Every effort has been made to ensure that this publication is accurate at the date of publication (October 2016). The Plymouth University Peninsula Schools of Medicine & Dentistry reserves the right to change this information if necessary. For the most up-to-date information please see our website where the latest changes will be posted.
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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 Plymouth University Peninsula Schools of Medicine & Dentistry (PU PSMD):

Bachelor of Medicine, Bachelor of Surgery (BMBS)
Bachelor of Dental Surgery (BDS)
BSc (Hons) in Dental Therapy & Hygiene (DTH)

PU PSMD 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.

The Plymouth University Peninsula Schools of Medicine & Dentistry’s policies and procedures regarding admission to its programmes are informed by:

- Best practice available, including section 10 of the QAA’s guidance on admission and guidance given by Supporting Professionalism in Admissions (SPA)

- The University’s Access Agreement and Widening Participation targets.


- The Medical School Council’s guidelines on selection to Medical School.

- The General Dental Council’s guidance given in The First Five Years (2002).

- The Higher Education Occupational Physicians (HEOPS) standards of medical fitness to train

- Practical implementation issues.
2 Responsibilities

2.1 Faculty Board

The Plymouth University Peninsula Schools of Medicine & Dentistry’s Faculty Board is responsible for the overall management of admissions strategy, policy and procedures. The Faculty Board is responsible for:

- Evaluating changes in qualifications, tariff levels and the operation of admissions.

- Receiving reports on the application cycle; on widening participation activities and progress against the Schools’ widening participation strategy.

- Evaluating the Schools’ interview process.

2.2 Admission Advisory Panels

A separate and distinct Admission Advisory Panel (AAP) is in operation for the Bachelor of Medicine, Bachelor of Surgery (BMBS), the Bachelor of Dental Surgery (BDS), and the BSc (Hons) Dental Therapy & Hygiene (DTH) programmes. The membership of the Panels includes the Head of School (for BMBS) or the Director of Undergraduate Dental Studies (for BDS and DTH), the Head of Administration, the Admissions & Student Support Senior Co-ordinator and the University’s Admissions Manager. The AAP for the BMBS programme also includes the Selection and Admissions Psychometrician, and Widening Access Academic Lead as members.

The AAPs are responsible for making recommendations to the Dean or his/her nominee on:

- The number and identity of applicants to be selected for interview in each application cycle for the BMBS, BDS & DTH programmes.

- The threshold interview score to determine which candidates should receive offers in each application cycle for the BMBS, BDS and DTH programmes.

- The number of offers to be made to candidates for entry onto the BMBS, BDS and DTH 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 within PU PSMD’S Academic Services is responsible for issuing formal offers to candidates through the UCAS system.

2.4 Selections & Admissions Technical Manual

The Selection & Admissions Committee 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 Selection & Admissions Committee for the next admission cycle lies with the Head of Administration and the Admissions & Student Support Senior Co-ordinator.

2.5 Dissemination of applicant information

Responsibility for the dissemination of applicant information lies with the Admissions & Student Support Senior Co-ordinator, in liaison with the Head of Administration.

2.6 Disability disclosures

The Admissions & Student Support Senior Co-ordinator or nominee is responsible for referring candidates who have disclosed a disability or a specific learning difficulty to the Disability Assist Service at Plymouth University, who will evaluate the support needs of the students on behalf of PU PSMD. The Occupational Health & Wellbeing Service will assess all other disability code disclosures in terms of need, support and suitability for admission to study medicine, dentistry, or, dental therapy and hygiene.

2.7 Transfers

2.7.1 External Requests to Transfer

The Plymouth University Peninsula Schools of Medicine & Dentistry 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 Admissions Team within Academic Services. 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 Plymouth University Peninsula Schools of Medicine & Dentistry has an agreement with the School of Biomedical & Healthcare Science to consider the following transfer routes:

2.7.1.1 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 PU PSMD Admissions & Student Support 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 Biology and Chemistry, remaining grade subject must not be General Studies.

International Baccalaureate
Overall of 35 with 6 at the higher level in Biology and Chemistry.

Irish Leaving Certificate
AAABB or H1, H2, H2, H2, H3, H3 at the higher level to include Biology and Chemistry.

Scottish Qualifications
AAB at the Advanced level including Biology and Chemistry.

As this is not an exhaustive list, applicants are advised to contact the Admissions & Student Support 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% average score.

Completion of non-academic conditions:
Signing of the relevant school agreement.
Satisfactory DBS check & Occupational Health screening.

PU PSMD will restrict Year 1 transfer entry to the top 5 ranked students. Distribution of the 5 places across the
BMBS and BDS programmes will be dictated by the preference of the top performing students.

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

- Human Biosciences
- Biomedical Sciences
- Healthcare Science (Life Sciences)
- Healthcare Science (Physiological Sciences)
- Exercise, Nutrition & Health

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 1<sup>st</sup> Class degree in the identified courses above.

Completion of non-academic conditions:
Signing of the relevant school agreement.
Submissions of a satisfactory Financial Guarantee

3 Entry Criteria

3.1 BMBS Academic Requirements for Direct School Leavers (within two years of qualification)

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

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

3.1.1 GCE A/AS Levels

The typical offer is grades of A*AA to AAA at GCE A level, and must include Chemistry and Biology. 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 be viewed as desirable but not essential and therefore will not form part of any formal 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 Chemistry 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 Chemistry and Biology.

3.1.6 Welsh Baccalaureate Advanced Diploma

The typical offer to applicants studying the Welsh Baccalaureate Advanced Diploma is a pass in the Diploma, plus grades A*A – AA at GCE A Level in Chemistry and Biology. General Studies at A/AS Level is not included within any offer.

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 at the Higher level including Biology and Chemistry.

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 Chemistry and Biology at D3. Applicants will be required to pass the Global Perspectives and Independent Research element at a minimum of M3.

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 excluding the need for UKCAT. 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.
- 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 which must include English Language, Mathematics and either GCSE single and additional science or GCSE Biology and Chemistry.

3.1.12 UK Clinical Aptitude Test

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

3.2 BMBS 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 medicine. All graduates, students enrolled onto the second year of a degree programme or other non-direct school leavers (for whom it is more than two years between their secondary school qualification and the year of application) are required to sit this
test. The minimum overall GAMSAT score required for an applicant to be invited for an interview may vary year on year. The overall minimum score and the minimum for each subtest are set annually by the Admissions Advisory Panel for Medicine.

3.3 BDS Academic Requirements for Direct School Leavers (within two years of qualification)

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

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

3.3.1 GCE A/AS Levels

The typical offer is grades of A*AA to AAA at GCE A level, and must include Chemistry and Biology. General Studies at GCE A/AS 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 be viewed as desirable but not essential and therefore will not form part of any formal offer.

3.3.4 International Baccalaureate

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

3.3.5 Scottish Qualifications

The typical offer to applicants studying Scottish qualifications is grades of AAA at Advanced Higher level, including Chemistry and Biology.

3.3.6 Welsh Baccalaureate Advanced Diploma

The typical offer to applicants studying the Welsh Baccalaureate Advanced Diploma is a pass in the Diploma, plus grades A*A-AA at GCE A Level in Chemistry and Biology. General Studies at A/AS Level is not included within any offer.
3.3.7 Irish Leaving Certificate

The typical offer to applicants studying the Irish Leaving Certificate is grades of AAAA or H1,H1, H2,H2,H2, H2 at the Higher level including Biology and Chemistry.

3.3.8 Cambridge Pre-U Diploma

The typical offer to applicants studying the Cambridge Pre-U diploma are grades of D3, D3 and M1, including Chemistry at D3 and Biology at a minimum of M1. Applicants will be required to pass the Global Perspectives and Independent Research element at a minimum of M3.

3.3.9 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.

3.3.10 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 excluding the need for UKCAT. 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.

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

3.3.11 General Certificate of Secondary Education

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

3.3.12 UK Clinical Aptitude Test

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

3.4 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 medicine. All graduates, students enrolled onto the second year of a degree programme or other non-direct school leavers (for whom it is more than two years between their secondary school qualification and the year of application) are required to sit this test. The minimum overall GAMSAT score required for an applicant to be invited for an interview may vary year on year. The overall minimum score and the minimum for each subtest are set annually by the Admissions Advisory Panel for Dentistry.

3.5 DTH Academic Requirements for Direct School Leavers (within two years of qualification)

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

Although some non-academic qualifications are now included in the UCAS tariff, PU PSMD 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 be viewed as desirable but not essential and therefore will not form part of any formal 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 **BTECH National Diploma**

The typical offer for applicants studying a BTECH 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 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. 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.
- 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 which must include English Language or Literature, Mathematics and either GCSE single and additional science or GCSE Biology and Chemistry.

3.6 GAMSAT

3.6.1 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.

3.6.2 GAMSAT minimum thresholds

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.

3.7 Re-sit Applicants

Consideration will be given to re-sit applicants providing a minimum threshold has been achieved at the first attempt. For example: Medicine has an A2 threshold of AAB at the first attempt, and for Dentistry this first attempt threshold is ABB. For re-sit thresholds for any other level 3 qualification 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 have been achieved within a maximum
of three academic years i.e. to include either an AS or A2 re-sit year.

3.8 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.

3.8.1 General Medical Council (GMC)/General Dental Council (GDC) requirements for BMBS and BDS 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.

3.8.2 Personal Attributes

PU PSMD considers the most predictive instrument of non-academic criteria to be a structured interview. Structured interviews are used as part of the admission process for the BMBS, BDS, & DTH programmes (see section 5.2 for more information) to identify whether a candidate can demonstrate certain personal attributes, including:

- Integrity
- 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 what it is to be a doctor or a dentist
- Insight into own strengths and weaknesses
- Ability to be a team player
- Deals with stress appropriately
- Problem solving skills
- Potential for leadership

3.8.3 Fitness to Practise in the context of BMBS and BDS

PU PSMD takes seriously its commitment to enrol and teach only those students with the integrity required by the medical and dental professions. PU PSMD 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.
3.8.4 Student Agreements

All students applying for the BMBS, BDS 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* (2001) and from the GDC statements on the duties of dentists as stated in *Maintaining Standards* (2001). 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 and Dental Therapy and Hygiene Student Agreement in Appendix 4.

3.8.5 Self-Declaration Forms and Disclosure & Barring Service (DBS) Enhanced Disclosures

All candidates invited to interview for BMBS, BDS 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. 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, BDS 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, BDS or DTH programme. PU PSMD 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.

3.8.6 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 PU PSMD.

3.8.6.1 Health Clearance for BMBS 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 programme.

3.8.6.2 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 DH and is consistent with professional obligations placed on dental practitioners by the GDC.

3.8.7 Students with Disabilities

PU PSMD 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.

PU PSMD 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, BDS and DTH programmes will be eligible for provisional registration by the GMC or full registration by the GDC on graduation.

PU PSMD 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 Assist Service at Plymouth University, as well as the Occupational Health & Wellbeing Service, so that the type of assistance needed to enable students to successfully complete the BMBS, BDS 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 Plymouth University Peninsula Schools of Medicine & Dentistry 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**

3.9.1 **Age requirements for the BMBS, BDS & DTH Programmes**

Students must be 18 years of age at the time they start the medical, dental, or dental therapy & hygiene degree course. 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 Medicine, Dentistry, or Dental Therapy & Hygiene 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, BDS 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 PU PSMD.

The appeal procedure is concerned only with the decisions of interview panels and 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 Schools' 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 Head of Administration.
4.3.2 The Head of Administration 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 Head of School (Medicine) or nominee will take one of the following two courses of action:

- Offer the candidate an interview, or a repeat interview (if appropriate)
- Uphold the decision of the respective Admissions Advisory Panel and 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 Plymouth University Peninsula Schools of Medicine & Dentistry in writing within seven days of receipt of the notification.

4.3.5 The Dean will make whatever enquiries he thinks 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 PU PSMD Admissions Appeal Committee which will consist of:

- One healthcare professional from an NHS partner organisation.
- One member of academic staff from the Plymouth University not associated with the interview process.
- One senior member of academic staff from the Plymouth University Peninsula Schools of Medicine & Dentistry, not previously associated with the interview process.

4.3.6 The members of the Committee shall be selected from a panel of names maintained by the Head of Administration, and nominated on an annual basis by the Faculty Board.

4.3.7 The Committee will meet to consider the appeal. The Head of Administration 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. The Head of School (Medicine) and the Head of Administration will also attend the meeting.

4.3.8 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.

• Reject the appeal.

4.3.9 The decision of the respective Admissions Appeal Committee shall be final and will be notified to the appellant in writing by the Head of Administration.

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 Head of Administration or nominee 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 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 DTH programme 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, BDS and DTH 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, BDS and DTH, 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 BMBS and BDS 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:

http://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 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 Plymouth University or inform UCAS that the applicant was unsuccessful.

5.2 Interview processes, procedures and outcomes

5.2.1 No offer for the BMBS, BDS 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. PU PSMD reserves the right to withdraw the offer of an interview if a candidate fails to adequately identify themselves using such means. Candidates are required to pay for their travel to attend an interview. In cases where a candidate has been unable to identify themselves and the offer of an interview has been withdrawn, PU PSMD 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 a structured process of approximately twenty minutes, 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 process prior to completing pre-interview exercises.

5.2.4 Interviewees will be asked to complete the following pre-interview exercise, for which they have half an hour:

- Consider three scenarios, which centre upon contemporary ethical issues related to medicine or dentistry, and select one as the basis for their interview.

5.2.5 Candidates attending an interview for BMBS, BDS or DTH are encouraged to discuss any special arrangements for the interview in advance with the Admissions team.

5.2.6 The Admissions & Student Support Co-ordinator or nominees 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.

5.2.7 The respective Admissions Advisory Panel will consider interview results. Applicants may be classed as either:

- Offer recommended
- Offer not recommended

5.2.8 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.

5.2.9 If the screening by the Occupational Health & Wellbeing Service or the DBS is deemed unsatisfactory, PU PSMD will be unable to continue with the application and the applicant will be informed accordingly.

5.2.10 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.

5.2.11 If an interviewee is classified ‘offer not recommended’, the Admissions Team will, if appropriate offer alternative course with Plymouth University or notify him/her through the UCAS electronic system that the application was unsuccessful.

5.2.12 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

5.3.1 PU PSMD is unable to provide qualitative feedback to applicants on interview performance on the telephone. Requests for feedback should be made in writing by the applicant, to the Admissions Team.

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 Dean and the Head of Administration.

5.5 Confirmation of place

5.5.1 The Head of Administration or nominee is responsible for ensuring that examination results are transmitted electronically from UCAS and uploaded into UNIT-e Admissions.

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

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 or not to confirm the place. If the AAP recommends that PU PSMD 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, PU PSMD is unable to compensate a candidate’s performance in examination if affected by extenuating circumstances, unless such extenuating circumstances are agreed and upheld by the appropriate examination board.

5.5.6 Clearing processes may be invoked if PU PSMD’s quota has not been reached.

5.5.7 The Head of Administration is responsible for ensuring that all the Schools’ wider administration, Occupational Health & Wellbeing Service, senior managers and committees are appropriately briefed on entry numbers in relation to targets.

5.5.8 The Head of Administration 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 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 Admissions & Student Support Co-ordinator or nominees.

6.2 The induction programme takes place during the first fortnight of term for both the BMBS, BDS & DTH programmes. Induction events are organised by the Head of Administration or nominee, in liaison with the Academic Lead for Induction and the Induction Working Group.

6.3 Additional induction sessions for international students may be organised by the International Office of Plymouth University, which are separate from the formal PU PSMD Induction programmes.

6.4 Individual appointments 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 Assist Service (Plymouth University) 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 PU PSMD Programme Handbook and Assessment Technical Manual are signposted to all new students through the on-line enrolment process.

6.8 The Academic Services Manager 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, BDS and DTH applicants is undertaken via:

• The Open Day questionnaire

• Consideration of conversion rates

• Interview Coordinator reports

• Interviewer feedback
- 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 Schools’ selection and admissions outcomes and procedures, including the monitoring of trends and demographics of applications and offers.

7.3 The Admissions & Student Support Co-ordinator or nominee is responsible for monitoring applicant decisions, the factors determining these and competitor analysis.

7.4 The Admissions & Student Support 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 Head of Administration.

7.5 The Head of Administration is responsible for providing admissions and related student enrolment data to the Head of School (Medicine) and Director of Undergraduate Dental Studies as part of the Annual Review Template submitted to the Joint Academic Review Board (JARB).

7.6 The Senior Quality Administrator will liaise with the Head of Administration and the relevant coordinator at Plymouth University to ensure participation of PU PSMD students in the annual National Students Survey.

7.7 The Faculty Board is also responsible to the Teaching & Learning for informing them of significant changes in selection criteria and procedure and national qualification frameworks.

8 Staff Development

8.1 The Head of School (Medical) and the Director of Undergraduate Dental Studies, together with the Head of Administration, 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 Schools’ student interview panels will be required to attend a pre-interview workshop. This workshop will introduce new panelists to the selection process and the structured interview, as well involving potential panelists in benchmarking exercises. Further details of the training workshops 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.

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

Appendix 1  Policy and Procedures for the Transfer of Medical Students from UK Medical Schools
Appendix 2  PU PSMD Medical School BMBS Student Agreement
Appendix 3  PU PSMD Dental School BDS Student Agreement
Appendix 4  PU PSMD Dental Therapy and Hygiene Student Agreement
Appendix 5  Interview Coordinator Report
Appendix 6  Self-Declaration Form
Appendix 1

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

1 Transfer requests should be referred to the Head of Administration.

Step 1: Checks will be made to determine whether PU PSMD has the capacity to accommodate the additional student without impacting on 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 would not justify accepting a student to a programme if the intake target was exceeded by the transfer.

Step 2: Do adequate grounds for transfer exist? In order to assess the academic 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?

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?

Step 5: In pursuit of the answers to 3 and 4, information will be sought by the Head of Administration of the student’s current host institution.

Step 6: Following receipt of the above information the student may be offered an interview involving an Head of School (Medicine) and/or Director of Undergraduate Dental Studies and a senior academic of the opposite sex. Responsibility for arranging an interview lies with the Admissions & Student Support Co-ordinator in consultation with the Head of Administration. 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 define the potential educational prescription that would allow easy integration into the PU PSMD’s programmes, 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 any particular additional educational prescription required to help facilitate their integration.

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* (3rd Edition May 2010) and in the GMC Education Committee Position Statement (February 2006). A copy of the GMC Education Committee’s core education outcomes is available on-line at: www.gmc-uk.org/education/core_education_outcomes.pdf

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 Plymouth University Peninsula Schools of Medicine & Dentistry (PU PSMD). 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 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 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 PU PSMD. 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 PU PSMD 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 PU PSMD 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 passport standard photograph 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.

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 (2013) and the duties of a dental student as outlined in the GDC’s Preparing for Practice (2012). 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 Plymouth University Peninsula Schools of Medicine & Dentistry (PU PSMD). 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 accept that my assessment data
and feedback may be used anonymously in educational evaluation to improve the quality of the course.

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 PU PSMD. 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 PU PSMD 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 PU PSMD 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 passport standard photograph 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.
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

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 (2013) and the duties of a dental therapy and hygiene student as outlined in the GDC’s Preparing for Practice (2012). 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 Plymouth University Peninsula Schools of Medicine & Dentistry (PU PSMD). 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 accept that my assessment data and feedback may be used anonymously in educational evaluation to improve the quality of the course.

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 PU PSMD. 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 PU PSMD 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 PU PSMD 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 passport standard photograph 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.

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

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 ........................................................
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)


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** □

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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 or dental programme which I did not complete.

□ 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: 

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