

2018

NEWCASTLE UNIVERSITY
School of Medical Education
MBBS Admissions Policy

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1) Introduction

The admissions process is supervised by the Sub Dean for MBBS Recruitment and Admissions, acting on behalf of the Dean of Undergraduate Studies at Newcastle. The 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 Tomorrow's Doctors 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 World Wide Web 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.

As a member of the UKCAT consortium Newcastle University require **current¹ UKCAT scores** as part of the entry requirements for medicine. (See www.ukcat.ac.uk and section 11) for further information)

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 is also linked to the MBBS Admission Policy. See the Newcastle University website for further information on these policies.

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 course 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 including 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's 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.

¹ Definition of 'current', Your UKCAT score can only be used to support your UCAS application made in the year in which it is achieved (e.g. UKCAT sat between July – October 2017 can only be used to support an application made through the UCAS system by the UCAS closing date of 15th October 2017).

Additional factors that will neither determine nor bias the assessment of the UCAS application for medicine include but are not limited to:

- a) being from a medical family, or being related to a member of the Alumni or staff of either University or the Health Service
- b) inclusion of choices other than medicine in the UCAS application
- c) type of school, college or university attended
- d) 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 course 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. All students are required to provide the Occupational Health team with a GP vaccination history therefore it is important that you obtain this from your GP prior to completing your Occupational Health Questionnaire. The GP vaccination history can then be uploaded with your Occupational Health Questionnaire response. Occupational Health are unable to take a verbal history as evidence.

Newcastle University follows the [Medical Schools Council protocol on blood borne viruses](#). Early in the course 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 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 'Tomorrow's Doctors' 2009, 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 health care 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: [Fitness to Practise Procedure - Student Progress](#)

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 after they submit their application. 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 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 held on all criminal information. 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. If the DBS disclosure is not clear, you should take your DBS disclosure document to the DBS Counter-signatory in the Medical Student Office.

For details of how the University undertakes this assessment please refer to:

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

8) Providing False or Misleading Information

Applicants who are suspected of providing, or are found to have provided, false information or application similarities 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.

9) Description of Programmes and Application

The first 2 years, though largely university based, are case led with clinical skills and professionalism taught and assessed from the start, so laying the foundation of clinical practice. The final 3 years of the course 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.

A101 [Accelerated programme](#) : open only to graduates or practising health care professionals with post-registration qualifications. Only 'home/EU' students are eligible to apply. Home status will need to be established before an application can proceed. If an applicant's fees status is determined to be 'International', the application will not be processed. Our Accelerated programme has 25 places **Current UKCAT score is required. (see section 11) 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 UKCAT score.

A100 [Five-year programme](#): available to both 'home/EU' and 'International' students. **Current UKCAT score is required.** On our five year programme we currently have 315 UK/EU places. We also have places to recruit international students

Newcastle University - Internal Transfers: as part of the Newcastle widening participation process

Newcastle BSc students may apply to Stage 1 of the five-year programme: available only to those students registered on Stage 1 of one of the programmes offered by the School of Biomedical Sciences, Faculty of Medical 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 Stage 1 mark of 75% with individual module grades of above 65%. All applicants will be required to provide UKCAT scores at the application stage. The UKCAT will be used to identify those whom we wish to interview. **Please note that we do not provide feedback to applicants on this process.**

NUMed Malaysia

Applicants should see the separate Admissions Policy available on the NUMed [web site](#). Note that application to the MBBS programme delivered at NUMed Malaysia is not open to UK/EU applicants

Applying to A100 and A101

Some candidates may choose to make applications to both the A100 and A101 courses. Such candidates should be aware that each will be considered as a separate choice of the four allowed for medicine through UCAS. Those applicants eligible to be considered for an interview will be invited to take part in the Multiple Mini Interview process.

10) The Admissions Process

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. Candidates should note that there can be a three-week delay between submitting an application to UCAS and the application being received by the Medical School. We do not normally consider applications which have been submitted to UCAS after the 15 October deadline. The selection process involves three stages: a) shortlisting; b) interview of shortlisted candidates; and c) making offers.

a) Shortlisting

Applications are assessed initially to check application data and the acceptability of qualifications. Predicted or achieved grades are required. Applications fulfilling the academic requirements will be passed to the next stage. Academic entry information can be found at:

<http://www.ncl.ac.uk/undergraduate/degrees/a100/entryrequirements/> and

<http://www.ncl.ac.uk/undergraduate/degrees/a101/entryrequirements/>

Important information for all students: In addition to meeting the entry requirements all applications must show sustained academic endeavour within the 3 years prior to registering on the programme. (Continuous professional development (CPD) courses are not normally considered as academic endeavour)

Resit qualifications - Note: Applicants must have achieved the necessary A level grades at the first attempt. In extreme circumstances, we may consider extenuating circumstances. Please read the Extenuating Circumstances Section [19](#)) for further information.

We do not consider applications from candidates who have previously commenced a medical degree and failed to progress for any reason.

Please Note: *Once the academic screening criteria have been met academic achievement is not considered further in subsequent parts of the application process. e.g additional A levels or A* results do not give further advantage.*

Use of UKCAT to identify those for interview

In relation to the standard 5-year programme (A100) and the 4 year programme (A101), applications fulfilling the academic thresholds will then be assessed on their UKCAT scores. The UKCAT threshold may vary depending upon the competition to each programme or the route of entry. The threshold is based on the total UKCAT score. This threshold may differ in each admission cycle as it is dependent on the scores achieved by those applicants who apply to our Medical School in the current cycle. If the UKCAT Administrator awards you a **UKCAT Exemption** it is important that you read **section 11)** for information on the process we use to deal with these applications and the evidence you need to provide.

These scores will be used to determine in which of the following categories an applicant is placed:

- to interview

- unsuccessful

b) Interview

The purpose of the interview is to confirm whether the candidate has the aptitude, motivation and personal qualities to succeed as a medical student at Newcastle University and as a potential doctor of the future. All interviews take the form of Multiple Mini Interviews (MMI's).

A100 and A101 Multiple Mini Interviews

The Multiple Mini Interviews will take place within the following periods:

Mid December and late January to late February.

Applicants we wish to interview will receive an email to invite them to book a Multiple Mini Interview slot within one of the sessions available.

Multiple Mini Interviews will take place for all entry routes. Applicants will have the opportunity to demonstrate in a series of short interviews or practical tasks, each with a different selector, that they have the personal qualities to succeed as a medical student and future doctor. Each candidate will be scored on their performance at each MMI station by a selector. Grades will be awarded based on the following areas:

- 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

These categories will be assessed with role play, interview questions or task driven exercises. Performance in the Multiple Mini Interview will be the sole basis on which the selectors will make their judgement. These grades will be used as the basis for the decision making process for offers to study medicine

Prior to and during an interview our selectors will not have access to the applicant personal statement or reference. Selectors will not convey their grades to the candidates 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.

c) Making Offers

Candidates who have been unsuccessful at the shortlisting stage will normally be informed by mid-February.

The final overall ranking of a candidate will determine whether or not they receive an offer of a place on our medicine programme and offers will be made to candidates in order of merit. To ensure equity, offers will be

made in writing by the Administrator Admissions (MBBS), following interview, once all of the interviews have been completed. The official offer will be sent via the UCAS system. All offers will normally be made in March.

International Offers - A100

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 UKCAT and MMI scores equal to, or greater than, the scores used in the relevant admissions cycle to determine which home applicants should receive an offer.

Note: All qualification results must be confirmed and received by August to coincide with the release of the 'A' level results. **REMARKS** - 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.

11) UKCAT

All applicants will be required to complete the UKCAT. The definition of 'current UKCAT Score': UKCAT scores can only be used to support an application made in the year in which they are achieved (e.g. UKCAT sat between July – October 2017 can only be used to support an application through UCAS by the UCAS closing date of 15 October 2017). More information is available at www.UKCAT.ac.uk The UKCAT scores will be used to identify those we wish to interview. The UKCAT 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. The UKCAT scores now include Situational Judgement Test (SJT) information, but we will not be using these scores in our admission process.

UKCATSEN (applicants taking this test must have been formally assessed by a Psychologist or Education Psychologist as requiring extra time for their study and be able to provide us with an appropriate report)

- Those applicants with extenuating circumstances, who arrange to sit the extended test (UKCATSEN), will be required to provide the University with the relevant evidence or appropriate assessment reports to support their extenuating circumstances. Assessment reports submitted to support UKCATSEN must have been written by a Psychologist or Education Psychologist when the applicant was 16 or over. If an applicant who sat the UKCATSEN is made an offer, receipt of an appropriate assessment report previously mentioned will be made part of the conditional offer.

UKCAT Exempt

- All applicants should sit the UKCAT exam. If you live in a country which does not have a test centre, we expect you to travel to your nearest test centre. If you believe that you cannot sit the test for medical reasons, 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 UKCAT.
- If you are given the decision that you are exempt from sitting the UKCAT 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 UKCAT Exemption to be considered must be received by 15 October. Being considered UKCAT exempt by another university does not mean that we will allocate an exemption.**
- **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. If your request is due to illness during the test period we would need supporting evidence which sets out the details and timeline of the illness, limitations caused by illness, original confirmation of booked UKCAT test and attempts to rebook a test; all absences from school/college or employment due to illness.
- Please note that the UKCAT test can be taken over a period of several months. It is beneficial to the applicant to book and sit the UKCAT at their earliest opportunity to prevent problems if a need arises to rebook the test.
- Our decision on whether the UKCAT exemption is acceptable is final and there will be no form of appeal. Decisions made by other Universities on a potential applicant eligibility will not form any part of our decision.
- **Failure to submit your request to mbbs.admissions@ncl.ac.uk by 15 October with all of the appropriate supporting evidence will not be considered.**

WARNING – The UKCAT results are only valid in the year you achieve them. Therefore, if you are reapplying through UCAS you will need to sit the UKCAT again. All applicants should register and book a UKCAT test as early as possible as applications will not be considered without a current test (excluding exempt countries or applicants who hold an exemption from the UKCAT Administrator).

12) Widening Access

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/admissions_policies/ The Widening Access routes of entry may attract a different UKCAT threshold to the standard application route of entry.

Applicants through the PARTNERS Programme at Newcastle University

Eligible applicants to the standard five-year course (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. 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 UKCAT scores, see section 11)

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. For further information, please contact one of the team at:

<https://internal.ncl.ac.uk/marketing/team/structure/realising.htm>

(All applicants must have current UKCAT scores, see section 11)

13) Deferred Entry

We will consider applications from candidates who wish to defer entry by one year provided that they can demonstrate plans to use their time constructively. Any further additional deferral requests will require evidence of extenuating circumstances. Once offers have been made, deferrals will not normally be granted.

14) Transfers

Due to the integrated nature of our medical degree programme, we do not normally consider students wishing to transfer from another medical school. Such students would be expected to apply to Stage 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 stage 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.

15) English Language Test

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 web site <http://www.ncl.ac.uk/international/courses/language/#overview> for further information)

16) Post Offer Visit Days

Newcastle University holds two Post Offer Visit Days for the A100 programme and one for the A101 Accelerated programme. For 2018 entry, the Post Offer Visit Days for **A100 applicants** holding offers will be 4 April 2018 and 11 April 2018. The Post Offer Visit Day for the **A101 applicants** holding offers will be 19 April

2018. Occasionally we may need to amend these dates, please check our web site for up to date information. <http://www.ncl.ac.uk/mbbs/admissions/index.htm>

17) Scholarships

A range of scholarships are available from Newcastle University. For further information see our web site:

<http://www.ncl.ac.uk/undergraduate/finance/>

NHS bursaries are available to eligible English domiciled students, see the NHS Business Services web site for further information:

<http://www.nhsbsa.nhs.uk/Students/816.aspx>

18) 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 Sub Dean for MBBS Recruitment and Admissions should vacancies arise late in the admissions cycle. These applicants will be interviewed and will be required to have a current UKCAT score.

19) Extreme Extenuating Circumstances

Extenuating circumstances **will not** be accepted to enable an applicant to be considered without the relevant academic entry qualifications. However in extreme situations we may accept a resit result to the relevant grade.

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.

We are unable to consider school management issues as sufficient extenuating circumstances. (*Examples of school management issues we will **not** consider: difficulties with school staffing; school providing incorrect information to their student; compensating for the school's responsibility to inform relevant exam boards of student illness/family issues or any prolonged issue of concern.*)

In other, extreme situations, applicants with extenuating circumstances will be considered on an individual basis by the Sub Dean 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. Extenuating circumstances may be considered to enable an applicant to apply or reapply with resit AS or A level grades. **Those wishing extreme extenuating circumstances to be considered must complete and return with sufficient supporting evidence the form available at:** <http://www.ncl.ac.uk/mbbs/admissions/>

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.

20) Feedback

Feedback will be given to unsuccessful applicants upon written request. An e-mail request will not be sufficient. Applicants should note, however, that this 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.

21) 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.

22) 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. www.bia.homeoffice.gov.uk/

23) Appeals and Complaints

Applicants to Newcastle University campus:

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 by visiting http://www.ncl.ac.uk/undergraduate/apply/admissions_policies/