

School of Medical Education

Advice For Medicine Offer

Holders

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WELCOME

Many congratulations! I hope that you are as pleased as we are that you have an offer of a place for the MBBS programme here at Newcastle – we are very much looking forward to your arrival in the autumn. The undergraduate medical course is one of the most consistently highly rated, with an international reputation, and we are continually striving to improve it. We are delighted that you have chosen Newcastle as the place to study, and to begin a fascinating and rewarding life-long career.

Please read this document carefully. There are a number of very important nuggets of information about what you need to do to between now and the start of the course, from confirming your suitability for study, meeting the wider entrance requirements, right through to arranging accommodation and financial advice. If you have any queries at all, please do not hesitate to get in touch with us – all the contact details are in the document.

With very best wishes



Professor Steve Jones MBBS(Hons) MD FRCP MSc (Med Ed)

Consultant Physician

Head of the School of Medical Education and Chair, Board of Medical Studies

1) Keeping us up to date

It is extremely important that you keep us up to date on where we can contact you throughout the admission cycle. For all correspondence Newcastle University will always use the contact information and email address we receive from UCAS.

Ways in which you can inform us of changes to your contact details:

- If you change your contact details or address through the UCAS system this should be automatically updated to our electronic admissions system
- You should also inform the admissions team of any changes to your contact details by emailing us on: MBBS.admissions@ncl.ac.uk

Remember, it is **your** responsibility to ensure the universities you have applied to have up to date information regarding your contact details.

Please quote your UCAS number in all correspondence

Common mistakes applicants make:

☒ Many applicants use their school email address as their primary contact. This can cause difficulties when we send emails during school holidays or just before registration in August, which is after you have left school

☒ Many applicants forget to check their school emails regularly. We often contact applicants by email as a first contact for an interview or to request additional information to support your application

What can you do?

Please remember to keep checking your emails regularly, so you don't miss any important information. It's worth keeping an eye on your junk mail folders too.

2) Paperwork before you arrive

As part of the admission process for Medicine we may need you to provide documents or information to support your application. The following information provides you with a guide on what we might ask for and what we may provide.

Completed examination certificates

If you have already completed the qualifications listed in your conditional offer please send the certificates or transcripts showing your results by email to: MBBS.interviews@ncl.ac.uk

If you are yet to complete the qualification listed in your conditional offer, we do not require any certificates to be sent at this time. (See Section 12 - Waiting for Examination Results)

Immigration and International Students

If you require a Certificate of Acceptance for Study (CAS) we will contact you once you become unconditional/firm (UF) to request any documents we need and issue your CAS.

- We can provide a CAS number up to 6 months before the start date of the course (once your offer is UF)
- The CAS number can only be used by you to support your visa application within the 3 months before the start of the course
- Ensure that your passport is in date and will remain in date until at least the end of your first year of study you the passport details you give us will be attached to your CAS and will need to match the Passport you are using for your visa application. If you change your passport after the CAS has been issued your CAS will be invalid.

3) Under the age of 18

If you are under 18 years of age on the day of registration you should have received an under 18 years contract for your parent or guardian to sign. This is to ensure that any contracts you enter into with the University are guaranteed and legal.

4) Equipment and Books for the Course

We do not recommend that students buy equipment, such as stethoscopes, before arriving at the Medical School.

We do not recommend buying any books before you arrive at the Medical School. You may find that many of our existing students will be selling their copies of text books. You can make full use of the [medical library \(Walton\)](#) and its vast resources.

5) Welcome and Registration

University Welcome Pack

The Medical Student Office will send you a welcome pack once your offer changes to UF. This pack will include details on where and when you need to meet on your first day of term. The packs start going out to applicants in late August, by email. As the Accelerated (*A101*) students start their course earlier, they may receive their packs in early August, but they must be UF before the pack is sent.

Registration

In August applicants holding an unconditional firm offer for Medicine will be sent details on how they can register using the S3P online registration system

<https://www.ncl.ac.uk/student-progress/registration/>

This system gives you the responsibility of ensuring that your student record details are up to date and correct. Throughout your time at Newcastle University you will have access, through the S3P system to your record and you will be responsible for updating your contact details when necessary.

Late Registration or Arrival

It is important to note, especially for international and self-funded students, that the registration process cannot be completed until tuition fees have been paid. If any issue arises which will prevent you from registering or arriving on campus before the course start date you should [email us](#) as soon as possible to let us know.

If your student record is incorrect

The name you entered in UCAS will automatically feed through to our student record system. If the name you have entered on UCAS is not your full and correct name you may wish to change this on UCAS now. If you require a change once, you have completed your registration, you should contact us to let us know. If you make a request to change your name as it appears on your S3P record, we will require you to show your passport or other official documents to confirm the change.

The name on your student record will be the name we use on your graduation certificate.

6) Occupational Health

Newcastle University has an overriding duty of care to the public with whom students come into close contact. All students are required to comply with the Department of Health's guidance on health clearance for healthcare workers.

What will you be asked to do?

- When you were invited to interview you would have received a Declaration form which you should have completed. This form asks you to confirm that you will adhere to the health, fitness to practise and conviction checks which we may conduct before or during the course
- Before you start the course you will be sent a Health Questionnaire to complete and return. This must be completed and returned within the timeline indicated in your offer
- Some applicants may receive a conditional offer which includes an Occupational Health Assessment. This assessment is designed to help us ensure that applicants are not only able to undertake the rigours of the MBBS programme, especially with respect to working with patients in the clinical setting, and meet its outcomes in line with the statutory requirements of the General Medical Council as defined in ['Outcomes for Graduates'](#), but to also ensure that we provide any reasonable support necessary, you will be contacted directly before the start of the course to make arrangements for the assessment to take place.

- Early in the course students will be required to be screened for Hepatitis B; Hepatitis C and HIV. All aspects of a student's medical record will be bound by the same duty of confidentiality as for any doctor-patient interaction and informed by the same ethical guidance
- For students who have not previously received immunisations for Hepatitis B and TB the Medical School will run a course of clinics to provide these immunisations in year's 1 and 2.

7) COVID-19 Vaccination

The University does not have a policy of mandatory vaccination for students or staff, though it strongly encourages the uptake of vaccinations as the best way to protect colleagues and our community against COVID 19. The importance of being vaccinated has also been emphasised as a professional responsibility by bodies that regulate Health Care Professionals and by the Chief Medical Officer of England.

In order to provide the required educational experience for our students in Quality Care Commission regulated settings, the University and its students need to meet the requirements of the Department of Health and Social Care as well as those of individual placement provider organisations.

The Department of Health and Social Care is consulting on its current policy of mandating COVID vaccination as a condition of working in the NHS. The University is urgently seeking clarification about what this means for students who undertake placements in the NHS and other Care Quality Commission regulated settings.

We will include Covid vaccination status within the Occupational Health process that is a condition of your offer. As is already the case for blood borne virus and tuberculosis screening, we do this to ensure appropriate placements can be arranged where possible and that they are safe for you and your peers, as well as for the patients and staff you are in contact with.

8) Disclosure and Barring Service

All MBBS students as part of the process of ensuring students are 'fit to practise' undergo a Disclosure and Barring Service (DBS) Enhanced Disclosure check. This type of disclosure is designed to check the background of individuals who will have a high degree of contact with children or vulnerable adults. All medical students in the country are required to undergo a DBS check on entry to Stage 1 and here in Newcastle our NHS Trusts require an additional check at the beginning of Year 4, and we reserve the right to discontinue your studies on receipt of an unsatisfactory disclosure.

- At the end of August or beginning of September, once your application becomes Unconditional/Firm you will be sent an email with a link to our online DBS application process. You must follow the instructions and submit your details
- Once you start the course you will be required to attend a DBS surgery where you must bring the original documents you noted as evidence when submitting the online DBS application
- This information will be checked against your application and submitted
- All UK students will need to complete the DBS process as mentioned above and if you have spent a considerable amount of time outside the UK you may need to obtain a 'Letter of good conduct' from the country you have been living in. Please contact the Medical Student Office if you are unsure
- International students must provide us with a recent (letter not to be dated more than 3 months before registration) 'Letter of good conduct' obtained from the relevant police or government office in their home country. This should be received by us prior to the first day of term, either by post or by email. If you have been living in the UK you may also be required to complete an Enhanced DBS application

9) Fitness to Practice

In the interests of patient and public safety, we wish to share some of the information provided in your application form with the Medical Schools Council in order to verify your fitness to practise. If a fitness to practise finding is made against you in the future, this information and a copy of the decision against you will also be stored on the database maintained by the Medical Schools Council. The database is accessible only to other medical

schools in the UK and the General Medical Council. It is used only for proper fitness to practise purposes to protect patients and the public. Any offer made by us will be conditional on you having disclosed any previous fitness to practise findings against you, and your consent being given to this use of information. Your consent will be obtained through submission of the Declaration Form you completed at interview. You have a right of access to any information held about you on the database to correct any errors. If you wish to exercise the right, please contact the Policy Advisor at the Medical Schools Council.

10) Accommodation

If you firmly accept an offer for our Medicine programme you will be contacted about accommodation at Newcastle University in June. You will be asked to consider the options available and to complete an online accommodation application.

Please note: We would advise you to check our [accommodation website](#) for the most up to date information on accommodation options and who is guaranteed a place.

During your first year of study you are guaranteed a place in University-owned or Managed Partnership accommodation, provided you:

- have accepted our offer of a place at Newcastle as your firm-choice University before 30 June, *and*;
- are coming alone to the University for the full academic year, *and*;
- live in an area from which it would be unreasonable to commute to the University by public transport, *and*;
- have completed the online Accommodation Application by 30 June of your year of entry

Mature undergraduate students (25+) may be offered accommodation with postgraduate students.

If you are **not covered by the guarantee**, you are still welcome to apply for a place in University accommodation, you should apply in the usual way. Your details will be put on a waiting list, and students living furthest away from the University will be housed first. If we are unable to offer you a room at the start of term, you will be asked to remain at home until a room becomes available, usually during the first term.

11) Finance

Starting a course of study at a university can be a large financial commitment and will require some forward planning. Up to date information on tuition fees and student finance can be found on our website <https://www.ncl.ac.uk/undergraduate/fees-funding/>

Examples of living costs

We provide examples of the living costs you will need to consider when starting a university course, visit <https://www.ncl.ac.uk/study/student-life/cost/> for further information.

NHS Bursaries (subject to change)

As you may be aware many medical students are currently entitled to a Bursary from the NHS. The NHS Bursary Award Scheme is available for English domiciled medical students **only** who are undertaking either of our MBBS programmes.

For more detailed information about the NHS Bursary visit [NHS Business Service Authority, England](#)

For those students who have moved from Scotland, Northern Ireland or Wales primarily for the purpose of undertaking a full-time course of Education, you will not normally be classed as being ordinarily resident for NHS Bursary purposes. Therefore, you are required to contact your own awarding body for details of student support arrangements.

12) Waiting for examination results

Conditional/Firm

If you are waiting for your academic results to be announced in August your offer will not change from Conditional to Unconditional until we have considered all of the results published at this time. This is an extremely busy time in the Medical Student Office so please bear this in mind and allow us some time to process the decisions on the 'A' level/Scottish Higher results we receive through UCAS.

Requesting Remarks

If you are requesting that your 'A' level is remarked you will need to contact the Medical Student Office to receive guidance on the position of your offer. We do require your school to indicate their support in this process by sending us an [email](#).

If you are studying a high school qualification other than 'A' Level, Scottish higher or International Baccalaureate we will not automatically receive your results. You must ensure that you provide official confirmation of your result by the week 'A' level results are announced.

If you are still awaiting confirmation of your degree classification you must ensure that you provide official confirmation of your result by the week 'A' level results are announced. We understand that you may not have your certificate, but you will need to supply us with your final transcript or HEAR or, if that is not available a letter from the Registry or Student Records department at your current University.

Failure to provide official notification of your results in time for 'A' level week may result in the offer decision being withdrawn as you would not have met the necessary conditions.

13) General Information

Data Protection

Newcastle University holds and uses personal student data which comes under the Data Protection Act. As part of your S3P online registration process you will be asked to read and accept a statement regarding the holding and use of this information.

Student Support

We are committed to the principle of equal treatment of disabled persons and the proper application of the Disability Discrimination Act. We recommend those students who require the support of our Student Wellbeing Service should visit

<http://www.ncl.ac.uk/students/wellbeing/about/> to obtain information on the support we provide.

Smoking

Newcastle University has a 'No Smoking on campus' policy; this means that we do not allow any smoking on our campus, including outside our buildings.

14) Contacts

Enquiries relating to interviews	mbbs.interviews@ncl.ac.uk
All other admissions enquiries	mbbs.admissions@ncl.ac.uk
Sarah Coates - Learning & Teaching Administrator (Admissions)	sarah.coates@newcastle.ac.uk
Maria Tselepi - Teaching & Learning Assistant (Admissions)	maria.tselepi@newcastle.ac.uk
Greg Charlton - Admissions Officer	greg.charlton@newcastle.ac.uk
Dr Clare Guilding - Lead for Recruitment and Admissions	<i>All correspondence via Learning and Teaching Administrator</i>

Address for all correspondence:

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