



Hull York Medical School

**Code of Practice on recruitment and admission of students to the
MSc in Physician Associate Studies**

Approval Process:	
Committee	Outcome/Date of approval
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To obtain this Code of Practice in an alternative format, please contact governance@hyms.ac.uk

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Abbreviations

The following abbreviations will apply throughout this code of practice:

CBO	Criminal Behaviour Order
DBS	Disclosure and Barring Service
EPP	Exposure Prone Procedure
FTP	Fitness to Practice
GMC	General Medical Council
HEOPS	Higher Educational Occupational Health Physicians/Practitioners
HIV	Human Immunodeficiency Virus
PND	Penalty Notice for Disorder
QAA	Quality Assurance Agency for Higher Education
UCAS	Universities and Colleges Admissions Service

1. General

- 1.1 This Code of Practice applies to the recruitment and admission of students to the MSc in Physician Associate Studies at the Hull York Medical School. It is designed to be consistent with:
 - [The Schwartz Report: Fair Admissions to higher education: Recommendations for good practice \(2004\)](#)
 - [Admissions Policies: Guidance for Higher Education Providers, The Supporting Professionalism in Admissions \(SPA\) Programme \(2014\)](#)
 - [The QAA Quality Code for Higher Education \(2018\)](#)
 - [The Hull York Medical School Equal Opportunities Policy for HYMS Students](#)
- 1.2 This Code of Practice is a public document and is available on the [Hull York Medical School website](#).

2 Monitoring and Reviewing of Process

- 2.1 Hull York Medical School liaises with the admissions offices at the parent universities to monitor postgraduate admissions procedures. All admissions procedures are reviewed annually and updated if necessary.
- 2.2 Hull York Medical School admissions procedures are monitored by the Hull York Medical School Postgraduate Programmes Board, relevant offices at the parent universities, and the Hull York Medical School Board of Studies and Hull York Medical School Joint Senate Committee.

3 Information to Applicants

- 3.1 Every effort will be made to ensure that all published material and statements are accurate and provide information which will enable applicants to make informed decisions. This information shall include tuition fees, availability of financial support, and dates of terms and is regularly updated at <https://www.hyms.ac.uk/>.
- 3.2 The specific entry criteria as determined by Hull York Medical School shall be transparent, relevant, and consistently applied to all applicants.

4 Equal Opportunities

- 4.1 This Code of Practice takes account of current legislation affecting the admission of students, notably the [Equality Act \(2010\)](#)
- 4.2 This Code considers the [Equal Opportunities Policy for Hull York Medical School Students](#).
- 4.3 In applying its policies and procedures Hull York Medical School undertakes to ensure that no prospective or existing student is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, creed, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

5. Health and Disability

- 5.1 We welcome applications from students with disabilities or long-standing health conditions for admission to our Physician Associates programme. We will support students with disabilities and health conditions with reasonable adjustments through our selection, recruitment, and admission processes and during their postgraduate academic studies. All PGT applicants to the MSc in Physician Associate Studies and PGT students in our MSc in Physician Associate Studies irrespective of a disability or health condition supported with reasonable adjustments will need to fulfil all the General Medical Council requirements of Physician Associates on graduation.
- 5.2 Applicants to the MSc in Physician Associate Studies programme are encouraged to declare in their UCAS application any disability or long-standing health condition. Applicants to the MSc in Physician Associate Studies programme are also encouraged to declare a disability or long-standing health condition directly to the admissions team at any stage before they apply or post UCAS application submission. This will allow for reasonable adjustments to be in place during our selection processes.
- 5.3 Reasonable adjustments will be made on an individual case-by-case basis. In the rare occasion where reasonable adjustments are not possible an explanation of this outcome will be communicated to the applicant. UCAS application declarations of any disability or longstanding health conditions will not be made accessible to our medical school admission team during our selection processes or influence our formal offer making decisions to our MSc in Physician Associate Studies programmes. UCAS application declarations of disability or long-standing health conditions will only be made accessible to the admissions team post offer making decisions.
- 5.4 The admissions team is not able to provide professional advice or arrange preapplication occupational health assessments of an applicant with a disability or a longstanding health condition. The medical school student wellbeing team encourages applicants to proactively seek professional advice from their ongoing education or healthcare provider and will liaise with the admissions team and if appropriate the University of Hull Occupational Health service to support reasonable adjustments. The HEOPS guidance shall be used as key guidance in this area.
- 5.5 Hull York Medical School may ask an applicant with a disability or health problem that might impede clinical capability or require reasonable adjustments to undergo an independent medical examination, and/or a skills assessment, and reserves the right to refer the applicant's case to the Hull York Medical School Student Fitness to Study committee and if appropriate refer to the Fitness to Practice Committee.
- 5.6 As the MSc in Physician Associate Studies is partly undertaken in a clinical setting and requires patient contact, attention is drawn to the [Code of Practice on Student Fitness to Practice](#). This document describes policy and process in any case where an application might be rejected, or an offer of admission be withdrawn, on grounds of conduct giving rise to serious cause for concern (including failure to declare a known medical condition), or of impairment of health to such a degree as to pose a risk to patients.

- 5.7 As part of the MSc in Physician Associate Studies programme, you may perform exposure prone procedures (EPP) therefore you will require enhanced health clearance. EPPs include procedures where the workers gloved hands may be in contact with sharp instruments, needle tips or sharp tissues inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.
- 5.8 Other requirements in respect of transmissible infectious diseases may be required by the Department of Health and Social Care or by the NHS and other health care provider institutions to reduce risks of transmission to patients. These requirements will be managed and coordinated by the individual student health care providers and the University of Hull Occupational Health service.

6. Disclosure and Barring Service (DBS): disclosures and checks

- 6.1 All applicants are responsible for declaring any non "protected" prior charges including, but not limited to, criminal convictions, warnings, cautions, reprimands, final warnings, bind over orders or similar, fixed penalty notices, penalty notices for disorder (PND), criminal behaviour order (CBO), and violent offender order (VOO) and also any charges with offences that are awaiting trial, or involvement in Child Protection 7 investigations. This also includes pending matters and charges including proceedings before a Criminal Court or Tribunal or matters subject to bail by either the police or a court.
- 6.2 Applicants should disclose to Hull York Medical School in writing any prior spent or unspent criminal conviction when they apply. Please contact pqtadmissions@hyms.ac.uk.
- 6.3 The Admissions team will initially assess the information provided and consult with the Programme Director and the Director or Deputy Director of Admissions.
- 6.4 Failure to make a relevant declaration under the terms of paragraph 4.1 above may result in termination of the student's participation on the course.
- 6.5 Applicants should note that enhanced DBS checks are required as part of the admissions procedures for all students entering the MSc in Physician Associate Studies.
- 6.6 Applicants to the MSc of the Physician Associate Studies are responsible for disclosing any non "protected" prior convictions, cautions, reprimands, or final warnings as detailed in clause 4.1. as part of the standard UCAS application and enhanced Disclosure and Barring Service (DBS) check on entry to the medical school.
- 6.7 Any significant disclosure by applicants pursuing programmes that are partly delivered within a clinical setting including the MSc in Physician Associate Studies will be forwarded to the Hull York Medical School Student Fitness to Practice Committee (SFTPC) to consider and further investigate if appropriate. The SFTPC Chair will decide if the disclosure has FTP concerns and the potential for mitigating the concerns. If mitigation is not possible and/or the disclosure is of a serious nature, the SFTPC Chair has the power to recommend that the applicant does not meet the selection criterion of 'professional standing'. Following the decision of the SFTPC Chair, the Director of Admissions will make

a final decision on whether admission should be offered, or, if relevant, an offer of admission to the programme of study including the MSc in Physician Associate Studies programme will be withdrawn.

- 6.8 Enhanced DBS checks will be requested for applicants on first registration as a student at the University of Hull or the University of York and at whatever interval subsequently requested by the Hull York Medical School, partner NHS and other health care provider organisations.
- 6.9 Applicants who are unable to obtain a DBS certificate because they have been living outside the UK will be required to provide an appropriately authenticated Certificate of Good Standing in respect of any criminal convictions or charges with offences that are awaiting trial or involvement in Safeguarding or Child Protection investigations.
- 6.10 Failure to have an enhanced DBS certificate or similar criminal background check processed within ten weeks of first registration as a student at the University of Hull may result in termination of the student's registration on the programme including the MSc in Physician Associate Studies programme.
- 6.11 Failure to make a relevant declaration under the terms of clause 4.1 above may result in termination of the student's registration on the programme including the MSc in Physician Associate Studies. In the case of any such failure to declare is identified only after registration for the MSc in Physician Associate Studies programme, the procedures followed will be those outlined in Hull York Medical School Code of Practice on Fitness to Practice.
- 6.12 Hull York Medical School reserves the right to require such further or additional criminal background checks as are deemed necessary for participation on the programme. Failure to have any such check processed within twelve weeks of request may result in termination of the student's registration on the programme.

7. Student Fitness to Practice

- 7.1 For programmes that are partly delivered in a clinical setting, Hull York Medical School reserves the right to reject an application or an offer of admission on grounds of conduct giving rise to serious cause for concern (including failure to declare a known medical condition), or of impairment of health to such a degree as to pose a risk to patients. Please refer to the Hull York Medical School [Code of Practice on Student Fitness to Practice](#)
- 7.2 All applicants to the MSc in Physician Associates Studies are also responsible for disclosing any previous or ongoing misconduct investigation from any professional regulatory body, educational institution, employer or testing organization e.g. University Clinical Aptitude Test (UCAT) by writing directly to the Director of Admissions when they apply.

8. English language requirements

- 8.1 All applicants to the MSc in Physician Associate Studies whose first language is not English are required to show evidence of the level of their proficiency in the English language. Hull York Medical School will accept IELTS: 7.5, with no less than 7.0 in each

component for entry onto the MSc in Physician Associate Studies. Other, equivalent qualifications may be accepted as stated in the prospectus.

- 8.2 Applicants for whom English is not their first language but who have successfully followed or are currently following a full-time university degree level programme of a minimum of one year's duration in the UK or other majority English speaking country may be exempt from the English Language requirements.
- 8.3 Please note that the above requirements are correct at the time of publication of this Code of Practice and are subject to changes imposed by the UKVI.

9. Recruitment

- 9.1. The [Hull York MSc in Physician Associate Studies prospectus](#) will be updated at least annually and will be made available on the Hull York Medical School website. An annual print version will contain selected information and will draw attention to the Hull York Medical School website. The Hull York Medical School website will remain the source of the most up-to-date information.
- 9.2. Recruitment information on the [Hull York Medical School website](#) will be compliant with the standards of the Quality Assurance Agency for Higher Education (QAA).
- 9.3 Applications for the MSc in Physician Associate Studies should be made through the Universities and Colleges Admissions Service (UCAS). Details on how to apply through UCAS can be found on the University of York website: <https://www.york.ac.uk/study/undergraduate/applying/how-to-apply/>
- 9.4 This course operates pooled recruitment, and equal consideration is given to applicants who apply in advance of the January equal consideration deadline. We cannot guarantee that applications submitted after this deadline will be given the same level of consideration as those which arrive by the deadline. The University observes the rules and procedures laid down by UCAS. More information about applying through UCAS and application deadlines can be found at: <https://www.ucas.com/undergraduate>
- 9.5. Any deadline for application will be advised within official University publications, by UCAS, or by the staff responding to an enquiry. Applications received after any stated deadline may not be given equal consideration to those received by the date but are normally considered if there are places remaining on the programme.

10. Selection

- 10.1 Detailed up-to-date information on entry requirements and selection procedures will be published on the Hull York Medical School website annually in advance of the admission cycle.
- 10.2. All applicants must be aged 18 years or over on the 1st of October in the year they enrol on to the Physician Associate programme.

- 10.3 Applicants from backgrounds other than a relevant Biosciences degree will be considered on an individual basis by the Deputy Director of Admissions and/or the Programme Director. This includes individual consideration of applicants from a healthcare background.
- 10.4. The Hull York Medical School does not accept applications from students who currently or have previously studied on a UK or international Physician Associate programme or accept transfer requests from Physician Associate students studying elsewhere.
- 10.5 In selecting students for offers of admission, Hull York Medical School may take account of information from the UCAS application, an interview and/or from such other selection and assessment tools as are approved by the Hull York Medical School Director of Admissions and Management Board. Details of the selection process will be published on the Hull York Medical School website.
- 10.6. Offers of admission will not normally be made without interview.
- 10.7. All interviews will be in a format approved by the Hull York Medical School Director of Admissions, the details of which will be published on the Hull York Medical School website. The interview will include assessment of the candidate's attributes, skills and values and suitability for the Hull York Medical School's MSc in Physician Associate Studies.
- 10.8. All applicants invited for interview will be required to bring a photographic identification document in order to be interviewed.
- 10.9. The interview will include consideration of every candidate's ability to speak and understand English. Where there are concerns, candidates will be asked to provide evidence of English language ability as part of the conditions of their offer. Acceptable evidence will be determined by the Hull York Medical School Director of Admissions and published on the Hull York Medical School website.
- 10.10. Hull York Medical School and its parent universities reserve the right to verify the validity of any supporting documentation provided as part of the recruitment process.

11. Offer of Admission

- 11.1. Offers of admission to Hull York Medical School will be sent as soon as practicable after the interview process. They will be communicated to applicants through UCAS. Applicants who do not meet the standard entry requirements may receive an earlier rejection. These will be communicated to applicants through UCAS. Accepting the offer for this programme should also be done via UCAS.
- 11.2. Applicants must respond to their offer via UCAS by the UCAS deadlines. Failure to meet this deadline will lead to the offer lapsing.
- 11.3 Offers of admission will be made to the Hull York Medical School. Students who satisfactorily complete the Physician Associate programme of study and assessment will graduate with a MSc degree awarded jointly by the University of Hull and the University of York.

- 11.4. In addition to any necessary academic conditions all offers will place conditions on meeting Hull York Medical School current Health Requirements.

12. Registration and Campus Allocation

- 12.1. Applicants who have accepted an unconditional offer will be invited to register onto the MSc in Physician Associate Studies. Students are required to register at the University of Hull. Information on registration is available in the programme handbook and web pages of Hull York Medical School and its parent universities.
- 12.2. The MSc in Physician Associates Studies is governed and awarded jointly by the University of Hull and the University of York; registered students have access to facilities at both parent Universities.

13. Assessment of fee status for tuition

- 13.1 The offer letter will confirm the fees to be charged based on the programme of study and the applicant's fee status. Applicants are assessed as eligible to pay either home tuition fees or overseas tuition fees by Postgraduate Admissions Office at University of York, on behalf of Hull York Medical School. This decision is based on the information provided on the application regarding nationality and residence. Decisions are based on the guidance provided by the UK Council for International Student Affairs (UKCISA).
- 13.2. Applicants who wish to have their fee status reconsidered are advised to complete the [Fee Status Information Form](#). Applicants should also provide documentary evidence to support their request. Note: unless stated, applicants are required to meet all criteria in any category. Requests for reconsideration should be made in writing with supporting documents to Postgraduate Admissions Office at the University of York.
- 13.3. Hull York Medical School reserves the right to identify an applicant as eligible to pay overseas tuition fees at any point in the admissions process up to the point of enrolment.

14. Finances

- 14.1. Hull York Medical School and its parent universities require applicants to state formally that they have access to sufficient funds to meet the cost of tuition fees for the full duration of the programme.
- 14.2. For externally awarded scholarships, the applicant needs to provide confirmation of sponsorship in writing from the sponsoring body.
- 14.3. Applicants planning to apply for external funding for their study should refer to the deadline of the funding body and ensure their application to study at Hull York Medical School is received in sufficient time.
- 14.4. Details of tuition fees and funding opportunities for postgraduate study are available on the [postgraduate admissions webpage](#).

- 14.5. The applicant's financial situation is not a criterion for selection. However, students will not be able to register without payment of fees. It is recognised in some cases students would not be able to take up the offer without financial support.

15. Student Immigration

- 15.1. As per the requirement of the UK VI, overseas students requiring a student visa are admitted to the UK under the new Points-based Immigration System. Information about the system is available from:

- [UKVI](#)
- [University of Hull Student Visa Guidance University](#)
- [York Student Visa Guidance](#)

- 15.2. The parent universities are committed to meeting their requirements as a sponsor of Tier 4 students. In the event of changes to immigration legislation, or if information becomes available that might impact our ability to sponsor a student, Hull York Medical School reserves the right to amend or withdraw an offer of admission.

- 15.3. Applicants who require a visa to study in the UK will be given advice to assist them in applying for an entry visa. Only applicants who hold an unconditional offer and have confirmed that they intend to accept the offer will be issued with a Confirmation of Acceptance to Studies (CAS) Statement by the University of Hull.

16. Applicants requesting deferred entry

- 16.1. Applications for deferred entry onto the MSc in Physician Associate studies are not normally accepted. Requests for deferral from applicants holding an offer may be considered in exceptional circumstances.

17. Re-admission of students

- 17.1. Applications from the following will require the approval of the Hull York Medical School Board of Studies before the applicant can be offered a place:

- Students who have previously had a programme terminated by the University of Hull or University of York.
- Students who have already been admitted to a postgraduate programme and failed to complete it whether or not the subject(s) studied previously are the same.

18. Fraudulent and/or plagiarised applications

- 18.1. Hull York Medical School and its parent universities will check qualifications, personal statements and written work provided as part of an application for potential fraud, plagiarism, or collusion.

- 18.2. Hull York Medical School reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent or plagiarised information. Any student subsequently found to have been admitted on the basis of misleading information may have their studies terminated.

19. Responsibility for the Recruiting and Admissions Process

- 19.1. Responsibility for the various elements of the recruiting and admissions process is shared between the Student Recruitment Directorate at the University of Hull, the Postgraduate Admissions Office at the University of York, and the Hull York Medical School Admissions Office, and the Programme Directors. The Postgraduate Admissions Office at the University of York is the lead Admissions Office on behalf of both universities and Hull York Medical School.

20. Feedback

- 20.1. Hull York Medical School is committed to providing feedback, on request, to applicants who have not been offered a place. Applicants requesting feedback are asked to contact the Postgraduate Admissions Office at the University of York in writing, by email (pgadmissions@york.ac.uk) or letter. Applicants can request feedback at any time during the admissions year in which they are applying.
- 20.2. Hull York Medical School aims to respond to requests for feedback within twenty working days of receipt.

21. Data Protection

- 21.1. Hull York Medical School and its parent universities collect and retain certain types of data, in various formats, about its applicants, current and past students in order that it can fulfil its functions as an education provider. Hull York Medical School complies with the GDPR with regard to the treatment of applicant data.

22. Questions, Complaints and Appeals

- 22.1. Questions, complaints, or appeals should be addressed to the Director of Admissions indicating the grounds for review of an admissions decision and providing any supporting evidence. The applicant should expect to receive a written response from the Director of Admissions within two weeks.
- 22.2.1 An appeal is a request for a formal review of an admissions decision or the wording/ terms/ conditions of an offer.
- 22.2.2 Complaints: A complaint is a specific concern related to a procedural error, irregularity or maladministration in the admissions procedures or policies.
- 22.2.3 The Appeals and Complaints Procedure may not be used where the admissions decision arises from a failure on the applicant's part to fulfil any academic or non-

academic requirements of the admissions process or when an applicant disagrees with the academic judgement applied in reaching the decision. Applicants have no right of appeal against an admissions decision providing that the decision can be shown to be reached fairly and in accordance with the admissions policy. Applicants meeting conditions on appeal late in one admissions cycle may be required by Hull York Medical School to defer entry to the following year of entry.

- 22.3 If informal discussion does not resolve the situation satisfactorily, then the complainant should write to: The Director of Marketing, Recruitment, Admissions and Outreach, University of York, Heslington, York YO10 5DD, or email: SRA-Director@york.ac.uk. The University aims to reply promptly to all complaints. Information is available here regarding the [Complaints Procedure](#).
- 22.4 The outcome of this review will be considered final.