



UNIVERSITY OF PLYMOUTH

Faculty of Health: Medicine,
Dentistry & Human Sciences

Selections & Admissions Technical Manual 2019-20 Application Cycle

This document details the admissions procedures in force for the following programmes of study:

A100	Bachelor of Medicine Bachelor of Surgery
A102	Bachelor of Medicine Bachelor of Surgery with Foundation Year
A206	Bachelor of Dental Surgery
B750	BSc Dental Therapy and Hygiene
B751	BSc Dental Therapy and Hygiene with Foundation Year
B821	BSc Diagnostic Radiography

Every effort has been made to ensure that this publication is accurate at the date of publication (September 2019). The University of Plymouth reserves the right to change this information, and associated processes, if necessary. For the most up-to-date information, please see our website.

Selection & Admissions Technical Manual

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1 Introduction

The Selection & Admissions Technical Manual sets out the management structures and administrative procedures in place to govern the admission of all candidates on the following undergraduate courses offered by the Faculty of Health: Medicine, Dentistry and Human Sciences; hereafter known as the Faculty:

Bachelor of Medicine, Bachelor of Surgery (BMBS)
Bachelor of Medicine, Bachelor of Surgery with Foundation Year (BMBSF)
Bachelor of Dental Surgery (BDS)
BSc (Hons) Dental Therapy & Hygiene (DTH)
BSc (Hons) Dental Therapy & Hygiene with Foundation Year (DTHF)
BSc (Hons) Diagnostic Radiography (DR)

The Faculty welcomes applications from all candidates with the academic potential to succeed, regardless of their background. It is committed to equality of opportunity and aims to avoid unfair discrimination, in accordance with the University's policies promoting equality and diversity.

Through our open and transparent Selection and Admissions (S&A) process, we offer opportunities suitable applicants, with decisions being based purely on merit and free from bias. All decisions are made without knowledge or reference to the following protected characteristics as defined by the Equality Act 2010.

• Age; • Disability; • Ethnicity (including race, colour and nationality); • Sex; • Gender reassignment; • Religion or belief; • Sexual orientation; • Marriage and civil partnership; and • Pregnancy and maternity (whether or not you are pregnant or have given birth recently)

We work extremely hard to make sure that all of our applicants are treated fairly and with dignity and respect, and do not face discrimination.

The Faculty's policies and procedures regarding admission to its programmes are informed by:

- Best practice available, including QAA UK Quality Code for HE (chapter B2)
- The University's Access Agreement and Widening Access targets.
- The General Medical Council's guidance given in *Promoting excellence: standards for medical education and training (2015)* & *Outcomes for Graduates (July 2018)*.
- The Medical School Council's guidelines on selection to Medical School.
- The General Dental Council's guidance given in *The First Five Years (2010)*.
- The Higher Education Occupational Physicians (HEOPS) fitness standards to train
- Practical implementation issues.

2 Responsibilities

2.1 **Faculty Recruitment & Admissions Committee (FRAC)**

The Faculty Recruitment & Admissions Committee (FRAC) is responsible for the overall management of admissions strategy, policy and procedures. Within this context, FRAC is responsible for:

- Evaluating changes in qualifications, tariff levels and the operation of admissions.
- Receiving reports on the application cycle; on widening access activities and progress against the Faculty's widening access strategy.
- Evaluating the Faculty's interview processes.

2.2 **Admission Advisory Panels**

Separate and distinct Admission Advisory Panels (AAP) are in operation for the School of Medicine, to review the Bachelor of Medicine, Bachelor of Surgery (BMBS), Bachelor of Medicine, Bachelor of Surgery with Foundation (BMBSF), and BSc (Hons) Diagnostic Radiography (DR) programmes, and for the School of Dentistry to review the Bachelor of Dental Surgery (BDS), BSc (Hons) Dental Therapy & Hygiene (DTH) and BSc (Hons) Dental Therapy and Hygiene with Foundation (DTHF) programmes. The membership of the Panels includes the Head of School (for BMBS, BMBSF and DR) or the Associate Head for Teaching & Learning Dental Studies (for BDS, DTH and DTHF), the Faculty Business Manager (or nominee), the Faculty's Marketing, Admissions and Recruitment Co-ordinator and the University's Admissions Operations Manager. The AAP for the BMBS programme also includes the Selection and Admissions Psychometrician, and the Widening Access Academic Lead as members.

The AAPs are responsible for making recommendations to FRAC on:

- The number and identity of applicants to be selected for interview in each application cycle for the BMBS, BMBSF, DR, BDS, DTH and DTHF programmes.
- The threshold interview score to determine which candidates should receive offers in each application cycle for the BMBS, BMBSF, DR, BDS, DTH and DTHF programmes.
- The number of offers to be made to candidates for entry onto the BMBS, BMBSF, DR, BDS, DTH and DTHF programmes.
- The confirmation of students following the publication of examination results.
- All information from self-declaration forms and Disclosure & Barring Service Enhanced Disclosures, which may be deemed significant in the context of the School's fitness to practise procedures.

- All information received from the Occupational Health & Wellbeing Service which may be deemed significant in the context of the School's fitness to practise procedures.

2.3 Issuing of formal offers

The Admissions Team for the Schools is responsible for issuing formal offers to candidates through the UCAS system.

2.4 Selections & Admissions Technical Manual

The AAP is responsible for developing clear and transparent policies to inform applicants throughout the admissions process. Responsibility for presenting the Selection & Admissions Technical Manual to the AAP for the next admission cycle lies with the Faculty Business Manager and the Faculty's Marketing, Admissions and Recruitment Co-ordinator.

2.5 Dissemination of applicant information

Responsibility for the dissemination of applicant information lies with the Faculty's Marketing, Admissions and Recruitment Co-ordinator, in liaison with the Faculty Business Manager.

2.6 Disability disclosures

The Faculty's Marketing, Admissions and Recruitment Co-ordinator or nominee is responsible for referring candidates who have disclosed a disability or a specific learning difficulty to the Disability Services team at University of Plymouth, who will evaluate the support needs of the students on behalf of the faculty. The Occupational Health & Wellbeing Service will assess all other disability code disclosures in terms of need, support and suitability for admission to study medicine, radiography, dentistry, or dental therapy and hygiene.

2.7 Transfers

2.7.1 External Requests to Transfer

The Faculty has adopted the policy that a request to transfer on to the BMBS programme can only be considered on exceptional compassionate grounds. In order to assess the academic grounds for a possible transfer, the student should complete an application form for direct entry to the BMBS programme, to be issued by the Faculty Admissions Team. The procedure for dealing with transfer requests is detailed in Appendix 1. Transfers to the BDS and DTH programmes will not be considered under any circumstances.

2.7.2 Internal Requests to transfer

The Faculty has an agreement with the School of Biomedical Sciences to consider the following transfer routes:

2.7.2.1 Year 1 Transfer

Direct School leaving students who are enrolled on Year 1 BSc Biomedical Science or BSc Human Biosciences can express an interest in transferring onto Year 1 of the BMBS or BDS programme in the next academic year. Expressions

of interest must be submitted to the faculty Admissions Team before the clinical programme UCAS application deadline of 15th October.

Internal transfer applicants must meet the following published entry requirements and offer conditions:

GCE A Levels

AAB to include A grades in Biology and one other science from Chemistry, Physics, Maths, and Psychology. General Studies will not be accepted.

International Baccalaureate

Overall of 35 with 6 at the higher level in Biology and one other science from Chemistry, Physics, Maths, and Psychology.

Irish Leaving Certificate

AAABB or H1, H1, H2, H2, H3, H3 at the higher level to include Biology and one other science from Chemistry, Physics, Maths, and Psychology.

Scottish Qualifications

AAB at the Advanced Higher level including Biology and one other science from Chemistry, Physics, Maths, and Psychology.

As this is not an exhaustive list, applicants are advised to contact the faculty Admissions Team for EU and Overseas qualification equivalents.

A maximum of 20 students will be invited to interview ranked on their academic profile. Interview thresholds for offer will mirror those applied to standard UCAS Direct School Leaving applicants.

Conditions of Offer

To achieve the equivalent of a 1st after completing the BSc Year 1 assessments i.e. >70% score across all modules.

Completion of non-academic conditions:

- Signing of the relevant school agreement
- Satisfactory DBS check & Occupational Health screening

The faculty will restrict Year 1 transfer entry to the top 10 ranked students. Distribution of the 10 places across the BMBS and BDS programmes will be dictated by the preference of the top performing students.

Eligible University of Plymouth degree course for this entry route include:

Biomedical Sciences
Human Biosciences
Medical Physiology

2.7.1.2 Graduate Entry Transfer

Non-direct School Leaving applicants who are on track to achieve a 1st at the beginning of the final year or who hold a 1st Class degree which has been achieved in the two years prior to applying, can apply through UCAS between 1st September and 15th October for the BMBS or BDS programmes without needing to sit the GAMSAT. Eligible University of Plymouth degree courses for this entry route include:

Biomedical Sciences
Clinical Physiology
Exercise, Nutrition & Health
Cardiac Physiology
Human Biosciences
Medical Physiology

A maximum of 20 students will be invited to interview ranked on their Academic profile. Interview thresholds for offer will mirror those applied to standard UCAS Non Direct School Leaving applicants.

Offer Conditions

To achieve or hold a 1st Class degree in the identified courses above.

Completion of non-academic conditions:

- Signing of the relevant school agreement.
- Submission of a satisfactory Financial Guarantee

3 Entry Criteria

3.1 **BMBS/BDS Academic Requirements for Direct School Leavers (within five years of qualification)**

The typical offer is not necessarily the threshold for selection for interview, which may vary depending on the number and quality of applications received for the relevant programme.

Although some non-academic qualifications are now included in the UCAS tariff, the faculty will not under normal circumstances consider these as part of an application.

3.1.1 GCE A/AS Levels

The typical offer for applicants studying GCE A levels is grades of A*AA to AAB, which must include Biology and one other science from Chemistry, Physics, Maths, and Psychology. General Studies at GCE A level is not included within any offer.

3.1.2 Unit Grades

Unit grades will not normally be considered either in selecting a candidate for interview or as part of any offer.

3.1.3 Key skills

Standards in key skills will not normally be considered either in selecting a candidate for interview or as part of any offer.

3.1.4 International Baccalaureate

The typical offer for applicants studying the IB Diploma is a score of 36-38 points, including a 6 in Biology and one other science from Chemistry, Physics, Maths, and Psychology at the higher level.

3.1.5 Scottish Qualifications

The typical offer to applicants studying Scottish qualifications are grades of AAA at Advanced Higher level, including Biology and one other science from Chemistry, Physics, Maths, and Psychology.

3.1.6 Welsh Baccalaureate Advanced

The Welsh Baccalaureate Advanced is considered in lieu of an A level.

3.1.7 Irish Leaving Certificate

The typical offer to applicants studying the Irish Leaving Certificate is grades of AAAAA or H1,H1,H2,H2,H2,H2 or H1,H1,H1,H2,H2,H2 at the Higher level including Biology and one other science from Chemistry, Physics, Maths, and Psychology.

3.1.8 Cambridge Pre-U Diploma

The typical offer to applicants studying the Cambridge Pre-U diploma are grades of D3, D3 and M1, including Biology and one other science from Chemistry, Physics, Maths, and Psychology at D3.

3.1.9 Other qualifications

UK and EU applicants offering other qualifications are considered on an individual basis. The Admissions Advisory Panel is guided by the advice given by NARIC in reaching decisions on the equivalency and matriculation of qualifications not listed as part of the UCAS tariff.

3.1.10 Non-EU International Qualifications

Non-EU international qualifications will be considered for entry. International applicants must meet the equivalent admissions criteria described for UK/EU students including UCAT. If English is your first language we will accept your home country's equivalent of a GCSE grade A/8 in English Language providing it is at Level C1 or above according to the Common European Framework of Reference (CEFR).

Students whose first language is not English must demonstrate proficiency in the English language by achieving one of the following qualifications:

- IELTS band 7.5 or above with at least 7.0 in each of the Speaking and Listening sections (taken within 12 months of entry).
- IGCSE or GCSE English Language (as a first language) grade A. A supplementary statement confirming inclusion of the Speaking and Listening components will be required for IGCSE 0500.
- IB score of 6 at the ordinary level in English Language (as a first language)

3.1.11 General Certificate of Secondary Education

Students are required to achieve a minimum of seven GCSE passes at grades A-C/9-4 which must include English Language, Mathematics and either GCSE single and additional science, double award science, or two GCSE science subjects including Biology, Chemistry, or Physics.

3.1.12 University Clinical Aptitude Test

The faculty uses the University Clinical Aptitude Test (UCAT) in order to make a more informed selection from amongst the many applicants for the BMBS and BDS programmes. Under normal circumstances all applicants must have completed a valid UCAT test within the year of application, unless exemption from the test has been granted by the institution. UCAT test results are used alongside the academic information provided on the UCAS form in order to select candidates for interview. The overall minimum score is set annually by the Admissions Advisory Panel for Medicine. The faculty do not currently use the Situational Judgement Test (SJT) element of the UCAT.

3.1.13 Contextual Admissions

The University of Plymouth are committed to widening access (WA) and ensuring that all students with the potential to succeed, regardless of their background, are encouraged to apply with us. The additional information gained through contextual data enables our admissions advisory panel to recognise a student's achievements and identify their potential to succeed in the context of their background and experience. The contextual data we will consult when determining to issue an AAB offer are listed below. Applicants will need to meet a minimum of three from the following WA indicators to be considered:

- Living in a low participation area as determined by POLAR4 postcode analysis
- Living in an area categorized as being in indices of mass deprivation (IMD) classes 1-4 or local equivalent
- Attending a low performing school/college based on 16-18 performance

- In receipt of UKCAT bursary, EMA, or 16-19 bursary
- Being in receipt or eligible for Free School Meals
- Participant in the Peninsula Pathways programme

Please note that the typical offer is not necessarily the threshold for selection for interview, which may vary depending on the number and quality of applications received by the faculty.

3.2 BMBS/BDS Academic Requirements for Non-Direct School Leavers

To ensure that non-direct school leavers or graduate applicants are assessed fairly against the same academic criteria, the Graduate Medical School Admissions Test (GAMSAT) is used to assess applicants. Prior degree awards and classifications are not used to assess an applicant's intellectual aptitude to study. This applies if an applicant's current suite of qualifications do not meet those published above in the Direct School Leaving section or more than five years has lapsed since achieving them

3.2.1 GAMSAT test score validity

The GAMSAT test is offered twice a year in the UK (March & September). The results are valid for two years, i.e. from the year of application and the previous year.

3.2.2 GAMSAT minimum thresholds

The minimum overall GAMSAT score required for an applicant to be invited for an interview may vary year on year. Under normal circumstances, candidates are required to meet minimum performance thresholds in each of the three sections and an overall target score of the GAMSAT test. Sections are scored out of 100. The overall minimum score and the minimum for each subtest are set annually by the Admissions Advisory Panels.

3.3 BMBSF Academic Requirements for all applicants (within five years of qualification)

The typical offer is not necessarily the threshold for selection for interview, which may vary depending on the number and quality of applications received by the faculty.

Applications will not be considered from those who have studied for a first degree.

Although some non-academic qualifications are now included in the UCAS tariff, the faculty will not under normal circumstances consider these as part of an application.

3.3.1 GCE A/AS Levels

The typical offer for applicants studying GCE A levels is grades BBB, which must include Biology and one other science from Chemistry, Physics, Maths and Psychology. General Studies at GCE A level is not included within any offer.

3.3.2 Unit Grades

Unit grades will not normally be considered either in selecting a candidate for interview or as part of any offer.

3.3.3 Key Skills

Standards in key skills will not normally be considered either in selecting a candidate for interview or as part of any offer.

3.3.4 International Baccalaureate

The typical offer for applicants studying the IB Diploma is a score of 28-32 points, including a 5 in Biology and one other science from Chemistry, Physics, Maths and Psychology at the Higher Level.

3.3.5 Scottish Qualifications

The typical offer to applicants studying Scottish qualifications are grades of BBB at Advanced Higher level to include Biology.

3.3.6 Irish Leaving Certificate

The typical offer to applicants studying the Irish Leaving Certificate is grades of H3,H3,H3,H3,H2,H2 at the Higher level, or A2,A2,B2,B2,B2,B2, or B1,B1,B3,B3,B3,B3 to include Biology.

3.3.7 Access to HE Diploma

The typical offer to applicants studying a science based Access to HE Diploma is 45 level 3 credits of which a minimum of 33 credits must be at Distinction and 12 credits at Merit, including a minimum of 15 credits in Biology.

3.3.8 BTEC National Extended Diploma

The typical offer to applicants studying a BTEC National Extended Diploma is DDM. Must contain units covering sufficient Biology and another science.

3.3.9 BTEC National Diploma

The typical offer to applicants studying a BTEC National Diploma is DM but must be accompanied by GCE A level Biology at grade B. Must contain units covering sufficient Biology and another science.

3.3.10 Welsh Baccalaureate (WB)

The typical offer to applicants studying the WB is a pass or grade B, to be accompanied by GCE A level grades BB to include Biology and one other science.

3.3.11 Non-EU International Qualifications

Non-EU international qualifications will be considered for entry. International applicants must meet the equivalent admissions criteria described for UK/EU students including UCAT. If English is your first language we will accept your home country's equivalent of a GCSE grade A/8 in English Language providing it is at Level C1 or above according to the Common European Framework of Reference (CEFR). Students whose first language is not English must demonstrate

proficiency in the English language by achieving one of the following qualifications:

- IELTS band 7.5 or above with at least 7.0 in each of the Speaking and Listening sections (taken within 12 months of entry).
- IGCSE or GCSE English Language (as a first language) grade A. A supplementary statement confirming inclusion of the Speaking and Listening components will be required for IGCSE 0500.
- IB score of 6 at the ordinary level in English Language (as a first language)

3.3.12 General Certificate of Secondary Education

Students are required to achieve a minimum of seven GCSE passes at grades A-C/9-4 which must include English Language, Mathematics and Chemistry and Biology, or GCSE single and additional science, or double award science.

3.4 Diagnostic Radiography Academic Requirements for all Applicants

The typical offer is not necessarily the threshold for selection for interview, which may vary depending on the number and quality of applications received for the relevant programme of study.

3.4.1 GCE A/AS Levels

The typical offer for applicants studying GCE A levels is grades of BBC, which must include one science from: Biology/Human Biology; Chemistry; Computing; Design and Technology; Electronics; Environmental Studies; Geography; Geology; Maths/Pure Maths/Further Maths; Life and Health Sciences; Physical Education; Physics; Psychology; Science (applied); Statistics.

3.4.2 International Baccalaureate (IB)

The typical offer for applicants studying the IB Diploma is a score of 28-30 points, including a 5 in science from: Biology/Human Biology; Chemistry; Computing; Design and Technology; Electronics; Environmental Studies; Geography; Geology; Maths/Pure Maths/Further Maths; Life and Health Sciences; Physical Education; Physics; Psychology; Science (applied); Statistics.

3.4.3 Scottish Qualifications

The typical offer to applicants studying Scottish qualifications are grades of BBC at Advanced Higher level, including one science from: Biology/Human Biology; Chemistry; Computing; Design and Technology; Electronics; Environmental Studies; Geography; Geology; Maths/Pure Maths/Further Maths; Life and Health Sciences; Physical Education; Physics; Psychology; Science (applied); Statistics.

3.4.4 Irish Leaving Certificate

The typical offer to applicants studying the Irish Leaving Certificate is grades of H3,H2,H2,H2,H2,H2 at the Higher level including one science from: Biology/Human Biology; Chemistry; Computing; Design and Technology; Electronics; Environmental Studies; Geography; Geology; Maths/Pure Maths/Further Maths; Life and Health Sciences; Physical Education; Physics; Psychology; Science (applied); Statistics.

3.4.5 Access to HE Diploma

The typical offer to applicants studying a science based Access to HE Diploma is 45 level 3 credits of which a minimum of 15 credits must be at Distinction and 30 credits at Merit.

3.4.6 BTEC National Extended Diploma – Applied Science

The typical offer to applicants studying the Applied Science BTEC National Extended Diploma is DMM.

3.4.7 BTEC National Diploma – Applied Science

The typical offer to applicants studying the Applied Science BTEC National Diploma is D*D*.

3.4.8 Cambridge Pre-U

The typical offer to applicants studying the Cambridge Pre-U is M2, M2, M3.

3.4.9 Other qualifications

UK and EU applicants offering other qualifications, including previous degrees, are considered on an individual basis. The Admissions Advisory Panel is guided by the advice given by NARIC in reaching decisions on the equivalency and matriculation of qualifications not listed as part of the UCAS tariff.

3.4.10 Non EU International Qualifications

Non-EU international qualifications will be considered for entry. International applicants must meet the equivalent admissions criteria described for UK/EU students including UCAT. If English is your first language we will accept your home country's equivalent of a GCSE grade A/8 in English Language providing it is at Level C1 or above according to the Common European Framework of Reference (CEFR). Students whose first language is not English must demonstrate proficiency in the English language by achieving one of the following qualifications:

- IELTS band 7.0 or above with at least 7.0 in each element, taken within 12 months of prior entry.
- IGCSE or GCSE English Language (as a first language) grade A. A supplementary statement confirming inclusion of the Speaking and Listening components will be required for IGCSE 0500.

- IB score of 6 at the ordinary level in English Language (as a first language).

3.4.11 General Certificate of Secondary Education

Students are required to achieve a minimum of five GCSE passes at grades A-C/9-4 which must include English Language or Literature, Mathematics and either GCSE single and additional science, double award science, or two GCSE science subjects including Biology, Chemistry, or Physics.

3.5 Dental Therapy & Hygiene Academic Requirements for all applicants

The typical offer is not necessarily the threshold for selection for interview, which may vary depending on the number of applications received by the faculty.

Although some non-academic qualifications are now included in the UCAS tariff, the faculty will not under normal circumstances consider these as part of an application.

3.5.1 GCE A/AS Levels

The typical offer is grades of ABB at GCE A level, and must include Biology. General Studies at GCE A level is not included within any offer.

3.5.2 Unit Grades

Unit grades will not normally be considered either in selecting a candidate for interview or as part of any offer.

3.5.3 Key skills

Standards in key skills will not normally be considered either in selecting a candidate for interview or as part of any offer.

3.5.4 Access Courses

The typical offer for applicants studying an Access course is an overall of 45 level 3 credits, 33 of these at Merit or Distinction to include 15 in Biology or Human Biology.

3.5.5 BTEC National Diploma

The typical offer for applicants studying a BTEC National Diploma is Distinction, Distinction, Merit.

3.5.6 International Baccalaureate

The typical offer for applicants studying the IB Diploma is a score of 28-30 points, including a minimum of 5 in Biology at the higher level.

3.5.7 Scottish Qualifications

The typical offer to applicants studying Scottish qualifications are grades of ABB at Advanced Higher level, including Biology

3.5.8 Welsh Baccalaureate Advanced Diploma

The typical offer to applicants studying the Welsh Baccalaureate Advanced Diploma is a pass in the Diploma, plus grades BB at GCE A Level to include Biology. General Studies at A Level is not included within any offer.

3.5.9 Irish Leaving Certificate

The typical offer to applicants studying the Irish Leaving Certificate is grades of AAABB or H1, H2, H2, H2, H3, H3 at the higher level including Biology.

3.5.10 Cambridge Pre-U Diploma

The typical offer to applicants studying the Cambridge Pre-U diploma are grades of M1, M2 and M2.

3.5.11 Other qualifications

UK and EU applicants offering other qualifications, including previous degrees, are considered on an individual basis. The Admissions Advisory Panel is guided by the advice given by NARIC in reaching decisions on the equivalency and matriculation of qualifications not listed as part of the UCAS tariff.

3.5.12 Non EU International Qualifications

Non-EU international qualifications will be considered for entry. International applicants must meet the equivalent admissions criteria described for UK/EU students including UCAT. If English is your first language we will accept your home country's equivalent of a GCSE grade A/8 in English Language providing it is at Level C1 or above according to the Common European Framework of Reference (CEFR). Students whose first language is not English must demonstrate proficiency in the English language by achieving one of the following qualifications:

- IELTS band 7.5 or above with at least 7.0 in each of the Speaking and Listening sections (taken within 12 months of entry).
- IGCSE or GCSE English Language (as a first language) grade A. A supplementary statement confirming inclusion of the Speaking and Listening components will be required for IGCSE 0500.
- IB score of 6 at the ordinary level in English Language (as a first language).

3.5.13 General Certificate of Secondary Education

Students are required to achieve a minimum of six GCSE passes at grades A-C/9-4 which must include English Language or Literature, Mathematics and either GCSE single and additional science, double award science, or two GCSE science subjects including Biology, Chemistry, or Physics.

3.6 Re-sit Applicants

Consideration will be given to re-sit applicants providing a minimum threshold has been achieved at the first attempt. Typically this must be no more than two grades drops or equivalent from the typical standard offer. For example: Medicine and Dentistry have re-sit threshold of ABB at the first attempt for GSE A levels, and 34 overall with 6, 5, 5 at the higher level for the International Baccalaureate. For re-sit thresholds for all other acceptable level 3 qualifications, please contact the Admissions Team at meddent-admissions@plymouth.ac.uk.

All Level 3 qualifications that form part of an applicant's academic profile for selection must be achieved within a maximum of three academic study years i.e. to include only one re-sit year.

3.7 Non-academic Entry Criteria

Completion of all aspects the non-academic entry criteria by stated deadlines forms part of the overall offer of a conditional place. Failure to comply with stated deadlines may lead to the conditional offer being withdrawn.

3.7.1 General Medical Council (GMC)/General Dental Council (GDC) requirements for BMBS and BDS/DTH programmes

A candidate's non-academic, personal attributes will be assessed according to the criteria stipulated by the GMC's *Outcomes for Graduates* and the GDC's *Maintaining Standards*.

3.7.2 Personal Attributes

The faculty considers the most predictive instrument of non-academic criteria to be a Multiple Mini Interview (MMI). MMIs are used as part of the admission process for the BMBS, BMBSF, BDS, DR, DTH and DTHF programmes (see section 5.2 for more information) to identify whether a candidate can demonstrate certain personal attributes, including:

- Integrity/Probity
- Awareness of self and one's limitations
- Veracity/honesty
- Reflective
- Flexible
- Motivation/commitment
- Pro social attitudes e.g. non-judgmental, empathetic
- Communication and listening skills
- Insight into profession
- Insight into own strengths and weaknesses
- Ability to be a team player
- Deals with stress appropriately
- Resilience
- Problem solving skills
- Potential for leadership

3.7.3 Fitness to Practise

The faculty takes seriously its commitment to enrol and teach only those students with the integrity required by the medical, dental and healthcare professions. The faculty will not admit any applicant who fails to satisfy both the academic and non-academic conditions of their offer, including signing the relevant School Student Agreement or who fails to meet the respective GMC and GDC guidelines on Fitness to Practise, or HCPC's standards of conduct, performance and ethics.

3.7.4 Student Agreements

All students applying for the BMBS, BMBSF, BDS, DR, and DTH programmes are required to sign a School Student Agreement prior to confirmation of their unconditional place on their respective degree programme.

The Student Agreements are codes of conduct that derive from the GMC statements on the duties of doctors as stated in *Good Medical Practice* (updated 2019), the GDC statements on the duties of dentists as stated in *Maintaining Standards* (2019), and the HCPC's standards of conduct, performance and ethics (2016). The Agreements form a contract between the Schools and their students and outline the code of conduct and behaviour that is expected by the Schools from their students. Non-compliance with the Student Agreement may constitute a fitness to practise issue and may put at risk a student's continued enrolment on the respective degree programme. A copy of the Medical School Student Agreement is shown in Appendix 2, Dental School Student Agreement in Appendix 3, Dental Therapy and Hygiene Student Agreement in Appendix 4, and Diagnostic Radiography Student Agreement in Appendix 5.

3.7.5 Self-Declaration Forms and Disclosure & Barring Service (DBS)

Enhanced Disclosures

All candidates invited to interview for BMBS, BMBSF, BDS, DR, and DTH are required to complete a self-declaration form indicating prior cautions, fixed penalty notices, and criminal convictions as dictated by the May 2013 legislation, plus previous enrolments on medical or dental programmes and confirmation if an applicant has been involved in formal professionalism or Fitness to Practice proceedings. A copy of the self-declaration form is shown in Appendix 5. Self-declaration forms will be kept on the student record for all students admitted to the BMBS, BMBSF, BDS, DR, or DTH programmes for the duration of their studies. In addition, all offers issued by the Schools are conditional upon the student completing an enhanced disclosure check via the Disclosure and Barring Service.

All significant records of a candidate's convictions, cautions, reprimands and verbal warnings that have not been filtered in line with current DBS guidance will be reported to the respective Admissions Advisory Panel which, in turn, will make recommendations to the Dean or his/her nominee on that candidate's suitability to enter the BMBS, BMBSF, BDS, DR, or DTH programme. The faculty will record the disclosure number and issue date electronically for the duration of the programme.

Information on the Enhanced Disclosure pertaining to cautions, warnings or convictions will be destroyed within six months of the issue of the Enhanced Disclosure in accordance with the Police Act 1997.

Failure to declare a prior caution, fixed penalty notice, or criminal conviction as in line with current DBS guidance that is later discovered, may result in the student concerned being referred to the Schools' Fitness to Practise Committee and, possibly, a requirement that the student withdraw from the programme of study.

3.7.6 Occupational Health Assessment

All applicants in receipt of a conditional offer must satisfactorily complete a Fitness to Practise assessment, which will include the completion of a health questionnaire and may also include a meeting or medical appointment with the Schools' Occupational Health doctors in the Occupational Health & Wellbeing Service.

Non-disclosure at the admissions stage of a significant mental or physical health problem within the context of fitness to practise, and which is later revealed, will be considered a serious fitness to practise issue by the faculty.

3.7.6.1 Health Clearance for BMBS/BMBSF and DR Students

Screening medical students for Hepatitis B virus infection is carried out to protect both medical students and their patients against the risk of transmission of Hepatitis B in the healthcare setting. Although not essential in order to qualify and work as a doctor, many medical students wish to participate in exposure prone procedures including surgical procedures during their training. In order to protect patients, the Department of Health (DH) require that students wishing to participate in exposure prone procedures are free from infection with Hepatitis B, C and HIV. Voluntary screening will be undertaken by the School's Occupational Health & Wellbeing Service. Without this clearance, students may undergo medical training and qualify but will not be allowed to assist in these procedures.

Prospective students who consider they may be at risk of one of these infections should contact the Occupational Health & Wellbeing Service as soon as possible for an in-confidence discussion. The School also recommends students enrol in a free Hepatitis B immunisation service, through Staff Health & Wellbeing, in line with DH guidelines. The Admissions team will send further details to candidates offered a conditional place on the BMBS, BMBSF and DR programmes.

3.7.6.2 Health Clearance for BDS and DTH Students

The Peninsula Dental School requires that all prospective students provide evidence that they are free of infection from Hepatitis B, Hepatitis C and HIV before enrolment on to the BDS and DTH programmes.

This is necessary in order to protect both students and their patients against the risk of transmission of infection in the healthcare setting. The School will make arrangements for mandatory blood tests to be conducted for all students in receipt of a conditional offer of a place on the BDS and DTH programmes, in order to demonstrate freedom from infection from Hepatitis B, Hepatitis C and HIV. Screening for Tuberculosis will be addressed separately upon enrolment on the BDS and DTH programmes. The school will also require all students to be immunised against Hepatitis B prior to commencing work with patients. The Peninsula Dental School's approach is informed by *Best Practise Guidance* (2007) from the DoH and is consistent with professional obligations placed on dental practitioners by the GDC.

3.8.7 Students with Disabilities

The faculty is committed to meeting the needs of students with disabilities and recognises that they are an integral part of the academic community, which we strive to make as inclusive as possible.

The faculty will need to consider the impact of a disability on an applicant's fitness to practise because it has a special responsibility to ensure that all students admitted to the BMBS, BMBSF, BDS, DR and DTH programmes will be eligible for provisional registration by the GMC or full registration by the GDC on graduation.

The faculty is committed to ensuring that all applicants who are judged to be academically suitable are neither treated less favourably nor placed at a disadvantage on the grounds of their disability. Candidates who have a disability should tick the relevant box on the UCAS form. Disclosing a disability on the UCAS application form will not affect the screening of the application or indeed influence the decision to invite a candidate to interview. If an offer is made, the Schools will seek advice from the Disability Services at the University of Plymouth, as well as the Occupational Health & Wellbeing Service, so that the type of assistance needed to enable students to successfully complete the BMBS, BMBSF, BDS, DR, or DTH programmes can be assessed in more detail.

Although there are rare occasions when following professional assessment of a disability, a student's suitability for admission may be affected, the University of Plymouth takes a positive view and tries to meet the needs of students with disabilities by making wherever possible, reasonable adjustments to their programme of study.

3.9 Age of Applicants on Entry

Students must be 18 years of age at the commencement of the BMBS, BMBSF, BDS, DR, and DTH degree courses. Applicants who apply but would be under 18 at the start of that year's course will be advised to defer entry or reapply as appropriate. The early clinical contact in our programmes means that younger students cannot be admitted as they would not be able to fully participate in the course.

There is no upper age limit for applications to study BMBS, BMBSF, BDS, DR, or DTH in the UK. However, given the number of years in study and subsequent training, you may wish to give consideration to the possible length of practice/employment post qualification.

4 Selection & Admissions Appeals Policy

4.1 Right to Appeal

An applicant for study on the BMBS, BMBSF, BDS, DR, DTHF or DTH programmes has the right to appeal against the decision of the respective Admissions Advisory Panel, where the decision has been to reject his or her application.

4.2 Grounds for Appeal

The grounds for appeal shall be limited to the following:

- Evidence of a procedural irregularity connected directly with the admissions process undertaken by the faculty.

The appeal procedure is concerned only with the operational processes linked to the workings of the respective Admissions Advisory Panel. It may not be used to address perceived problems in the handling of an application by UCAS, or any other external process connected to, but not directly part of, the Faculty's selection and admissions procedures. Appeals against the academic and professional judgment of the interview panelists and the members of the respective Admissions Advisory Panel will not be considered.

4.3 Procedures for Appeal

4.3.1 An appeal against the decision of the respective Admissions Advisory Panel to reject an application must be made, in writing, to the Faculty Business Manager.

4.3.2 The Faculty Business Manager will review the appeal and decide whether there are sufficient grounds, as specified in 4.2 above.

4.3.3 Following the review of the appeal, the Faculty Business Manager (or a nominee) will take one of the following two courses of action:

- Uphold the appeal, and put forward an offer in order to make appropriate reparation, which may include the offer of an interview, or a repeat interview (if appropriate)
- Reject the appeal.

4.3.4 If, after receiving notification of the outcome of the appeal, the appellant is not satisfied, he or she may appeal to the Dean of the Faculty in writing within seven days of receipt of the notification.

4.3.5 The Dean will make whatever enquiries are deemed appropriate about the matter raised and, subject to the applicant's consent, will obtain other

reports considered necessary. The Dean may appoint a nominee to investigate and prepare a report. Following an investigation, the Dean may decide to reject the appeal or refer the matter to a Faculty Admissions Appeals Committee meeting that will consist of:

- One healthcare professional from an NHS partner organisation.
- One member of academic staff, external to the Faculty, and not associated with the interview process.
- One senior member of academic staff from the faculty, not previously associated with the interview process
- The Faculty Business Manager (or nominee)
- The relevant Head of School (Medicine or Dentistry, depending on the programme to which the appeal pertains).

4.3.6 The Committee will meet to consider the appeal. The Faculty Business Manager (or nominee) will prepare a report on the appeal, which will include all the relevant paperwork associated with the case. This report will then be circulated to the Committee prior to the meeting.

4.3.7 Following its consideration of the appeal, the Committee will take one of the following two courses of action:

- Uphold the appeal and refer the case back to the respective Admissions Advisory Panel, recommending a course of further action.
- Reject the appeal.

4.3.8 The decision of the respective Admissions Appeal Committee shall be final and will be notified to the appellant in writing by the Faculty Business Manager (or nominee).

5 Procedures

5.1 Receipt of Applications

5.1.1 All applications for undergraduate degrees must normally be made via the Universities and Colleges Admissions Service (UCAS). The Marketing, Admissions and Recruitment Co-ordinator will act as the Schools' UCAS correspondent, and s/he will coordinate the receipt, distribution, checking and the screening of applications against academic criteria, fee status, criminal convictions and disability disclosure.

5.1.2 Applications for the BMBS, BMBSF, or BDS programmes received by UCAS after the annual of deadline of 15 October will not normally be processed or accepted as valid in that specific application cycle.

- 5.1.3 Applications for the DR, DTHF and DTH programmes received by UCAS after the annual of deadline of 15 January will not normally be processed or accepted as valid in that specific application cycle.
- 5.1.3 The Admissions Team will notify all applicants to the BMBS, BMBSF, BDS, DR, DTH and DTHF programmes, via the email address indicated on the UCAS form, that their application is being processed.
- 5.1.4 In determining selection for interview for BMBS, BMBSF, BDS, DR, DTH and DTHF the AAPs will consider the number of applications together with the factors which are detailed in section 3 above, against the number of available interview places and recommend candidates to be invited to interview to the Dean or his/her nominee.
- 5.1.5 Applicant fee status i.e. Home/EU, International or Islands, is fixed at the point of application based upon the Fee Status Regulations: definitions provided by the UK Council for International Student Affairs (UKCISA). A list of these definitions can be obtained from:
- <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics>
- 5.1.6 The Admissions Team will consult the Medical Schools Council 'Excluded Student' database when screening applications for the BMBS and BMBSF programme.
- 5.1.7 If an application is classed 'Invite for Interview', interview procedures as set out in section 5.2 below will be initiated.
- 5.1.8 If the application is classed 'Not recommended for interview', the Admissions Team will, if applicable, provide the applicant with alternative course choices with the University of Plymouth or inform UCAS that the applicant was unsuccessful.

5.2 Interview processes, procedures and outcomes

- 5.2.1 No offer for the BMBS, BMBSF, BDS, DR, DTHF or DTH programmes will be made unless an applicant has attended an interview, which will normally take place in Plymouth.
- 5.2.2 Candidates attending interview will be required to bring photographic identification. The faculty reserves the right to withdraw the offer of an interview if candidates fail to adequately identify themselves using such means. Candidates are required to pay their travel to attend an interview. In cases where candidates have been unable to identify themselves and the offer of an interview has been withdrawn, the faculty will be unable to reimburse the candidate for the cost of their travel to attend the scheduled interview date. It may be possible to re-arrange an interview for another date, but this cannot be guaranteed.

- 5.2.3 The interview is delivered using a structured multiple mini interview (MMI) format, lasting approximately fifty minutes and using a predetermined scoring system. This is to help ensure that candidates receive as close to an identical experience as possible. On each interview day, candidates will receive further details during registration about the interview.
- 5.2.4 Candidates attending an interview for BMBS, BMBSF, BDS, DR, DTH or DTHF are encouraged to discuss any special arrangements for the interview in advance with the Admissions team.
- 5.2.5 The Marketing, Admissions and Recruitment Co-ordinator or nominee will act as Co-ordinator at each scheduled interview session. It is the responsibility of the Co-ordinator to ensure that interviews are conducted according to established procedures. An Interview Coordinator Report will be completed for each interview session to record any incidents that may have affected the performance of the candidates. A copy of the Interview Coordinator Report has been included as Appendix 4.
- 5.2.6 The respective Admissions Advisory Panel will consider interview results. Applicants may be classed as either:
- Offer recommended
 - Offer not recommended
- 5.2.7 If an interviewee is classified 'offer recommended', s/he will be notified of a conditional offer, which will be subject to signing the appropriate School Agreement and screening by the Occupational Health & Wellbeing Service and the Disclosure & Barring Service, as well as any academic conditions imposed. UCAS will also be informed.
- 5.2.8 If the screening by the Occupational Health & Wellbeing Service or the DBS is deemed unsatisfactory, the faculty will be unable to continue with the application and the applicant will be informed accordingly.
- 5.2.9 Applicants holding conditional offers must normally make CF/CI decisions by the appropriate UCAS deadline in each application cycle. Decisions notified to UCAS are transmitted electronically to the Admissions Team. These decisions are then uploaded automatically into the University's UNIT-e Admissions system.
- 5.2.10 If an interviewee is classified 'offer not recommended', the Admissions Team will, if appropriate, offer alternative course with University of Plymouth or notify him/her through the UCAS electronic system that the application was unsuccessful.
- 5.2.11 Applications for deferred entry are welcomed, although this must be indicated at the time of application. Under normal circumstances, subsequent requests from applicants to defer that, were not previously indicated on the UCAS form, will not be

granted. Deferred entry will normally only be permitted for one academic year.

5.3 Feedback on interview performance

Feedback is only given directly to unsuccessful applicants who request this in writing. The faculty is unable to provide qualitative feedback to unsuccessful applicants on interview performance over the telephone. The feedback provided includes the numerical score from the interview and the position of this score in the overall ranking only, which determines which students' received a conditional offer of a place of study on each of the programmes.

5.4 Status summaries

5.4.1 All information relating to applicants is stored in the University's UNIT-e Admissions system. Status reports, including information on offers made and acceptances can be accessed via standard UNIT-e reports.

5.4.2 Status reports are collated by the Admissions Team and distributed to the Admissions Advisory Panels, the Heads of School and the Faculty Business Manager.

5.5 Confirmation of place

5.5.1 Candidates exam results are transmitted electronically by UCAS to the University of Plymouth's admissions system.

5.5.2 Applicants who have met their conditions will be issued an Unconditional Offer, and will be invited to enrol in September.

5.5.3 If an applicant has failed to meet his or her conditions, the application will be referred to the respective AAP. The Panel may take into consideration other factors, such as the candidate's performance at interview when deciding whether to confirm the place. If the AAP recommends that the faculty is unable to confirm the student's place, then s/he will be rejected and both the applicant and UCAS informed of the decision.

5.5.4 Applicants who have not met their academic conditions but are seeking a remark may have their place deferred until the next academic point of entry if the required grade is confirmed within 1 week from the applicant's receipt of results in August.

5.5.5 Under normal circumstances, the faculty is unable to compensate a candidate's performance in examination if affected by extenuating circumstances.

5.5.6 Clearing processes may be invoked if the faculty's intake quota has not been reached.

- 5.5.7 The Faculty Business Manager is responsible for ensuring that all the Faculty's wider administration, Occupational Health & Wellbeing Service, senior managers and committees are appropriately briefed on entry numbers in relation to targets.
- 5.5.8 The Faculty Business Manager is responsible for ensuring that information for applicants who have confirmed their place is distributed in a timely manner prior to enrolment.
- 5.5.9 In May/June of the application cycle, students who have accepted the offer, are forwarded accommodation information. The following information is also distributed:
- Immunisation information
 - Reading lists
 - Term date information

6 Registration and Induction Arrangements

- 6.1 Registration events involving the enrolment of students on to programmes are organised by the Academic Lead for Induction and Business Support Manager or nominees.
- 6.2 The induction programme takes place during the first fortnight of term for the BMBS, BMBSF, BDS, DR, & DTH programmes.
- 6.3 Additional induction sessions for international students may be organised by the International Office of the University of Plymouth, which are separate from the formal faculty Induction programmes.
- 6.4 Appointment sessions for students to undertake Occupational Health appointments will be arranged during the induction programme.
- 6.5 Students with learning support needs may need to arrange appointments with the Disability Service (University of Plymouth) during the induction programme.
- 6.6 Subject and/or Module Leads are responsible for the production of subject-specific induction information.
- 6.7 The Academic Services Manager is responsible for ensuring that the appropriate faculty Programme Handbook and Assessment Technical Manual are signposted to all new students.
- 6.8 The Academic Lead for Induction is responsible for ensuring that the induction programme is appropriately evaluated and assessed for future planning purposes.

7 Monitoring, evaluation and customer feedback

- 7.1 Monitoring of the selection and admissions process for BMBS, BMBSF, BDS, DR, and DTH applicants is undertaken via:
- The Open Day questionnaire
 - New cohort and decliner surveys
 - Consideration of conversion rates
 - Interview Coordinator reports
 - Comments and feedback from interviewers
 - Monitoring of online forums and feedback from Schools and Colleges
 - Comments and feedback received from applicants.
- 7.2 The Faculty Board will undertake an annual evaluation of the Faculty's selection and admissions outcomes and procedures, including the monitoring of trends and demographics of applications and offers.
- 7.3 The Marketing, Admissions and Recruitment Co-ordinator or nominee is responsible for monitoring applicant decisions, the factors determining these and competitor analysis.
- 7.4 The Marketing, Admissions and Recruitment Co-ordinator is responsible for ensuring that key performance indicators on selections and admissions including average UCAS tariff point on entry and other student-related data is reported to the Faculty Business Manager, Head of School and Dean.
- 7.5 AAP chairs are responsible for providing admissions and related student enrolment data as part of the Annual Programme Reviews.
- 7.7 AAP Chairs are responsible for ensuring that appropriate parties within the Faculty are informed about any significant changes in selection criteria and procedures and in national qualification frameworks.

8 Staff Development

- 8.1 The Head of School (Medicine) and the Associate Head for Teaching & Learning (Dentistry), together with the Faculty Business Manager, are responsible for ensuring that all academic and administrative staff are appropriately trained for their role in selection and admissions.
- 8.2 All new members of the Faculty's student interview panels will be required to complete online training provided by the Medical Schools Council. This will introduce new panelists to the MMI interview system, as well as

involving potential panelists in benchmarking exercises. Details of the online training and non-mandatory interview training sessions are forwarded to the panel members in advance. Existing student interview panelists who have not been involved in student interviews for more than two years will be asked to attend a training session to update them on any changes to the interview procedures or associated paperwork. Each panel member is encouraged to complete the University approved Equality & Diversity and Unconscious Bias Training every 2 years.

- 8.3 The Admissions Advisory Panels are responsible for examining and developing new initiatives in selection criteria and instruments. UCAS passes information on admissions initiatives to the Schools' UCAS correspondent(s) for wider dissemination.

APPENDICES

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|------------|--|
| Appendix 1 | Policy and Procedures for the Transfer of Medical Students from UK Medical Schools |
| Appendix 2 | Medical School BMBS Student Agreement |
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Appendix 1

Policy and Procedures for the Transfer of Medical Students from UK Medical Schools

1 Transfer requests should be referred to the Marketing, Admissions and Recruitment Co-ordinator.

Step 1: Checks will be made to determine whether the faculty has the capacity to accommodate the additional student without affecting the quality of the student experience or the cost base of the programme. Student intake targets set by HEFCE are absolute. Transfers are only considered under exceptional circumstances and a student cannot be accepted onto a programme if the transfer meant that the intake target was exceeded.

Step 2: Do adequate grounds for transfer exist? In order to assess the grounds for a possible transfer, the student should complete the application form for direct entry to the BMBS programme, to be issued by the Admissions Team.

Step 3: Has academic performance to date been satisfactory? If not application will be rejected.

Step 4: Have there been any concerns regarding fitness to practice/personal or professional behaviour? Has the student ever been referred to the local Fitness to Practice Committee? If 'yes' to any of these factors the application will be rejected.

Step 5: In pursuit of the answers to 3 and 4, information will be sought by the Marketing, Admissions and Recruitment Co-ordinator from the student's current host institution.

Step 6: Following receipt of the above information the student may be offered an interview. The interview panel will normally (but not exclusively) consist of the AAP Chair and two academic members of staff, one of whom would normally be an active clinician. The panel should display a gender split. Responsibility for arranging an interview lies with the Marketing, Admissions and Recruitment Co-ordinator in consultation with the Faculty Business Manager. At interview, the following issues will be considered:

- The motivation for the move will be explored.
- The interviewers will ensure that there is a match between the student's expectation of the programme and reality.
- The interviewers will use the opportunity to determine whether the applicant's existing studies would allow easy integration into the medical programme, were the student to be accepted.

- Step 7:** The interviewers will make a recommendation to the Dean on acceptance or otherwise, identifying at what point in the programme the student should best enter and whether any additional training or education is required to help facilitate the integration of the new student into the programme of study.
- Step 8:** The final decision will rest with the Dean who will inform the student's host institution and the student concerned. Where appropriate, a formal conditional offer will be sent to the student by the Admissions Team to complete the application for transfer process.



Appendix 2

Name _____

Medical School Student Agreement (BMBS)

As a medical student you will study for a University degree that automatically allows you to work as a doctor during Foundation Year 1. During your student years some of your training will take place in a medical environment. Therefore, it is essential that you can fulfil the requirements based on General Medical Council statements on the duties of a doctor as outlined in *Good Medical Practice* (March 2013) and in the GMC Standards for medical education & training (July 2015). A copy of the GMC Standards for medical education & training is available on-line at: www.gmc-uk.org.

We ask you to agree the following outline of practice that derives from the GMC requirements so that you can learn effectively and become a competent practitioner. If there is difficulty for you with any element of this document, then the Medical School will discuss with you how best to resolve it. A satisfactory resolution must be achieved before you commence your studies at the Faculty of Health: Medicine, Dentistry and Human Sciences (FoH:MDHS). If a resolution cannot be reached you will be unable to register on the BMBS programme.

Please read the following statements and confirm that you understand and accept them.

1. I will listen to patients and respect their views, treat them politely and considerately, respect patients' privacy and dignity, and respect their right to refuse to take part in teaching.
2. I will not allow my views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age, social status, or perceived economic worth to prejudice my interaction with patients, teachers, or colleagues.
3. I will be honest and not abuse the trust of a patient or other vulnerable person. I will not enter into an improper relationship with another person, for example, with a school pupil whom I may be mentoring.
4. I will always make clear to patients that I am a student and not a qualified doctor. Until I am a doctor, I will not recommend treatment or suggest patients take any action that might be interpreted as medical advice.
5. I agree to be bound by the principle of confidentiality of patient records and patient data. I will therefore take all reasonable precautions to ensure that any personal data relating to patients, which I have learned by virtue of my position as a medical student, will be kept confidential. I will not discuss patients with other students or professionals outside the clinical setting, except anonymously. When recording data or discussing cases outside the clinical setting I will endeavour to ensure that patients cannot be identified by others. I will respect all hospital and practice patient

records. I will also keep confidential any personal information shared by students or staff during my training.

6. I will maintain appropriate standards of dress, appearance and personal hygiene so as not to cause offence to patients, teachers, or colleagues. I agree that the appearance of a student or medical practitioner should not be such as potentially to affect a patient's confidence in that person's medical judgement or standing.

7. I will expose my face fully to patients, teachers and colleagues in all clinical and teaching settings. To ensure adequate communication, students are required not to cover their faces in all clinical areas, where they are working with teachers or where they are expected to work together with other students. Students may cover their faces in plenaries unless specifically asked not to do so by the teacher. Students will have to uncover their faces for identification purposes, including entry to examinations and the library. The Medical School accepts that students will be required to cover their faces for reasons of hygiene while undertaking sterile procedures in some clinical settings.

8. I accept that I will be expected to learn by practising on other students, and allowing others to practise on me. I will participate in recognised teaching and learning activities that may require practising clinical examinations and practical procedures on other students, on a consented basis, and will be willing to allow other students to examine and perform practical procedures on me. Where I am expected to remove my clothing, I will have the option to decline.

9. I will physically examine patients, peers and model patients as required during my training (irrespective of their gender, sexuality, culture, beliefs, disability, or disease). I will follow appropriate chaperone and consent guidance. I accept that in order to qualify as a doctor in the UK, I will be willing to examine any individual as fully and intimately as is required as part of my training.

10. I will attend learning activities as required by the regulations of the course, and I will work diligently to complete my degree. Classes are timetabled between 8am and 6pm, Monday to Friday and regular attendance is expected of all students. Students on clinical placement may be required to work outside these hours including occasional evenings or weekends.

11. I undertake to provide timely and honest feedback on the usefulness, significance and effectiveness of all aspects of the course, including teaching. I will respond to all the feedback I receive in a constructive manner. I agree that my assessment data and feedback can be used anonymously in research and educational evaluation to improve the quality of the course and to advance knowledge.

12. I will treat other health professionals, staff and fellow students with respect and attempt to maintain effective cooperation between all members of a team, including when caring for a patient.

13. I will be honest in submitting course work for assessment, and will never plagiarise material from other sources and submit it as my own work.

14. I will tell the School if I am charged with or convicted of a criminal offence and will inform the School of all cautions, warnings and fixed penalty notices during my time

as a student at FoH:MDHS. Although students are required to have a Criminal Record check before entering the school, the School also needs to know if a student has a subsequent conviction especially if there is a possibility that this will affect fitness to be a clinical student or a doctor.

15. If I experience a health professional, member of staff or fellow student behaving in a way that I feel is unprofessional or may lead to harm to patients or others I will discuss this immediately with a senior member of staff in line with the School's Raising Concerns Policy.

16. I will be aware of the limits of my professional competence and not hesitate to ask for help and advice when needed.

17. I will inform the school if there is any significant change to my health that might affect my fitness to be a clinical student or to practice as a doctor.

18. Lectures and workshops at the FoH:MDHS are often linked by video recording between multiple locations. Video images include members of staff and, occasionally, students. The recordings are not edited and are stored for subsequent access by staff and students via the digital learning environment. I accept that participating in the undergraduate programme at FoH:MDHS will involve sessions of this type.

19. I confirm that I have been truthful in my application to the medical school, and that I did not omit important information relevant to my application. I understand that if the School discovers that I have been untruthful in my application, it may withdraw the offer of a place or terminate my course of study.

20. I will provide a suitable passport style image in order for the School to produce a student identity card. I consent to this image being used in School offices and on the UNIT-e student records system for verification purposes.

21. I accept the requirement to obtain medical protection insurance from a recognised medical protection organisation. The School considers that membership of a medical protection organisation is an essential support to undergraduate study and to future clinical practice. I accept that the School will seek evidence of membership and failure to comply is a disciplinary matter.

22. I will comply with the standards and expectations of the General Medical Council, including Good Medical Practice, Doctors' Use of Social Media Guidance, and Medical Students: Professional Values and Fitness to Practice.

23. I understand that at the point at which I join this course, my information will be included on a central Excluded Students Database in the event of exclusion. At the point of annual enrolment, in the event of being deemed unfit to practise by the School certain information will be shared with other Schools in the interests of patient and public safety, and to prevent future fraudulent applications to courses which lead to entry to a registered profession in the UK. I understand I have a right of access to any information held on the database and a right to correct any errors.

I confirm that I have read, understood and accept all of the statements listed in this agreement.

Signature

Name (in CAPS)

UCAS No.

Date



Appendix 3

Name _____

Dental School Student Agreement (BDS)

As a dental student you will study for a University degree that will automatically allow you to work independently as a dentist following graduation. During your student years some of your training will take place in a clinical environment. Therefore, it is essential that you can fulfil the requirements based on General Dental Council statements on the duties of a dentist as outlined in *Standards for the Dental Team* (Sept 2013) and the duties of a dental student as outlined in the GDC's *Preparing for Practice (revised 2015)*. A copy of the GDC's guidelines is available on-line at www.gdc-uk.org.

We ask that you agree the following outline of practice that is derived from the GDC requirements so that you can learn effectively and become a competent and safe practitioner. If you find difficulty with any element of this document, then the Dental School will discuss with you how best to resolve any issues. A satisfactory resolution must be achieved before you commence your studies at Faculty of Health: Medicine, Dentistry and Human Sciences (FoH:MDHS). If a resolution cannot be reached, you will be unable to register on the BDS programme.

Please read the following statements and confirm that you understand and accept them.

1. I will listen to patients and respect their views, treat them politely and considerately, respect patients' privacy and dignity, and respect their right to refuse to take part in teaching.

2. I will not allow my views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age, social status, or perceived economic worth to prejudice my interaction with patients, teachers, or colleagues.

3. I will be honest and not abuse the trust of a patient or other vulnerable person. I will not enter into an improper relationship with another person, for example, with a school pupil whom I may be mentoring.

4. I will always make clear to patients that I am a student and not a qualified dentist. Until I am a dentist, I will not recommend treatment or suggest patients take any action that might be interpreted as dental advice.

5. I agree to be bound by the principle of confidentiality of patient records and patient data. I will therefore take all reasonable precautions to ensure that any personal data relating to patients, which I have learned by virtue of my position as a dental student, will be kept confidential. I will not discuss patients with other students or professionals outside the clinical setting, except anonymously. When recording data or discussing cases outside the clinical setting I will endeavour to ensure that patients cannot be identified by others. I will respect all hospital and practice patient

records. I will also keep confidential any personal information shared by students or staff during my training

6. I understand and agree to be bound by the principle that dental students and dentists must be free from infection of blood-borne viruses including Hepatitis B, Hepatitis C and HIV. I will inform the School immediately should my infection free status be in doubt during the programme of study. I agree to take part fully in the School's Hepatitis B immunisation programme provided by the Staff Health & Wellbeing Service. I understand that students who have not completed all required immunisations prior to commencing learning in the clinical environment may not be permitted to take part in this element of the programme. The School reserves the right to terminate the course of study of students who do not make every effort to protect themselves and their patients from infection.

7. I will maintain appropriate standards of dress, appearance and personal hygiene so as not to cause offence to patients, teachers, or colleagues. I agree that the appearance of a student or dental practitioner should not be such as potentially to affect a patient's confidence in that person's clinical judgement or standing. I will abide by the local infection control policy governing clinical environments.

8. I will expose my face fully to patients, teachers and colleagues in all clinical and teaching settings. To ensure adequate communication, students are required not to cover their faces in all clinical areas, where they are working with teachers or where they are expected to work together with other students. Students may cover their faces in plenaries unless specifically asked not to do so by the teacher. Students will have to uncover their faces for identification purposes, including entry to examinations and the library. The Dental School accepts that students will be required to cover their faces for reasons of hygiene while undertaking sterile procedures in clinical settings.

9. I accept that I will be expected to learn by practising on other students, and allowing others to practise on me. I will participate in recognised teaching and learning activities that may require practising clinical examinations and practical procedures on other students, on a consented basis, and will be willing to allow other students to examine and perform practical procedures on me.

10. I will examine patients, peers and model patients as required during my training (irrespective of their gender, sexuality, culture, beliefs, disability, or disease). I will follow appropriate chaperone and consent guidance. Prior to the both extraoral and intraoral clinical examination of all patients, I will ensure that my hand hygiene is carried out as per the local guidelines that will be issued to me and that I will always wear hand protection in the form of protective gloves.

11. I will attend learning activities as required by the regulations of the course, and I will work diligently to complete my degree. Classes are timetabled between 8am and 6pm, Monday to Friday and regular attendance is expected of all students. Students on clinical placement may be required to work outside these hours including occasional evenings or weekends.

12. I undertake to provide timely and honest feedback on the usefulness, significance and effectiveness of all aspects of the course, including teaching. I will respond to all the feedback I receive in a constructive manner. I agree that my assessment data

and feedback can be used anonymously in research and educational evaluation to improve the quality of the course and to advance knowledge.

13. I will treat other health professionals, staff and fellow students with respect and attempt to maintain effective cooperation between all members of a team, including when caring for a patient.

14. I will be honest in submitting course work for assessment, and will never plagiarise material from other sources and submit it as my own work.

15. I will tell the School if I am charged with or convicted of a criminal offence and will inform the School of all cautions, warnings and fixed penalty notices during my time as a student at FoH:MDHS. Although students are required to have a Criminal Record check before entering the school, the School also needs to know if a student has a subsequent conviction especially if there is a possibility that this will affect fitness to be a clinical student or a dentist.

16. If I experience a health professional, member of staff or fellow student behaving in a way that I feel is unprofessional or may lead to harm to patients or others I will discuss this immediately with a senior member of staff in line with the School's Raising Concerns Policy.

17. I will be aware of the limits of my professional competence and not hesitate to ask for help and advice when needed.

18. I will inform the school if there is any significant change to my health that might affect my fitness to be a clinical student or to practice as a dentist.

19. Lectures and workshops at the FoH:MDHS are often linked by video recording between multiple locations. Video images include members of staff and, occasionally, students. The recordings are not edited and are stored for subsequent access by staff and students via the digital learning environment. I accept that participating in the undergraduate programme at FoH:MDHS will involve sessions of this type.

20. I confirm that I have been truthful in my application to the dental school, and that I did not omit important information relevant to my application. I understand that if the School discovers that I have been untruthful in my application, it may withdraw the offer of a place or terminate my course of study.

21. I will provide a suitable passport style image in order for the School to produce a student identity card. I consent to this image being used in School offices and on the UNIT-e student records system for verification purposes.

22. I accept the requirement to obtain dental protection insurance from a recognised dental protection organisation. The School considers that membership of a dental protection organisation is an essential support to undergraduate study and to future clinical practice. I accept that the School will seek evidence of membership and failure to comply is a disciplinary matter.

23. I will comply with the standards and expectations of the General Dental Council, including Standards for the Dental Team, Use of Social Media Guidance and Fitness to Practice.

24. I understand that at the point at which I join this course, my information will be included on a central Excluded Students Database in the event of exclusion. At the point of annual enrolment, in the event of being deemed unfit to practise by the School certain information will be shared with other Schools in the interests of patient and public safety, and to prevent future fraudulent applications to courses which lead to entry to a registered profession in the UK. I understand I have a right of access to any information held on the database and a right to correct any errors.

I confirm that I have read, understood and accept all of the statements listed in this agreement.

Signature

Name (in CAPS)

UCAS No.

Date



Appendix 4

Name _____

Dental Therapy and Hygiene Student Agreement (DTH)

As a dental therapy and hygiene student you will study for a University degree that will automatically allow you to work independently as a dental therapist and hygienist following graduation. During your student years some of your training will take place in a clinical environment. Therefore, it is essential that you can fulfil the requirements based on General Dental Council statements on the duties of a dentist as outlined in *Standards for the Dental Team* (Sept 2013) and the duties of a dental therapy and hygiene student as outlined in the GDC's *Preparing for Practice (revised 2015)*. A copy of the GDC's guidelines is available on-line at www.gdc-uk.org

We ask that you agree the following outline of practice that is derived from the GDC requirements so that you can learn effectively and become a competent and safe practitioner. If you find difficulty with any element of this document, then the Dental School will discuss with you how best to resolve any issues. A satisfactory resolution must be achieved before you commence your studies at Faculty of Health: Medicine, Dentistry and Human Sciences (FoH:MDHS). If a resolution cannot be reached, you will be unable to register on the DTH programme.

Please read the following statements and confirm that you understand and accept them.

1. I will listen to patients and respect their views, treat them politely and considerately, respect patients' privacy and dignity, and respect their right to refuse to take part in teaching.
2. I will not allow my views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age, social status, or perceived economic worth to prejudice my interaction with patients, teachers, or colleagues.
3. I will be honest and not abuse the trust of a patient or other vulnerable person. I will not enter into an improper relationship with another person, for example, with a school pupil whom I may be mentoring.
4. I will always make clear to patients that I am a student and not a qualified dental therapist and hygienist. Until I am a dental therapist and hygienist, I will not recommend treatment or suggest patients take any action that might be interpreted as dental advice.
5. I agree to be bound by the principle of confidentiality of patient records and patient data. I will therefore take all reasonable precautions to ensure that any personal data relating to patients, which I have learned by virtue of my position as a dental therapy and hygiene student, will be kept confidential. I will not discuss patients with other

students or professionals outside the clinical setting, except anonymously. When recording data or discussing cases outside the clinical setting I will endeavour to ensure that patients cannot be identified by others. I will respect all hospital and practice patient records. I will also keep confidential any personal information shared by students or staff during my training

6. I understand and agree to be bound by the principle that dental therapy and hygiene students and dentists must be free from infection of blood-borne viruses including Hepatitis B, Hepatitis C and HIV. I will inform the School immediately should my infection free status be in doubt during the programme of study. I agree to take part fully in the School's Hepatitis B immunisation programme provided by the Staff Health & Wellbeing Service. I understand that students who have not completed all required immunisations prior to commencing learning in the clinical environment may not be permitted to take part in this element of the programme. The School reserves the right to terminate the course of study of students who do not make every effort to protect themselves and their patients from infection.

7. I will maintain appropriate standards of dress, appearance and personal hygiene so as not to cause offence to patients, teachers, or colleagues. I agree that the appearance of a student or dental practitioner should not be such as potentially to affect a patient's confidence in that person's clinical judgement or standing. I will abide by the local infection control policy governing clinical environments.

8. I will expose my face fully to patients, teachers and colleagues in all clinical and teaching settings. To ensure adequate communication, students are required not to cover their faces in all clinical areas, where they are working with teachers or where they are expected to work together with other students. Students may cover their faces in plenaries unless specifically asked not to do so by the teacher. Students will have to uncover their faces for identification purposes, including entry to examinations and the library. The Dental School accepts that students will be required to cover their faces for reasons of hygiene while undertaking sterile procedures in clinical settings.

9. I accept that I will be expected to learn by practising on other students, and allowing others to practise on me. I will participate in recognised teaching and learning activities that may require practising clinical examinations and practical procedures on other students, on a consented basis, and will be willing to allow other students to examine and perform practical procedures on me.

10. I will examine patients, peers and model patients as required during my training (irrespective of their gender, sexuality, culture, beliefs, disability, or disease). I will follow appropriate chaperone and consent guidance. Prior to the both extraoral and intraoral clinical examination of all patients, I will ensure that my hand hygiene is carried out as per the local guidelines that will be issued to me and that I will always wear hand protection in the form of protective gloves.

11. I will attend learning activities as required by the regulations of the course, and I will work diligently to complete my degree. Classes are timetabled between 8am and 6pm, Monday to Friday and regular attendance is expected of all students. Students on clinical placement may be required to work outside these hours including occasional evenings or weekends.

12. I undertake to provide timely and honest feedback on the usefulness, significance and effectiveness of all aspects of the course, including teaching. I will respond to all the feedback I receive in a constructive manner. I agree that my assessment data and feedback can be used anonymously in research and educational evaluation to improve the quality of the course and to advance knowledge.

13. I will treat other health professionals, staff and fellow students with respect and attempt to maintain effective cooperation between all members of a team, including when caring for a patient.

14. I will be honest in submitting course work for assessment, and will never plagiarise material from other sources and submit it as my own work.

15. I will tell the School if I am charged with or convicted of a criminal offence and will inform the School of all cautions, warnings and fixed penalty notices during my time as a student at FoH:MDHS. Although students are required to have a Criminal Record check before entering the school, the School also needs to know if a student has a subsequent conviction especially if there is a possibility that this will affect fitness to be a clinical student or a dental therapist and hygienist.

16. If I experience a health professional, member of staff or fellow student behaving in a way that I feel is unprofessional or may lead to harm to patients or others I will discuss this immediately with a senior member of staff in line with the School's Raising Concerns Policy.

17. I will be aware of the limits of my professional competence and not hesitate to ask for help and advice when needed.

18. I will inform the school if there is any significant change to my health that might affect my fitness to be a clinical student or to practice as a dental therapist and hygienist.

19. Lectures and workshops at the FoH:MDHS are often linked by video recording between multiple locations. Video images include members of staff and, occasionally, students. The recordings are not edited and are stored for subsequent access by staff and students via the digital learning environment. I accept that participating in the undergraduate programme at FoH:MDHS will involve sessions of this type.

20. I confirm that I have been truthful in my application to the dental school, and that I did not omit important information relevant to my application. I understand that if the School discovers that I have been untruthful in my application, it may withdraw the offer of a place or terminate my course of study.

21. I will provide a suitable passport style image in order for the School to produce a student identity card. I consent to this image being used in School offices and on the UNIT-e student records system for verification purposes.

22. I accept the requirement to obtain dental protection insurance from a recognised dental protection organisation. The School considers that membership of a dental protection organisation is an essential support to undergraduate study and to future clinical practice. I accept that the School will seek evidence of membership and failure to comply is a disciplinary matter.

23. I will comply with the standards and expectations of the General Dental Council, including Standards for the Dental Team, Use of Social Media Guidance and Fitness to Practice.

24. I understand that at the point at which I join this course, my information will be included on a central Excluded Students Database in the event of exclusion. At the point of annual enrolment, in the event of being deemed unfit to practise by the School certain information will be shared with other Schools in the interests of patient and public safety, and to prevent future fraudulent applications to courses which lead to entry to a registered profession in the UK. I understand I have a right of access to any information held on the database and a right to correct any errors.

I confirm that I have read, understood and accept all of the statements listed in this agreement.

Signature

Name (in CAPS)

UCAS No.

Date



Appendix 5

Name _____

Diagnostic Radiography Student Agreement

As a Diagnostic Radiography student you will study for a University degree that allows you to undertake work-based placements, in clinical environments, during your degree. Therefore, it is essential that you can fulfil the requirements based on Professional and Statutory Regulatory Bodies (PSRBs) including the Health and Care Professions Council (HCPC) and the Society and College of Radiographers (SCoR), and statements on the duties of a practitioner as outlined in the Academy of Healthcare Science Good Scientific Practice (<http://www.ahcs.ac.uk/2012/12/good-scientific-practice>), and Standards of conduct, performance and ethics (<http://www.hcpc-uk.org.uk/aboutregistration/standards/standardsofconductperformanceandethics>).

We ask you to agree the following outline of practice so that you can learn effectively and become a competent practitioner. If there is difficulty for you with any element of this document, then the Faculty will discuss with you how best to resolve it. A satisfactory resolution must be achieved before you commence your studies. If a resolution cannot be reached you will be unable to register on the programme.

Please read the following statements and confirm that you understand and accept them.

1. I will listen to patients and respect their views, treat them politely and considerately, respect patients' privacy and dignity, and respect their right to refuse to take part in teaching.
2. I will not allow my views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age, social status, or perceived economic worth to prejudice my interaction with patients, teachers, or colleagues.
3. I will be honest and not abuse the trust of a patient or other vulnerable person. I will not enter into an improper relationship with another person, for example, with a school pupil whom I may be mentoring.
4. I will always make clear to patients and colleagues that I am a student and not a HCPC registered Diagnostic Radiographer.
5. I agree to be bound by the principle of confidentiality of patient records and patient data. I will therefore take all reasonable precautions to ensure that any personal data relating to patients, which I have learned by virtue of my position as a student, will be kept confidential. I will not discuss patients with other students or professionals outside the clinical setting, except anonymously. When recording data or discussing cases outside the clinical setting I will endeavour to ensure that patients cannot be identified by others. I will respect all hospital and practice patient records. I will also

keep confidential any personal information shared by students or staff during my training.

6. I will maintain appropriate standards of dress, appearance and personal hygiene so as not to cause offence to patients, teachers, or colleagues.

7. I will expose my face fully to patients, teachers and colleagues in all clinical and teaching settings. To ensure adequate communication, students are required not to cover their faces in all clinical areas, where they are working with teachers or where they are expected to work together with other students. Students may cover their faces in plenaries unless specifically asked not to do so by the teacher. Students will have to uncover their faces for identification purposes, including entry to examinations and the library. The Faculty accepts that students will be required to cover their faces for reasons of hygiene while undertaking sterile procedures in some clinical settings.

8. I accept that I will be expected to learn by practising on other students, and allowing others to practise on me. I will participate in recognised teaching and learning activities that may require practising clinical examinations and practical procedures on other students, on a consented basis, and will be willing to allow other students to examine and perform practical procedures on me. Where I am expected to remove my clothing, I will have the option to decline.

9. I will physically examine patients, peers and model patients as required during my training (irrespective of their gender, sexuality, culture, beliefs, disability, or disease). I will follow appropriate chaperone and consent guidance. I accept that in order to register with HCPC as a Diagnostic Radiographer in the UK, I will be willing to assess or complete any imaging techniques on any individual as fully and intimately as is required as part of my training.

10. I will attend learning activities as required by the regulations of the course, and I will work diligently to complete my degree. Classes are timetabled between 8am and 6pm, Monday to Friday and regular attendance is expected of all students. Students on clinical placement will be required to work outside these hours including evenings and weekends. I am aware that attendance is monitored and failure to meet the minimum attendance levels may preclude my progression and result in my withdrawal from the programme.

11. I undertake to provide timely and honest feedback on the usefulness, significance and effectiveness of all aspects of the course, including teaching. I will respond to all the feedback I receive in a constructive manner. I accept that my assessment data and feedback may be used anonymously in educational evaluation to improve the quality of the course.

12. I will treat other health professionals, staff and fellow students with respect and attempt to maintain effective cooperation between all members of a team, including when caring for a patient.

13. I will be honest in submitting course work for assessment, and will never plagiarise material from other sources and submit it as my own work.

14. I will tell the Faculty if I am charged with or convicted of a criminal offence and will inform the Faculty of all cautions, warnings and fixed penalty notices during my

time as a student at University of Plymouth. Although students are required to have a Disclosure and Barring Service check before entering the school, the School also needs to know if a student has a subsequent conviction especially if there is a possibility that this will affect their fitness to be a HCPC registered Diagnostic Radiographer.

15. If I experience a health professional, member of staff or fellow student behaving in a way that I feel is unprofessional or may lead to harm to patients or others I will discuss this immediately with a senior member of staff in line with the Faculty's Raising Concerns Policy.

16. I will be aware of the limits of my professional competence and not hesitate to ask for help and advice when needed.

17. I will inform the school if there is any significant change to my health that might affect my fitness to be a clinical student or to register with the HCPC as a Diagnostic Radiographer.

18. Lectures and workshops at the University of Plymouth may be linked by video recording between multiple locations. Video images include members of staff and, occasionally, students. The recordings are not edited and are stored for subsequent access by staff and students via the electronic learning environment. I accept that participating in this undergraduate programme will involve sessions of this type.

19. I confirm that I have been truthful in my application to the Faculty of Health:Medicine, Dentistry and Human Sciences, and that I did not omit important information relevant to my application. I understand that if the Faculty discovers that I have been untruthful in my application, it may withdraw the offer of a place or terminate my course of study.

20. I will provide a passport standard photograph in order for the Faculty to produce a student identity card. I consent to this image being used in Faculty offices and on the UNIT-e student records system for verification purposes.

21. I will comply with the standards and expectations of the Health and Care Professions Council and Society and College of Radiographers.

22. I am aware that whilst the Diagnostic Radiography programme will provide a training position for me, this does not guarantee training within a specific locality.

I confirm that I have read, understood and accept all of the statements listed in this agreement.

Signature.....

Name (in CAPS).....

UCAS No.....

Date.....

Appendix 6



**UNIVERSITY OF
PLYMOUTH**
Faculty of Health: Medicine,
Dentistry & Human Sciences

Interview Coordinator Report

SENIOR INVIGILATOR'S REPORT

Date of Interview session:

Location:

Number of interview panels: **am** **pm**

Comments

Please note any absences of candidates or panellists; problems associated with the running of the interviews (e.g. panel over running time slot); verbal feedback or complaints made by panellists or candidates.

Continue on separate sheet if necessary

Signed

Name in capitals

Appendix 7



**UNIVERSITY OF
PLYMOUTH**

Faculty of Health: Medicine,
Dentistry & Human Sciences

FULL NAME:

DATE OF BIRTH:

FULL POSTAL ADDRESS:

UCAS Personal ID No:

On the 29 May 2013, legislation* came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure. In addition institutions are no longer able to take an individual's old and minor cautions and convictions into account when making decisions. An institution can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Please note that Standard and Enhanced Criminal Record Certificates issued by the Disclosure and Barring Service (DBS) will include details of convictions and cautions (which include youth cautions, reprimands and warnings) recorded on the Police National Computer (PNC). However PNC information relating to protected cautions and convictions will now be filtered and will not appear on the certificate. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website (<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>).

Cautions and Convictions which will not be filtered and need to be disclosed if applicable on this form are as follows:

- Cautions relating to an offence from a list agreed by Parliament (see below)
- Cautions given less than 6 years ago (where individual 18 or over at the time of caution)
- Cautions given less than 2 years ago (where individual under 18 at the time of caution)
- Convictions relating to an offence from a prescribed list (see below)
- Where the individual has more than one conviction offence all convictions will be included on the certificate (no conviction will be filtered)
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions which did not result in a custodial sentence, given less than 11 years ago (where individual 18 or over at the time of conviction)
- Convictions which did not result in a custodial sentence, given less than 5.5 years ago (where individual under 18 at the time of conviction)

A full list of offences which will never be filtered from a criminal record check has been derived from the legislation and is available from the DBS website:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

*(A copy of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) can be obtained online from http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

Q. Do you have any convictions, cautions, reprimands or final warnings that are not "protected", and will not be filtered in line with current guidance?

YES NO

If you have answered YES please provide details below:

Prior to receiving an offer to study at PU PSMD, you will be required to complete an Enhanced disclosure check by the Disclosure Barring Service, which will need to be deemed satisfactory.

You are reminded that, if you are enrolled as a student at PU PSMD, you will have a continued responsibility to inform us immediately if you are charged with any new offence, criminal conviction, police caution or fixed penalty notice in the United Kingdom or in any other country.

Please tick the boxes below to confirm the required information:

I confirm that I have never previously enrolled on a medical, dental or Physician Associate programme which I did not complete.

I confirm that I have never been involved in formal professionalism or Fitness to Practise proceedings

I confirm that the above information is true, complete and accurate. I understand that any false statement or omission later detected may result in my being required to withdraw from the programme.

Signature:

Print Name:

Date:

