is discussed by the Committee. This may result in the candidate being rejected.

6.5.5 Stage 5: Offers

Offers are made to applicants ranked most highly in their vMMI performance, and, in the case of applicants with equal scores, UCAT or GAMSAT scores are considered in determining offers. When candidates without UCAT or GAMSAT scores are considered for offers, their achieved or predicted academic scores are used for ranking. Applicants who are not selected for offer, but who achieved the cut score, are placed on an Offer Waiting List. The Offer Waiting List is reviewed at regular intervals and offers made in rank order as vacancies become available.

Requests for offers to be deferred to a subsequent year are not normally considered.

The highest ranked applicants are shortlisted for an academic scholarship and invited for a scholarship interview (see Section 10). Exceptional qualities flagged by assessors are also considered in the selection for scholarship interview. Up to fifteen candidates may be invited for scholarship interview. Up to three scholarships may be awarded each year. The scholarships represent a fractional reduction of the course fee, currently 15%, for the duration of the programme for students who maintain the expected academic standards and a good record of professional behaviour.

Offers made to applicants may be conditional on achieving the academic admissions requirements or academically unconditional for those who already meet the necessary academic qualifications. Non-academic conditions that must be met include meeting Student Visa requirements and all professional course requirements. Professional course requirements include: occupational health clearance, a satisfactory extended criminal record check and a satisfactory Excluded Students Database check.

A Confirmation of Acceptance for Studies (CAS) is issued once all requirements for admission have been met (with the exception of occupational health clearance which will usually be achieved close to the time of registration), but not earlier than 6 months before the course start date, and a deposit of £10,000 has been received. Normally the deposit is payable by the UCAS offer deadline (usually at the end of May in the year of entry), to secure a place on the MBBS programme.

7. Occupational health clearance

- 7.1 As a condition of acceptance for a place to study on the MBBS programme, all students must comply with occupational health requirements. Confirmation of occupational health clearance, evidenced by a

fitness certificate issued by the Brunel Occupational Health (OH) provider, must be obtained before the start of clinical placements.

- 7.2 The purpose of occupational health clearance is to confirm that students are fit to study on the programme, to identify the need for any adjustments to support learning and clinical training, to determine whether there is clearance for exposure prone procedures (see Section 7.9) and whether, with necessary adjustments, applicants are expected to be able to meet the competencies required for graduation, as described in Outcomes for Graduates. This information is recorded in the fitness certificate, in accordance with guidelines by the Higher Educational Occupational Practitioners (HEOPS)¹² for medical students. The fitness certificate is held securely, accessible only to nominated senior medical school staff and does not include any clinical information.
- 7.3 The occupational health process is initiated as soon as the applicant accepts an offer and is managed by the Brunel OH provider. The first part of the clearance process is the completion of a confidential online health questionnaire. If no health condition or disability is declared, students are automatically cleared for registration. If a health condition or disability is declared, a consultation is arranged with a member of the OH team (which may be online) or relevant specialist.
- 7.4 The second part of the clearance process is vaccination and screening for immunity and prior exposure to a range of infections. A list of required vaccinations and blood tests can be found on the University website¹³. These should be certified by the student's GP or family doctor (or equivalent). As these vaccinations and blood tests are a registration requirement for the MBBS programme, candidates are strongly advised to make all reasonable attempts to have these done prior to registration and to provide evidence of relevant vaccinations and blood test results.
- 7.5 Following registration to the MBBS programme, all students have an appointment with the Brunel OH provider, and this normally takes place on the Brunel campus. Confirmatory blood tests are taken, as necessary, to screen for immunity and prior exposure to a range of infections, including blood borne virus (BBV) infections (see Section 7.9). A fitness certificate is issued based on the response to the health questionnaire, record of vaccinations, blood tests and the results of any other investigations.
- 7.6 Failure to comply with OH procedures, including having required vaccinations, may lead to the offer of a place being withdrawn. Once registered on the MBBS programme, students who do not meet ongoing occupational health requirements may be referred

¹² [1521730794HEOPS Medical Students fitness standards 2015 v12.pdf](#)

¹³ [Immunisation Checking | Brunel University London](#)

for fitness to practise procedures, and this may result in withdrawal from the MBBS programme, with consideration for an exit award or transfer to another degree programme.

- 7.7 No health condition or disability by virtue of its diagnosis should automatically prohibit an individual from studying or practising medicine.
- 7.8 There may be cases where a student has a disability or health condition that raises concerns about fitness to practise; this may be in relation to their ability to meet Outcomes for Graduates, even with adjustments, and/or risk to the public if the student were to register as a medical student and subsequently practise as a doctor. In these cases, the student is referred to the Academic Lead for Professionalism, and this may result in referral to the Health and Conduct Panel (HACP)¹⁴, which decides on a case-by-case basis whether or not the student's application can proceed, or whether it should be rejected.
- 7.9 Blood borne viruses (BBVs) include Hepatitis B, Hepatitis C and HIV. These are chronic viral infections where the virus is usually present in the bloodstream. There are some circumstances in which infection can be transmitted from a healthcare worker to a patient. If an infected worker cuts or injures themselves whilst carrying out exposure prone procedures (EPPs), blood from this injury can get into the patient's body and cause infections. 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 open body cavity or wound, where the hands or fingertips may not be completely visible at all times.

Testing of medical students for BBV infection at the start of the course is recommended by the UK Department of Health and is one of the sets of blood tests offered to all registered MBBS students during their initial appointment with the Brunel OH Service. Although testing is voluntary, any student who declines screening for BBVs will be unable to take part in EPPs and will therefore miss certain learning opportunities, although participation in EPPs is not an essential part of the MBBS programme.

Students with BBV infection and those unwilling to be tested for BBV will have a restricted range of careers/posts available after qualification. Any student with BBV infection or who is unwilling to be tested for BBV is encouraged by the OH Service team to share this information with the Student Support team and Academic Lead for Professionalism so that further information and support can be provided.

¹⁴ [Fitness to Practise concerns arising during Admissions process | Brunel University London](#)

8. Applicants declaring a prior criminal conviction, warning or caution

- 8.1 All applicants must complete a Brunel University Criminal Conviction Disclaimer prior to interview.
- 8.2 In addition, all MBBS students, as part of the process of ensuring students are 'fit to practise', must undergo an extended criminal record check as a condition of acceptance of an offer. This will include an enhanced Disclosure & Barring Service (DBS) record and (for applicants residing overseas) a Criminal Clearance Certificate which should be completed prior to arrival in the UK. Further information about the process can be found on the University website¹⁵.
- 8.3 Applicants who declare a criminal conviction or caution or for whom the extended criminal record check (enhanced DBS and/or Criminal Clearance Certificate) identifies a previous undeclared criminal conviction or caution are reviewed by the Brunel University DBS team, who refer them to the Academic Lead for Professionalism. Those with relevant convictions or cautions are referred to the HACP for a decision to proceed with their application. Failure to declare prior criminal conviction or caution normally results in a rejection of the application (see Section 15).

9. Excluded Students Database check

- 9.1 As a condition of acceptance for a place to study on the MBBS programme, it is made explicit in the offer letter that the applicant:
 - Must disclose any prior formal fitness to practise procedures undertaken whilst they were registered on another professional programme of study
 - Understands that prior to registration on the MBBS programme, their information is shared with the Excluded Students Database (ESD) to verify whether they have been excluded from another UK programme of study (Medicine, Dentistry, Veterinary Medicine, Pharmacy) on fitness to practise grounds.
 - Understands that once registered on the MBBS programme, if they are withdrawn from the programme as a result of a fitness to practise outcome, this information and a copy of the decision will be stored on the ESD.
- 9.2 Data Protection legislation permits the university to check the ESD for all students who have accepted an offer of a place on the course. Student consent to make this

¹⁵ [Checklist for professional courses \(Requirements for International and European Applicants\) | Brunel University London](#)

check is not required as the University has a public interest duty to ensure patient safety. The check of the database is carried out by the BMS Academic Lead for Professionalism, or delegated representative, once an offer of a place has been accepted by the candidate. Candidates who have not accepted an offer are not checked against the database.

- 9.3 Any applicant who has not declared a prior fitness to practise investigation whilst registered on another professional course is referred to the Academic Lead for Professionalism and the HACP. This normally results in their application being rejected.

10. Student Visa

- 10.1 Once the applicant has met all conditions of their offer, the Brunel Admissions Team assesses their suitability for sponsorship in accordance with Brunel University London Student Visa Sponsorship and Confirmation of Acceptance for Studies (CAS) Issuing Policy. A CAS will only be issued to those who meet Student Visa requirements and have a realistic prospect of obtaining a Student Visa. The CAS will normally be issued 3 to 6 months before the start of the course.

11. Brunel Medical School International Scholarships

- 11.1 Up to three scholarships¹⁶ will be awarded to candidates for September 2024 entry. The highest ranked applicants in all series of vMMIs, who have received an offer of a place on the MBBS course (whether accepted or not), are shortlisted for an academic scholarship and invited for a scholarship interview. Exceptional qualities flagged by assessors are also considered in the selection for scholarship interview by the Scholarship Award Panel. Scholarship interviews are offered on the basis of vMMI performance, but the school reserves the right to give priority to candidates of underrepresented characteristics in the short-listing for scholarship interviews. Scholarships will be awarded on the basis of performance in the interviews, including the quality of a presentation. Up to fifteen candidates may be invited for scholarship interview each year which normally take place in June of the year of entry.

The Scholarship interview is accompanied by a presentation by the applicant. Scholarships are awarded by the Scholarship Award Panel based on the presentation and the interview performance.

¹⁶ [Brunel Medical School International Scholarship Terms and Condition](#)

12. Feedback to unsuccessful applicants

- 12.1 Feedback is given on request to applicants. Applicants who participated in the vMMI, but who did not reach the threshold for an offer are provided with their overall score, together with an indication of the decile reached in the ranking process. BMS does not release details of performance at individual stations, or the precise rank attained.

13. Misconduct during the admissions process

- 13.1 Candidates who demonstrate evidence of poor professional conduct during the application process are referred to the Academic Lead for Professionalism, who normally arranges onward referral to a HACP. In case of a red flag being raised by an assessor during the MMI process, the application will be considered by the admissions committee who may take a decision regarding their suitability for an offer.

14. Appeals and complaints

- 14.1 BMS follows the Brunel policy on appeals against admissions decisions and complaints about the admissions process.

15. The Health and Conduct Panel

The Medical School's Health and Conduct Panel considers concerns that have arisen on a case-by-case basis during pre-registration, considering the nature of the concern, whether the student has demonstrated dishonesty, and the potential for harm to patients if the student were to enter the MBBS programme and subsequently practice as a doctor.

15.1 Reasons for Referral

The Medical School's Health and Conduct Panel (HACP) is convened in the event of professionalism or fitness to practise concerns arising during the admissions process for entry to the MBBS programme. This can happen for the following reasons:

- A student declares a relevant criminal conviction or caution on their Criminal Conviction Disclaimer (Appendix 1)
- A relevant criminal conviction or caution is revealed by the enhanced UK Disclosure and Barring Service (DBS) check or by the Criminal Clearance Certificate produced in the student's country of residence, despite the student not having declared the relevant offence(s)

- A student does not meet all occupational health requirements, most commonly due to a failure to comply with the necessary blood test or immunisation requirements, leading to concerns about their fitness to practise
- Whilst most health conditions and disabilities do not affect a medical student's fitness to practise, in rare cases, the nature of a student's disability or health condition may raise concerns about their ability to meet Outcomes for Graduates, even with adjustments
- A student discloses prior formal fitness to practise procedures undertaken whilst registered on another professional programme of study
- A student's details are matched against the list of students on the Excluded Student Database (ESD), without having disclosed any prior formal fitness to practise procedures
- A student's conduct during the admissions process raises concerns about their professionalism and fitness to practise
- The university becomes aware that a student:
 - has not declared a prior criminal conviction or caution
 - has not declared prior fitness to practise procedures undertaken whilst registered on another professional programme of study
 - has given incorrect or misleading information in relation to meeting occupational health requirements

15.2 Process

- A concern is raised about an applicant's fitness to practise. Concerns about criminal convictions or cautions are referred to BMS by the university's DBS team and those about health are referred by the university's occupational health provider, OH Works.
- The applicant is informed about the nature of the concern and that a referral has been made to the HACP.
- The applicant is given the opportunity to make a written submission explaining the circumstances. If the concern is about a criminal conviction or caution, or Excluded Students Database finding, which was not declared by the student, they are asked to explain why they did not declare it¹. The student is asked to submit any evidence they wish to be considered by the panel within 10 working days, with extensions possible if there are extenuating circumstances.
- The HACP meets to consider the concern and any written documents provided by the student. The names and contact details of the applicant are redacted from the documents presented to the panel at this stage. The panel has the following options:
 - withdraw the offer of a place to study on the MBBS programme, on the basis that the concern is not compatible with the professional standards and fitness to practise expected of medical students
 - permit the student's application to proceed on the basis that the issue raised does not call into question the applicant's current fitness to practise on the MBBS programme

- ask the applicant to attend a meeting with the panel to discuss the matter. The purpose of this meeting is to establish further information and/or assess their insight into the issues involved
- If a meeting is required, the applicant is given the opportunity to make a statement before the panel asks questions. The meeting concludes with an opportunity for a final comment by the applicant. The decision is normally sent to the applicant within 10 working days.
- In the event that the panel decides to withdraw the student's offer of a place to study on the MBBS programme, either before or after the meeting, it provides a summary of the reasons for the decision. There is no right of appeal against the panel's decision.
- In the event that the application proceeds and the student is registered on the MBBS programme, they are offered a meeting with the Academic Head of Student Support, or nominee, nearer to the start of their studies.
- The documents relating to the panel's decision are confidentially held on the successful student's file for as long as it is retained. This does not include actual DBS certificates.

15.3 HACP Panel Membership

The panel is appointed by the Dean of the Medical School and includes:

- Chair: Senior Clinical Lecturer for Professional Practice
- Deputy Chair: Public member
- Academic Lead for Professional Support
- Academic team members responsible for diagnostic meetings
- Director of Academic Affairs
- Director of Medical Education
- Mental Health representative
- Secretariat: Fitness to Practise and Quality Officer

In attendance

- Academic Head of Student Support
- Dean of Medical School
- Education Quality Manager
- Senior Student Programmes Manager
- Student Support and Wellbeing Manager

Appendix 1 - Blueprint of Admissions Procedures to Good Medical Practice

Good Medical Practice		Where assessed in Admissions procedures	
Domain	Standard	Application (pre-interview and/or post-offer)	vMMI station
1. Knowledge, skills and performance	Develop and maintain professional performance	<ul style="list-style-type: none"> High academic threshold English Language Qualification (e.g. IELTS score) 	<ul style="list-style-type: none"> Data interpretation station Resilience and adaptability station
	Apply knowledge and experience to practice		
	Record work clearly, accurately, and legibly		
2. Safety and quality	Contribute to and comply with systems to protect patients	<ul style="list-style-type: none"> Declaration of relevant criminal conviction Disclosure of prior formal fitness to practise procedures Occupational health assessment Excluded Student Database check 	<ul style="list-style-type: none"> Ethical reasoning station
	Respond to risks to safety		
	Protect patients and colleagues from any risk posed by your health		
3. Communication, partnership & teamwork	Communicate effectively		<ul style="list-style-type: none"> Communication assessed in all stations Teamwork station Perspective-taking station
	Works collaboratively with colleagues		
	Teaching, training, supporting, and assessing		
	Continuity and coordination of care		
	Establish partnership with patients		
4. Maintaining trust	Show respect for patients	<ul style="list-style-type: none"> Personal statement Reference 	<ul style="list-style-type: none"> Commitment to healthcare station Perspective-taking station
	Treat patients and colleagues fairly and without discrimination		

Appendix 2 - Equality Monitoring Form

Equality monitoring is a process by which the University and the Medical School collect and keep a record of the personal characteristics of employees, applicants and students. This is to ensure that there is no overt or hidden discrimination according to the protected characteristics of people as defined in the Equality Act 2010. We monitor our processes to make sure there is no bias that would affect the fairness of the school's decisions in the application process or as students progress through the MBBS programme.

Equality Monitoring at Brunel

Why do we need this information?

At **Brunel Medical School** we aim to ensure that our Admission policies and processes are fair, open and transparent and meet the expectations of the UK General Medical Council (GMC). The GMC expects organisations responsible for medical education to collect equality and diversity data and use these data to inform their activities. Brunel University London is legally required to avoid unlawful discrimination and advance equality of opportunity for all. By collecting this information, we monitor the impact of our recruitment and selection processes and ensure that our applicants are treated fairly, transparently and consistently.

How do we use the data we collect from you?

We use the equality and diversity data to monitor the following areas:

- ✦ Progression at each stage of the recruitment and selection process, from the time of application to the point of enrolment
- ✦ Performance, progression and attainment of students enrolled on the MBBS programme.

We may use aggregated statistical data to improve how our courses run.

Information you provide is only used for these purposes and **it plays no part in any decision-making processes during the selection process**. The information is detached from your application form, so that those responsible for each stage of the application process (initial assessment, selection for interview, offer of a place) do not have access to the data in your Equality Monitoring form.

Data Protection

Any responses you provide as part of this monitoring form is handled in line with our data protection obligations and comply with the Data Protection Act 2018.

De-identified statistical data analysed through the collection of these data may be shared with regulatory bodies such as the GMC, the Higher Education Statistics Agency (HESA) as well as the Admissions Committee to inform changes to practice, policies and implement quality improvements. However, only de-identified data is shared with these bodies. They are not able to identify you from the information they receive.

For more information about how we process your personal data as a student within the medical school, please see our privacy notice which is available via <https://www.brunel.ac.uk/About-this-website/Privacy-Policy-and-Copyright-Statement>. Any information that you choose to provide in this monitoring form is strictly confidential. The information contained in this form is accessed by the Education Quality team. We use the information to monitor progression during the recruitment and selection process and performance, attainment and progression throughout the duration of your course. Reporting from this monitoring only contains de-identified data and no persons outside of the Education Quality team is able to identify your personal information in the reports that are generated.

Please be aware that completing this form is **entirely voluntary** and, if you choose not to complete it, it will not affect your application and/or progression. We do however encourage you to complete the form because a high response rate improves the validity of the analysis to ensure that our processes are fair, or to improve our programme.

Equality Monitoring Form

This form is detached from your application form and the de-identified data is used for monitoring purposes only. We do not use this form to make decisions about you, nor do we share the information you disclose in a way that can identify you.

1. Your Brunel Applicant ID *

2. Your name *

First name + Last Name

3. Your age group *

18 – 20

21 – 24

25 – 28

29 – 32

33 – 36

37 – 40

41 – 44

45 – 48

49+

Prefer not to say

4. Your gender *

Female

Male

Non-binary

Prefer not to say

Other

5. What is your ethnic group *

Please choose the option that best describes your ethnic group or background

Asian/Asian British

Black/African/Caribbean/Black

British

Mixed/Multiple ethnic groups

White

Other ethnic group

Prefer not to say

6. Asian/Asian British *

Indian

Pakistani

Bangladeshi

Chinese

Other

7. Black/African/ Caribbean/Black British *

African
Caribbean
Other

8. Mixed/Multiple ethnic groups *

White & Black Caribbean
White & Black African
White & Asian
Other

9. White *

English, Welsh, Scottish, Northern Irish, British
Irish
Gypsy or Irish Traveller
Other

10. Other ethnic group *

Arab
Other

11. What is your religion? *

No religion
Buddhism
Christian
Hindu
Jewish
Muslim
Sikh
Spiritual
Prefer not to say
Other

12. What is your sexual orientation? *

Bisexual
Gay/ Lesbian
Heterosexual/Straight
Prefer not to say
Other

13. Are you trans? *

Yes
No
Prefer not to say

14. Do you consider yourself to have a disability? *

You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

You are blind or have a serious visual impairment uncorrected by glasses

You have a long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

You have a mental health condition, such as psychosis, depression, schizophrenia, eating disorder or anxiety disorder

You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

You have physical impairment or mobility issues, such as difficulty using your arms or you require a wheelchair or crutches

You have a disability, impairment or medical condition that is not listed above

You have two or more impairments and/or disabling medical conditions

No disability

- Information is required

Appendix 3 - Entry Requirements

General requirements:

- International fee status
- Age 18 by time of registration
- English language – IELTS at least 7.0 in each component (or equivalent), assessed once an offer has been made
- Satisfactory personal statement
- Satisfactory academic reference

UCAT requirement:

UCAT taken in the year prior to planned entry, with Situational Judgement Test (SJT) result in Band 1 to 3*

Minimum academic requirements:

Level of qualification	School or College qualifications		University degree qualifications***	
Qualification or degree type	UK A-Levels or other recognised qualification**	International Baccalaureate (IB)	Bachelor's degree	Master's degree
Minimum grade or degree classification already achieved or expected to achieve	AAB, which must include: <ul style="list-style-type: none"> • Chemistry or Biology and • Mathematics or a second science (Chemistry, Biology, Physics) and • a third subject (except General Studies) 	Total score 36 points (including Theory of Knowledge and Extended Essay) and must include: <ul style="list-style-type: none"> • Higher Level 6 in either Chemistry or Biology and • Higher Level 5 in Mathematics or a second science (Chemistry, Biology, Physics) 	Upper second-class degree in a subject relevant to Medicine	Awarded with Merit, in a subject relevant to Medicine
Mathematics	• At least Grade B (5) in Mathematics GCSE (or equivalent)			
English	• At least Grade C (4) in English Language GCSE (or equivalent e.g. IELTS)			

* The applications from candidates who have not taken UCAT in the year prior to planned entry, but meet other entry criteria, are held on file and

reviewed by the Selection Panel for invitation to interview if places become available after the second round of vMMIs, normally in February.

**Applicants offering alternative school or college qualifications should have or be expected to achieve qualifications at a level equivalent to A-level, and with a pattern of grades equivalent to AAB, including Chemistry or Biology at the highest level studied (EU and International requirements can be found on the Medicine MBBS programme page¹⁷ under the Entry requirements section). Foundation qualifications from Foundation Colleges are not accepted.

*** Applicants presenting university degree qualifications are considered on a case-by-case basis

¹⁷ [Medicine MBBS | Brunel University London](#)

Appendix 4 - Planned Admissions Timeline for 2024/25 Entry

16 May 2023	Applicants can register and begin the UCAS application process for 2024.
Mid May 2023	GAMSAT registration opens
20 June 2023	UCAT booking opens
10 July 2023	UCAT testing begins
11 July 2023	GAMSAT registration closes
05 September 2023	UCAS and Direct applications open
07 September 2023	EDI form begins to be sent to all applicants on a rolling basis
08 – 12 September 2023	GAMSAT testing starts
28 September 2023	UCAT testing ends
16 October 2023	UCAS Medicine deadline
Early November 2023	UCAT scores delivered
10 November 2023	Selection Panel decisions for invitation to December MMIs
13 November 2023	MMI packs sent to candidates including BMS Student Support details for submitting reasonable adjustments
Mid November 2023	GAMSAT results delivered
04 - 08 December 2023	December MMIs
12 January 2024	Selection Panel decisions for invitation to February MMIs
10 January 2024	Admissions Committee decisions from December MMIs are communicated to interviewees
31 January 2024	UCAS closes
15 January 2024	MMI packs sent to candidates including BMS Student Support details for submitting reasonable adjustments
5 - 9 February 2024	February MMIs
23 February 2024	Selection Panel decisions for invitation to March MMIs
29 February 2024	Admissions Committee decisions from February MMIs are communicated to interviewees
26 February 2024	MMI packs sent to candidates including BMS Student Support details for submitting reasonable adjustments
18 - 22 March 2024	March MMIs

8 April 2024	Admissions Committee decisions from March MMIs are communicated to interviewees
16 May 2024	UCAS deadline for MBBS decisions
8 June 2024	Deposit deadline
12 June 2024	Offer waitlist decisions *if required
14 June 2024	Selection Panel decisions for July MMIs *if required
19 June 2024	Scholarship interviews
10 June 2024	MMI packs sent to candidates including BMS Student Support details for submitting reasonable adjustments *if required
01 - 05 July 2024	July MMIs *if required
05 July 2024	UCAS clearing opens *if required
05 July 2024	International Baccalaureate results day
18 July 2024	Admissions Committee decisions from July MMIs are communicated to interviewees *if required
31 July 2024	Scholarship acceptance deadline
01 August 2024	DBS and Occupational Health deadline
15 August 2024	A-Level results day
18 August 2024	Deposit deadline for offers made after June (including waitlist offers and July offers) *if required
09 September 2024	Registration for year 1 and re-registration for year 2 begins

Appendix 5 - Information required for application to the MBBS programme

- Personal details including name, address, email address and telephone number including country code
- Details of previous visas held in the UK
- Details of all qualifications, including the date of award
- Details of any pending exam results
- English language qualification
- Details of work experience
- Details of one academic referee
- Copies of:
 - Passport (bio page)
 - Certificates and transcripts
 - English language test report form (e.g., IELTS)

Appendix 6 - Guidance on Personal Statement

This document provides guidance on how to write your personal statement. Your personal statement will be used in the selection process; it is one of the criteria used to shortlist for interview.

Your personal statement is an important document which you are expected to write on your own. We shall be looking for indications that the statement is personal, true and written in a way that only you could write. Indication that artificial intelligence software such as ChatGPT has been used may result in rejection of the application. You should demonstrate how your experience, skills and attributes are relevant to the Medical Students Council's core attributes and values expected of medical students¹⁸.

Please note that if you refer in your personal statement to a disability or health condition, this will not have an impact on the selection decision made.

Your personal statement should not exceed 1,000 words* and include the following:

- Why you want to become a doctor and how your experiences have motivated you to study medicine.
- Work experience, with dates; this should include a caring or service role, such as paid employment for a healthcare organisation, volunteering for a community organisation or caring for a family member. Focus on what you have gained from these activities in terms of your personal development and insights into a caring profession.
- Demonstration of a realistic understanding of the role of a doctor; this may be achieved through reflection on direct observation of healthcare, with dates (also referred to as 'shadowing' or 'clinical work experience'). We recognise that the opportunities for this type of work experience may be limited. As an alternative, you may give an account of your exploration of available information and how this has contributed to your understanding of the role a doctor.
- Evidence of your leadership, teamwork, and communication skills. You should provide examples of activities and roles you have undertaken (this may be at school, college or in your local community), with dates.
- Interests and achievements outside your studies - life is not just about studying. These could include enterprise, socialising, travel, sports, the arts or any other activities that are important to you. Reflect upon the impact of these activities on your personal development, your work/life balance and consider how they may enhance your contribution to medical school and/or university life.

¹⁸ [good-doctor.pdf \(medschools.ac.uk\)](https://medschools.ac.uk/good-doctor.pdf)

- Any extenuating circumstances you have faced, and how these have been overcome.

Please provide a letter of verification for any formal work experience if available.

Brunel Medical School takes dishonesty during the admissions process very seriously, and if there is evidence of misleading, exaggerated or inaccurate statements, this may result in your application being rejected or an offer of a place being withdrawn.

* Personal statements exceeding 1,000 words may be rejected by the Selection Panel.

Appendix 7 - Guidance on Reference Requirements

You have been asked to provide a reference. This document provides guidance on how to choose your referee and what your referee should include in the reference that they write. If your application meets our academic requirements, your reference will be used as one of the criteria that determine invitation to interview.

We recommend that you share this guidance with your referee.

How to choose your referee

Your referee should be someone who is, or has been, in a position to make a judgement about your academic performance and personal qualities; if you are currently in school or college your referee would normally be a head teacher, head of year, form tutor, or a designated individual in your institution. If you are in university or you have completed a university qualification, your referee would normally be an academic supervisor. Please note that your referee must not be a family member or close family friend. Your referee should confirm to have known you for a period of at least 6 months. If the referee is a school tutor or counsellor and does not know you personally, the referee must take input from teachers who have known you for at least 6 months.

Information that your referee should include

We recommend that your referee is familiar with the Medical Students Council's 'Core attributes and values expected of medical students'. Your referee should state how long they have known you and in which capacity. They should state whether the information contained in their reference relates to conversations with a third party, or a first-hand account.

Their reference should:

- Indicate whether they believe you have the appropriate academic ability commensurate with the requirements of medical school.
- Comment on whether you have demonstrated any of the core attributes and values expected of medical students. They may comment on some of the following, as appropriate:
 - Commitment to study medicine and an interest in the medical profession
 - Teamwork, empathy, effective communication and conscientiousness.
 - Honesty
 - Perseverance and resilience
 - Personal organisation

- Insights into personal strengths and weaknesses
- Ability to treat people with respect
- Ability to take responsibility for own actions
- Ability to reflect on own work
- Ability to deal with uncertainty

Your referee should also comment on any extenuating circumstances which may affect (or have affected) your academic performance or any other aspect of the information contained within your application.

Brunel Medical School takes dishonesty during the admissions process seriously, and any evidence of dishonesty in relation to your reference may result in your application being rejected or an offer of a place being withdrawn.