



## Hull York Medical School

### Code of Practice on Postgraduate Admissions for HYMS Programmes

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<b>Committee</b>	<b>Outcome/Date of approval</b>
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To obtain this Code of Practice in an alternative format:  
Please contact [governance@hyms.ac.uk](mailto:governance@hyms.ac.uk)

## Definitions

The following definitions will apply throughout the code of practice:

**Application:** means all candidates who have made a formal application, following the outline application process, to a HYMS Postgraduate Programme.

**Campus Allocation:** applicants are allocated to a university campus for allocation. Please refer to Appendix I for more information on the campus allocation policy.

**English Language Requirements:** an academic requirement for non-native speakers to achieve a level of English language ability. This is normally demonstrated by non-native speakers by a specified qualification.

**Registration:** The formal procedures that a student must complete or pass through during the admissions stage, after being accepted onto the programme and before starting it.

**Supervisor:** an academic member of staff is responsible for providing academic support to a research student during their programme of study.

## Abbreviations

The following abbreviations will apply throughout this code of practice:

<b>CBO</b>	Criminal Behaviour Order
<b>DBS</b>	Disclosure and Barring Service
<b>ECU</b>	Equality Challenge Unit
<b>FTP</b>	Fitness to Practise
<b>HIV</b>	Human Immunodeficiency Virus
<b>HYMS</b>	Hull York Medical School
<b>OFFA</b>	Office for Fair Access
<b>QAA</b>	Quality Assurance Agency for Higher Education
<b>VOO</b>	Violent Offender Order

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## **1. Admission Statement**

- 1.1. This Code of Practice applies to all applications for postgraduate programmes to the Hull York Medical School. The code of practice is intended to give guidance to staff and prospective students on the School's procedure for recruiting, selecting and admitting postgraduate students.

## **2. Monitoring and Reviewing of Process**

- 2.1. HYMS 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. HYMS admissions procedures are monitored by the HYMS Postgraduate Research Board, the HYMS Postgraduate Taught Programme Board, relevant offices at the parent universities, and the HYMS Board of Studies and HYMS Joint Senate Committee.

## **3. Legislation and Regulation**

- 3.1. The Code of Practice applies to the recruitment, selection and admission of students to Postgraduate programmes. It is designed to be consistent with:
  - [HYMS Code of Practice on Postgraduate Research Degrees.](#)
  - [The Equality Act 2010](#)
  - [HYMS Equal Opportunities Policy](#)
  - [Quality Assurance Agency UK Quality Code for Higher Education,](#)  
Chapter B2: Recruitment, Selection and Admissions to Higher Education.

## **4. Information to Applicants**

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 on the [webpage](#).

- 4.1. The specific entry criteria as determined by HYMS shall be transparent, relevant, and consistently applied to all applicants.

## **5. Making an application**

- 5.1. All postgraduate applications, including applications for scholarships or studentships, should be made to the HYMS Admissions Office via the University of York online application portal. Informal contact with staff is not an application.
- 5.2. If applicants are unable to apply online, paper applications can be submitted as an alternative. Please email [postgraduate@hyms.ac.uk](mailto:postgraduate@hyms.ac.uk) (Postgraduate Research applicants) or [pgtadmission@hyms.ac.uk](mailto:pgtadmission@hyms.ac.uk) (Postgraduate Taught applicants) or telephone 01904 321690. Please note that making a paper application, will lengthen decision and response times significantly. Application deadlines are advertised on the [HYMS webpage for Postgraduate Taught and Research programmes](#) and associated scholarships. Applications received after any stated deadline are normally only considered if there are places remaining on the programme.

## **6. Equal opportunities**

- 6.1. HYMS and its parent universities are committed to the [HYMS Equal Opportunities Policy for HYMS students](#).
- 6.2. In applying its policies and procedures HYMS undertakes to ensure that no prospective or existing student is treated less favourably on the grounds of age, race, nationality, ethnic origin, creed, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.
- 6.3. For programmes that are partly delivered within a clinical setting, students with a wide range of disabilities or health conditions are eligible for admission through the normal processes, with the expectation of graduation provided that they achieve the prescribed standards of knowledge, skills, and attributes. A very small number of disabilities and health conditions may prevent satisfactory completion of clinical training.

## **7. Applicants with disabilities**

- 7.1. HYMS and its parent universities believe that students with disabilities should have access to the full range of academic, cultural and social activities offered. HYMS and its parent universities have an explicit policy for providing support for applicants with disabilities. HYMS adopts an anticipatory approach and is committed to reasonable adjustment. Needs associated with disabilities should be considered only as a secondary matter, as admissions decisions are made on the applicant's academic background and potential to succeed in the programme.
- 7.2. Applicants who have additional support needs are advised to make these known to HYMS as soon as possible, so that any special arrangements can be planned in advance.

- 7.3. For programmes with patient contact that are partly delivered in a clinical setting or require patient contact, an applicant who knows that he or she has a serious condition which could be passed on to patients or which might affect their judgement or performance (because of the nature of the illness or its treatment) should take advice on selecting a clinical career from a consultant in occupational health or another suitably qualified doctor on whether, and in what ways, their clinical contact with patients should be modified, and should then discuss with the Programme Director whether any reasonable adjustments might be required for satisfactory completion of the programme.
- 7.4. For programmes that are partly delivered in a clinical setting or require patient contact, HYMS 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 HYMS Student Fitness to Practise Committee.
- 7.5. For programmes that are partly delivered in a clinical setting or require patient contact, attention is drawn to the [HYMS Code of Practice on Fitness to Practise Medicine](#), which 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.

## **8. Disclosure and Barring Service (DBS): disclosures and checks**

- 8.1. All applicants must declare any 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 investigations.
- 8.2. Applicants should disclose to HYMS in writing any prior spent or unspent criminal conviction when they apply. Please contact [postgraduate@hyms.ac.uk](mailto:postgraduate@hyms.ac.uk) (Postgraduate Research Programmes) or [pgtadmissions@hyms.ac.uk](mailto:pgtadmissions@hyms.ac.uk) (Postgraduate Taught programmes).
- 8.3. The Admissions team will initially assess the information provided and consult with the Programme Director or the Chair for Postgraduate Programmes Board where necessary. For students pursuing programmes that are partly delivered within a clinical setting, any significant declaration will be forwarded to the HYMS Fitness to Practise Committee for a recommendation on whether admission should be offered.
- 8.4. Applicants should note that DBS checks are required as part of the admissions procedures of students pursuing programmes that are partly delivered within a clinical setting. DBS checks will be requested from applicants as part of the conditions for entry onto healthcare programme(s).

- 8.5. Failure to make a relevant declaration under the terms of paragraph 8.1 above may result in termination of the student's participation on the course. For programmes that are partly delivered in a clinical setting, where such failure to declare, is identified only after registration, the procedures followed will be those outlined in [HYMS Code of Practice on Fitness to Practise Medicine](#).
- 8.6. Students 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 or similar in respect of any criminal convictions or charges with offences that are awaiting trial or involvement in Child Protection investigations.
- 8.7. HYMS reserves the right to require such further or additional criminal background checks as are deemed necessary for participation on the course. Failure to have any such check processed within twelve weeks of request may result in termination of the student's participation on the course.

## **9. Student Fitness to Practise**

- 9.1. For programmes that are partly delivered in a clinical setting, HYMS 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 [HYMS Code of Practice on Fitness to Practise Medicine](#).
- 9.2. Academic Requirements Members of academic staff must refer to the academic requirements for HYMS Postgraduate programmes specified in the following programme regulations when making admissions decisions:
- [HYMS Regulations for Taught Postgraduate Certificates, Postgraduate Diplomas and Masters Degrees](#)
  - [HYMS Regulations for Masters by Thesis](#)
  - [HYMS Regulations for MPhil and PhD by Thesis](#)
  - [HYMS Regulations for the Degree of Doctor of Medicine \(MD\)](#)
- 9.3. Admission to some programmes requires additional evidence of academic or research ability – applicants are advised to refer to specific programme [entry requirements](#).

## **10. English language requirements.**

- 10.1. All Postgraduate applicants to HYMS whose first language is not English are required to show evidence of the level of their proficiency in the English language. HYMS accept the following minimum English language requirement currently specified by its parent universities and the UK Visa and Immigration (UKBVI):
- IELTS: 6.5 (in the 'Academic' test, with minimum score of 6 in all four language competences: Listening, Reading, Speaking and Writing);

- TOEFL Internet: 87 (with minimum score of 21 in each component);
  - Cambridge Certificate of Proficiency in English (CPE): C Grade.
- 10.2. Individual programmes may have specific language requirements and candidates should check the programme requirements on HYMS webpage.
- 10.3. 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.
- 10.4. 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. Members of academic staff should contact the HYMS Admissions Office for the current requirement.

## **11. References**

- 11.1. Applicants are required to supply at least one academic reference before an unconditional offer can be made. These referees will then receive an email requesting a reference and providing them with a web link at which they can upload their reference. Individual programmes may request additional references.

## **12. Verification of documentation.**

- 12.1. HYMS and its parent universities reserve the right to verify the validity of any supporting documentation provided.

## **13. Finances.**

- 13.1. HYMS 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.
- 13.2. For externally awarded scholarships, the applicant needs to provide confirmation of sponsorship in writing from the sponsoring body.
- 13.3. 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 HYMS is received in sufficient time. Applicants pursuing this route are strongly encouraged to make contact with the postgraduate admissions team ([postgraduate@hyms.ac.uk](mailto:postgraduate@hyms.ac.uk)) and their identified supervisor to make HYMS aware of any applicable funding deadlines.
- 13.4. Details of tuition fees and funding opportunities for postgraduate study are available at: <http://www.hyms.ac.uk/postgraduate/fees-bursaries-funding.aspx>



## **14. Selection**

- 14.1. Applicants are asked to provide the following documentation to allow their application to be assessed:
- Complete Application form
  - Personal Statement
  - Research Proposal or outline of academic interest
  - CV
- 14.2. Members of academic staff may need to refer to other documentation, provided by the applicant, before any offer can be made. Such documentation may include academic transcripts demonstrating qualifications, evidence of language proficiency (for non-native speakers), references, CV, and a sample of written work.
- 14.3. Members of academic staff involved in the selection process must review the applications and confirm that students meet the following criteria:
- Strong Academic Background
  - Commitment and motivation to the programme of study
  - Specific knowledge and experience required for the programme
  - Ability to communicate effectively
  - Personal Integrity
- 14.4. Applications for research will proceed for further consideration only where an appropriate supervisor(s) and resources within HYMS have been identified for the duration of the normal period of study.
- 14.5. A decision to admit an applicant on a taught programme of study must involve the Programme Director.
- 14.6. A decision to admit an applicant onto a research programme must involve the nominated supervisor and a nominated member of the Postgraduate Board.
- 14.7. Where places are limited, for example in the selection for externally funded scholarships or studentships, the selection process may be timed so that applications are considered in competition following an advertised closing date.
- 14.8. 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.
- 14.9. Members of academic staff are expected to interview PhD, MD or Physician's Associate applicants prior to making any recommended decisions, interviews can take place virtually or via telephone if applicants are required. All interview panels must be comprised of staff meeting the selection and recruitment training requirements of at least one of the parent universities.

## **15. Selection Decision**

- 15.1. Applicants will receive feedback on their application as soon as practicable but should normally receive a selection decision within eight weeks of application. The timescale may be longer for applicants applying for HYMS-funded scholarships or studentship due to the short-listing and interview process.
- 15.2. All successful applicants will receive communication of a formal offer from the University of York on behalf of HYMS; containing details of the programme of study, month and year of entry, duration of the programme, tuition fees and any conditions applicable to the offer. Applicants who meet the conditions of the offer will receive a communication confirming the unconditional offer.
- 15.3. Applicants who are not offered a place will be advised by email or by letter if an email address is not provided. HYMS will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re-application.
- 15.4. HYMS may decide that it is unable to offer a place on the original programme to which an applicant has applied, but may be able to make an offer for an alternative degree programme. In this situation HYMS will contact the applicant to discuss any alternative.
- 15.5. Applicants should accept their offer via the “You@York Portal.” For heavily subscribed programmes a deadline may be applied for acceptance of an offer; failure to meet this deadline may lead to the offer lapsing.
- 15.6. Applicants may not participate in study until they have enrolled as HYMS students.

## **16. Responsibility for the Recruiting and Admissions Process**

- 16.1. 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 HYMS 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 HYMS.

## **17. Feedback**

- 17.1. HYMS 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 ([pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk)) or letter. Applicants are able to request feedback at any time during the admissions year in which they are applying.
- 17.2. HYMS aims to respond to requests for feedback within twenty working days of receipt.

## **18. Registration and Campus Allocation**

- 18.1. Applicants who have accepted an unconditional offer will be invited to register onto their programme of study. Students are required to register at either the University of Hull or the University of York dependent on their campus allocation. Information on registration is available on the programme handbooks and web pages of HYMS and its parent universities.
- 18.2. All postgraduate students following a HYMS programme are governed and awarded jointly by the University of Hull and the University of York; registered students have access to facilities at both parent Universities.
- 18.3. Postgraduate Taught students will normally be allocated to the University specified at a programme level. Please refer to the programme webpage for more information on where students will be registered.
- 18.4. For some Postgraduate Taught programmes of study allocation may be by random ballot to create, wherever possible, two groups of equal size. You will still be physically located at the university where the programme is delivered. In this instance, HYMS reserves the right to alter applicants' University of registration if there is a serious imbalance of student numbers at the two Universities.
- 18.5. Postgraduate Research students (PGR) are normally registered at the parent University that employs their principal supervisor. In the case of students supervised principally by an Honorary member of HYMS staff, the student is registered at the University that employs their co-supervisor.
- 18.6. For both PGR and PGT programmes, students that are intercalating from the HYMS MBBS are allocated to a campus in the same way as any other student entering a HYMS PG programme.
- 18.7. For both PGR and PGT programmes, the University of registration may be different from the student's normal place of study. For specific programmes, students may be required to attend formal teaching (including lectures, seminars, workshops, tutorials and study days) at either parent University and/or other partner institutions, irrespective of University of registration. PGR students will usually be based at the location most appropriate to facilitate the research they are undertaking.

## **19. Assessment of fee status for tuition**

- 19.1. 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 HYMS. 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)

- 19.2. Applicants who wish to have their fee status reconsidered are advised to complete the '[Fee Status Information Form](#)' and 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.

## **20. Student Immigration**

### **20.1. Entry Clearance:**

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:

- [UK VI](#)
- [University of Hull's Student Visa Guidance](#)
- [University of York's Immigration Advice Service](#)

20.1.1. 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, HYMS reserves the right to amend or withdraw an offer of admission.

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

### **20.2. Academic Technology Approval Scheme (ATAS):**

20.2.1. Postgraduate students applying for certain science, engineering or technology courses may need to apply for an Academic Technology Approval Scheme (ATAS) certificate before applying for a Visa, Entry Clearance or Extension of Stay. Further information about ATAS certificates is available at: <https://www.gov.uk/guidance/academic-technology-approval-scheme>

20.2.2. Applicants requiring a visa and/or Academic Technology Approval Scheme (ATAS) certification in order to enter the UK should apply at least three months prior to their intended start date.

## **21. Applicants under eighteen years of age**

21.1. It is unusual to receive applications from people under the age of eighteen years, because of the normal entry requirements for postgraduate programmes. However, should this occur, postgraduate applicants will be considered in accordance with the University of York Admissions Policy (pg.15)

## **22. Applicants requesting deferred entry**

- 22.1. Applicants who wish to defer their application prior to enrolment will be considered on an individual basis. In making a decision HYMS will take into account the possible changing situation of the applicant (for example, the expiry of a language requirement test) and the future availability of programmes and resources. These requests must be made via the Postgraduate Admissions Office at the University of York.
- 22.2. The normal maximum length of deferral is one year and in exceptional circumstances two years. After this period an applicant would be required to reapply.

## **23. Re-admission of students**

- 23.1. Applications from the following will require the approval of the HYMS Board of Studies before the applicant can be offered a place:
  - 23.1.1. students who have previously had a programme terminated by the University of Hull or University of York;
  - 23.1.2. 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.

## **24. Fraudulent and/or plagiarised applications**

- 24.1. HYMS and its parent universities will check qualifications, personal statements, written work and research proposals provided as part of an application for potential fraud, plagiarism or collusion.
- 24.2. HYMS 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.

## **25. Simultaneous admissions to more than one programme**

- 25.1. Postgraduate students admitted for a full-time postgraduate programme may not usually be admitted at the same time for any other degree or academic qualification at HYMS or another institution, unless such admission forms part of an approved programme of study involving another institution or institutions. In exceptional circumstances, should the applicant wish to study a research degree simultaneously with another degree or qualification at HYMS or another institution, approval must be sought from the HYMS Board of Studies and HYMS Joint Senate Committee.
- 25.2. An exception is made for MD students who are allowed to be admitted at the same time for academic or professional qualification at HYMS or another institution. It is expected that MD students will be pursuing other qualification(s) (e.g. Royal College membership) as part of their study and professional development. However, an applicant pursuing other qualifications will only be admitted if HYMS is satisfied that both can be completed successfully within the regulated timeframe.

- 25.3. HYMS 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.

## **26. Recognition of Prior Learning (RPL)**

- 26.1. Recognition of Prior Learning (RPL) replaces accreditation of prior learning. HYMS considers applications for credit transfer, Recognition of Prior Certified Learning (RPCL) or for Recognition of Prior Experiential Learning (RPEL) on an individual basis. While applicants may make initial enquiries to HYMS, no formal consideration will be made of credit transfer or RPL applications until the applicant has been offered a place to study at HYMS. RPL through HYMS is governed and regulated by the [HYMS Regulations on Taught Postgraduate Certificates, Postgraduate Diplomas and Masters Degrees](#).

## **27. Data Protection Act**

- 27.1. HYMS 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. HYMS complies with the Data Protection Act with regard to the treatment of applicant data. For further information please refer to the Records Management guidance at <http://www.york.ac.uk/recordsmanagement/dpa/>.
- 27.2. Paper application forms relating to incomplete, withdrawn or rejected applications will be destroyed after three months.

## **28. Questions, Complaints and Appeals**

- 28.1. Questions, complaints or appeals about the admissions process should be addressed to the Chair of the Postgraduate Programmes Board in the first instance.