

Selection Procedure and Policy for the Faculty of Medicine

BM(EU) Programme

University of Southampton and Kassel School of Medicine (2023) Entry

Section One- Introduction and Aims of the Policy

- 1.1 The Selection Procedure and Policy for the Faculty of Medicine at the University of Southampton and Kassel School of Medicine (KSM) (2023 Entry) is designed to assist applicants through the selection process for the BM(EU) Programme. Applicants are advised they should read the Policy before making their applications. The KSM website provides current information on applying to the BM(EU) Programme at <https://www.gesundheit-nordhessen.de/kassel-school-of-medicine>. In addition, the Faculty of Medicine website provides extensive information about the degree programme at <https://www.southampton.ac.uk/medicine/undergraduate/courses/bm-eu.page>
- 1.2 The Selection Procedure and Policy applies to all applications for the BM(EU) Programme.
- 1.3 The aims of the Selection Procedure and Policy of the Faculty of Medicine and the KSM are to:
 - Select students who have the motivation to succeed in undergraduate and postgraduate medicine
 - Select students who have the academic ability to benefit from and contribute to the course and their future careers
 - Work towards more flexible entry requirements in line with University, General Medical Council (GMC) and Medical Schools Council recommendations in order to widen access and ensure diversity
 - Select students who have the non-academic attributes that are necessary in members of the medical profession
 - Provide equality of opportunity to all applicants and to operate a system which is free from unfair discrimination

Section Two – General Information

Application Information

- 2.1 Only applicants who apply through the approved process will be considered for admission.
- 2.2 Requests for deferred entry will not normally be accepted.
- 2.3 Applications will only be considered if received by the published deadline.

- 2.4 Applications received by the deadline should be accurate and complete, including the supporting statement, CV and qualification information. Applicants should review the entry requirements for the programme before submitting an application. The Faculty of Medicine and the KSM consider it is the responsibility of the applicant to ensure they have completed all of the required information by the closing date for Medicine applications. Any applications considered to be incomplete, will be rejected. The Faculty of Medicine and the KSM reserves the right to reject any application where inaccurate information has been submitted.

Feedback

- 2.5 Competition for a place to study medicine is extremely intense and it is often very difficult for high achieving students to understand why they have not been offered a place. The majority of applicants to our programmes have extremely high academic grades and most people have also secured relevant work experience to support their application. This makes the role of universities, when selecting applicants to study medicine, very challenging. If rejected for the BM(EU) Programme, applicants are asked to review their application, and reflect upon their performance at the Selection Day, where appropriate, to determine whether there were any areas of weakness. Due to the large volume of applications received, it is not possible to give individual reasons why an individual application was unsuccessful.

Complaints

- 2.6 Applicants who are dissatisfied with the way in which their application has been handled are asked to follow the University of Southampton's procedure for Governing Complaints from Applicants, which may be obtained from the [Admissions Office](#) or [KSM](#). <https://www.southampton.ac.uk/studentadmin/appeals-complaints/for-students.page>

Transfer Applications

- 2.7 The Faculty of Medicine and the KSM is generally unable to consider in course transfer applications from applicants currently studying on a medical degree programme onto the BM(EU) Programme from other UK medical schools. In exceptional cases, transfer requests may be considered. We will only consider requests from applicants currently registered in study at medical school if accompanied by a letter of support from the Dean of their current medical school. Transfer applications from outside the UK will not be considered.

Previous Medical Degree study

- 2.8 The Faculty of Medicine is generally unable to consider applications for the BM(EU) Programme where the applicant has previously commenced study on a medical degree at any institution, is still registered on a medical degree at any institution but withdrawn before the conclusion of that course or had their programme of study terminated.

If applicants are considered (in exceptional circumstances) they must meet the entry requirements for BM(EU) Programme from their pre-medical degree studies, and such applications will only be considered for entry to the first year of study.

Late applications

2.9 The Faculty of Medicine and the KSM will not accept late applications to the BM(EU) Programme.

Fraudulent Applications

2.10 The Faculty of Medicine and the KSM will take steps to investigate any applications that they believe to be fraudulent. Fraudulent applications include those that contain inaccurate personal details, qualifications and references, as well as personal statements which are not the applicant's own work. This includes personal statements that have been wholly or partly copied from external websites. Any applicant who gains a place on one of our programmes, and who we later find to have made a fraudulent application, may have their programme of study terminated.

Section Three – The Selection Process

3.1 The Selection Procedure and Policy for the programme will be reviewed annually and the information will be made available on the websites of the Faculty of Medicine and the KSM. It is strongly recommended that applicants (and their advisers) read this documentation prior to making an application. Applicants who are unable to access this information via the Internet are welcome to apply to the Admissions Office at the University of Southampton or the KSM for a copy of the documents. The Selection Procedure and Policy and entry requirements are provided to all individuals involved in the selection process. The selection process for the BM(EU) Programme will be overseen by the Admissions Team Leader for the Faculty of Medicine.

3.2 The recruitment and selection cycle for 2023 for BM(EU) Programme applicants will be as follows:

1 st April 2023	Applications open
1 st June 2023 (Midday)	Applications close
16 th -19 th June 2023	Selected candidates invited to attend Selection Days
28 th June - 30 th June 2023	Selection Days
from 06 th July 2023	First offers made
from 31 st July 2023	Second offers made (if required)

Disclaimer – this calendar of events is provisional and may, therefore be subject to change.

- 3.3 The Faculty of Medicine and the KSM will look for applicants who are academically able to cope with the rigours of the programme and who meet the entry requirements (academic criteria), and whose personal attributes suggest that they have the potential to serve the community as members of the medical profession (non-academic criteria).

Typical academic admissions criteria represent the usual level of academic attainment an applicant is expected to achieve prior to being admitted to that programme. These criteria are not intended to provide a guarantee that all applicants who satisfy the criteria may be offered a place, nor that all applicants to be made an offer will receive an identical offer to one another.

The Faculty of Medicine and the KSM have the discretion to vary the weight they give to examination results and other indicators of achievement and potential (for example, extra-curricular activities, motivation for the subject, work or voluntary experience) and, therefore, to vary the offer they make provided this remains consistent with the principles of fair access and with this Selection Procedure and Policy.

The Faculty of Medicine and the KSM receives many more applications than it has places available and as such, the admissions process is competitive. Achievement (or predicted achievement) of relevant qualifications does not itself guarantee an offer of admission. The Faculty of Medicine and the KSM may take into account any, or all of, the applicant's personal statement, research proposal, references, performance at interview (or similar), and test results.

Applicants with a disability

- 3.4 All applicants are selected with the aim that they will be able to fulfil the duties of a doctor as stated by the GMC in their document 'Good Medical Practice' (available at [Good medical practice - ethical guidance - GMC \(gmc-uk.org\)](http://www.gmc-uk.org/good_medical_practice)) In the first instance, an applicant will be considered to ensure they meet the academic and non-academic entry criteria for the programme to which they have applied. If a decision is made to offer a place and the applicant has reported a disability/health condition on their application form which may affect their ability to practise medicine and/or may require reasonable adjustments, the application will be referred to the BM(EU) Programme Lead. The Programme Lead, or their nominee, may seek further assessment of the applicant from the University of Southampton's Enabling Services and/or Occupational Health Department, to determine whether the applicant will be fit for medical practise. Information regarding disabilities/health conditions may be shared between these parties. Prior to entry into Year 3, students will need to undergo screening by the company doctor of the Gesundheit Nordhessen Holding AG ([Gesundheit Nordhessen](http://www.gesundheit-nordhessen.de)).
- 3.5 Please note that if a candidate declares a specific learning difficulty and they wish to access additional examination requirements, they are required to provide evidence to the University, Further information about what is required, can be found here: <https://www.southampton.ac.uk/edusupport/index.page>

Applicants with criminal convictions

3.6 Applicants in possession of any prior charges or criminal convictions, or who have entries in the German police clearance certificate, or in any other country, must declare on their application form this includes both spent and unspent convictions and cautions and warnings. If an applicant does make such a declaration, initially Selectors will assess the application on its academic and non-academic criteria. If an offer is to be made the Admissions Team Leader will follow the University's procedures for [handling applications from students with previous criminal convictions](#) if an applicant is identified for offer and has made a declaration.

Applicants who receive an offer of study will be required to complete a satisfactory Enhanced Disclosure and Barring Service (UK) and Criminal Record Check (Germany) as a condition of their offer.

Further information may be sought from the applicant in line with GMC guidelines around [Good medical practice and Professional Values](#)

3.6 In addition to this, following completion of the BM(EU) Programme, whether a student will be employed when holding a criminal conviction / caution, or entries in the German police clearance certificate, depends on the specific entry, and if and how they are linked directly to professional tasks. Decisions are made by the Human Resources Department of the Gesundheit Nordhessen Holding AG before confirmation of an offer is made.

Age

3.7 Due to early clinical contact, students must be a minimum of 18 years when they start the BM(EU) Programme on 11 September 2023.

English Language

3.8 In accordance with University of Southampton regulations, students whose first language is not English should offer one of the recognised tests in English Language. The length of time that tests are valid for will be in accordance with the University of Southampton's Admissions to Degree Regulations. Further details on English language requirements are available in our prospectus or on the [English Language Proficiency | Student and Academic Administration | University of Southampton](#)

German Language

3.9 Students who have not had 10 years of education in the German language in a recognised school should offer one of the recognised tests in German Language. An A in A level German (or equivalent) may be considered as a substitute for a recognised test. The length of time that tests are valid will be in accordance with the University of Southampton's Admissions to Degree

Regulations. Further details on German language requirements are available in our prospectus or on the [website of the KSM](#).

Academic Criteria

Details of academic criteria are available on the KSM and UoS websites. Not all qualifications are covered so please contact the KSM or UoS office for advice in individual circumstances. The BM(EU) Programme's requirements are broadly similar to BM5 and BM4 (for graduates).

3.10 School Leavers

School leaver applicants should offer an overall Abitur of at least 1.6.

Applicants with an Abitur of between 1.6 and 1.9 may be considered if they have evidence of other relevant education or work experience in a health care profession e.g. nursing or paramedic. These will be reviewed on an individual basis.

Qualifications of an equivalent standard to Abitur/GCSE and A levels as approved by the University of Southampton may be acceptable.

Biology should be taken as an advanced or examination subject and in the last two school years with good to very good achievements (at least 11 points), plus one other science at higher level with good or very good achievements (at least 11 points). If chemistry is not an advanced course or exam subject, then you must have successfully completed the chemistry class with at least good to very good grades (at least 11 grades) and at least year 10 (G8) or 11 (G9). Evidence of other science education (e.g., pre-med courses) will be considered.

3.11 Graduates

Applicants who are about to complete their studies or who already have a university degree can also apply. Applicants must have achieved or be predicted at least an Upper Second Class Honours degree (in any subject) in their first degree (good or very good). Applicants who have achieved or are predicted a Lower Second Class degree or below will be rejected. Only classified honours degrees are accepted. MScs and PhDs whilst valued cannot be considered in lieu of an Upper Second Class Honours degree.

Applicants are expected to complete their first degree within the standard timeframe for that degree. Applicants completing their first degree outside of the standard timeframe will be considered on an individual basis, considering the circumstance(s) involved in their extended length of study.

Graduates must offer an overall Abitur grade of at least 1.9 with at least one science subject at higher level with good or very good achievements. Applicants with other school leaver qualifications will be expected to have achieved an equivalent level of qualification.

Only one retake of a school leaver qualifications is permitted.

For graduate students we require a full education and work history to be provided, ensuring there are no gaps

Full information in the form of a CV will need to be provided along with the application form via email to AdmissionsUG.MED@soton.ac.uk and ksm@gnh.net. Omission of any relevant information may result in an application being deemed unsuccessful.

Applicants who are studying another degree course (excluding Medicine) and do not intend to complete their course of study may apply. Applicants currently studying on a degree programme are required to declare this on their application and require full transparency on previous results and reasons for the change of career plan. We will require transcripts and a reference from your previous degree course(s). Applicants under 21 will be considered as School Leavers and applicants over 21 as a Mature Non-Graduates and are expected to meet the appropriate requirements to apply. Applicants must inform us of their current course on the application form and if the applicant receives an offer they are expected to withdraw fully from their current course before enrolment. Applications will normally only be considered from applicants in the first year of study.

Please note that not all applicants will be invited for a Selection Day.

Non-academic criteria for applications to the BM(EU) Programme

3.12 In addition to the academic entry requirements, the Selectors for the BM(EU) Programme will look for evidence of the non - academic criteria that the Faculty of Medicine and the KSM use for selection purposes. All applicants must demonstrate evidence of these criteria. You will need to demonstrate that you:

- are self -motivated and resilient
- have reflected on and learnt from life experiences (this may include work experience, paid employment and personal experiences both in and outside health and social care settings)
- can communicate effectively
- are able to interact successfully with others
- can demonstrate an understanding of the values of the NHS constitution

Pflegepraktikum / Internship in Nursing

3.13 In addition to the academic entry requirements, applicants to the BM(EU) Programme need to prove, that they have gained relevant work experience in nursing, either within clerkships, volunteer work (e.g., Social Year / FSJ), or an apprenticeship (e.g., "Ausbildung zum Gesundheits- und Krankenpfleger/-in"). Please also see

<https://www.medschools.ac.uk/studying-medicine/making-an-application/work-experience>

Applicants will be expected to have completed an internship in nursing of at least 3 months (90 days) of relevant experience, ideally before they commence the course but definitely by the time they start year three in Kassel. At least one part of this internship should be in a 3 week continuous block. The remaining internship days can be achieved more flexibly over time. Evidence of this experience is required for registration in Germany and it is the applicants' responsibility to ensure they can evidence this. Please note this clerkship in nursing is different from work experience with doctors or classroom training (eg paramedic) and must include caring responsibilities. For details, please see the website of the [KSM](#).

International applications

- 3.14 Since the UK left the EU at the end of December 2020 EU students are classed as international students and will need to obtain a student visa to study in the UK.
- 3.15 All applicants for the BM(EU) Programme must be able to meet the requirements to be able to live, study and work in both the UK and Germany. Applicants who cannot meet this requirement are not eligible to apply.
- 3.16 It is the applicant's responsibility to provide proof that they have satisfied the requirements to be able to live, study and work in Germany for the entire duration of the studies (including any repeat or suspended years) and foundation year. The applicant will need to provide evidence of this when they apply.

Offers

- 3.17 All offers made to applicants will be conditional upon applicants achieving and providing suitable evidence of their qualifications. Continued registration on the course is conditional upon the completion of satisfactory health and enhanced Disclosure and Barring Service screening. Health screening will be undertaken in confidence by staff in the Occupational Health Department at Southampton General Hospital.
- 3.18 In the interests of patient and public safety, the Faculty of Medicine will wish to share some of the information provided in an applicant's application form with the Medical Schools Council in order to verify an applicant's fitness to practise. If a fitness to practice outcome is made against an individual in the future, this information and a copy of the decision against that individual will also be stored on a central database which is accessible only to other schools with courses leading to entry to a registered profession in the UK. It is used only for proper fitness to practise purposes to protect patients and the public. Any offer of study will be conditional on the applicant having disclosed any previous fitness to practise findings made against them, and their giving consent to this use of information. The offer will also be conditional upon an applicant giving consent for a check to be made on the database and for the applicant's details to be included on the database should a fitness to practice outcome be made against them in the future. An individual has a right to access any information held about them on the database and to correct any errors. Any individual wishing to exercise the right should contact the Medical Schools Council.

Section Four – Recruitment and Admissions Committee (RAC)

- 4.1 The Recruitment and Admissions Committee comprises the Associate Dean Education, Admissions Tutor (Chair), the Recruitment and Admissions Team Leader and a number of Selectors from a diversity of backgrounds including clinicians, academics, health care professionals and lay members. The RAC meets regularly between September and July of each year. In addition to the RAC members there are a large number of Selectors who are not members of the RAC.
- 4.2 Staff development for Selectors forms an important part of the role of the Recruitment and Admissions Committee. All new Selectors are required to participate in a training session which

includes training in Equal Opportunities. Updates on Equal Opportunities and other relevant legislation will be provided to Selectors.

All Selectors' decisions are monitored by the Faculty of Medicine's Recruitment and Admissions Office to ensure consistency. Before the beginning of each selection cycle, outcomes of the previous selection cycle, the policy document and the entry requirements for each programme will be reviewed by the RAC, and the procedure for the forthcoming year will be approved.

Section Five - Equal Opportunities within the Selection Process

- 5.1 The Faculty of Medicine and the KSM follow the University's commitment to a comprehensive policy of equal opportunities and students are selected on the basis of their merits and abilities: [University's Equal Opportunities Policy](#) and [Gesundheit Nordhessen mission statement](#).

- 5.2 However, the Faculty recognises that selection for the medical degree course implies selection for the medical profession and therefore all successful applicants to the BMBS programmes must be fit to practise and be able to fulfil the duties of a doctor as stated by the GMC in their documents 'Achieving good medical practice; guidance for medical students' and 'Professional behaviour and fitness to practice: guidance for medical schools and their students' at <https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/student-professionalism-and-ftp/achieving-good-medical-practice>

The Faculty has actively participated in the Gateways to Professions project which provides practical suggestions to help Faculties ensure that disabled students do not face unnecessary barriers to successful medical careers. Gateways to the professions [https://www.gmc-uk.org/-/media/documents/Gateways to the professions Nov 2016.pdf](https://www.gmc-uk.org/-/media/documents/Gateways_to_the_professions_Nov_2016.pdf) [68375486.pdf](https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/welcomed-and-valued)

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- 5.3 In reality there are very few circumstances which might prevent an applicant being offered a place. Disabilities such as mild dyslexia would not normally be a barrier to admission. Full details of the Faculty's fitness to practise procedure are available on request from the Admissions Office or the KSM Recruitment and Admissions Office.

- 5.4 The main aim of our education programme in the Faculty of Medicine is to ensure students learn to become excellent health professionals. The Faculty of Medicine wishes to facilitate this professionalism and has published a 'Religious and Belief Code of Practice'. The Faculty's Code of Practice can be found on KSM website.

- 5.5 The University of Southampton monitors equal opportunities applicant data.