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KMMS Admissions Policy

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1. Preamble

1.1. The KMMS Admissions Policy is a stand-alone policy and is distinct form of the Admissions policies of both University of Kent and Canterbury Christ Church University. Where specific items are not covered in the KMMS policy the general provisions of the University of Kent will be followed. It is our policy that all applicants are considered on merit, evidence of academic potential, as well as character and values most suitable for the profession.

1.2. This policy provides the framework for a fair and transparent admissions process. KMMS will review the policy in April of each year for the next Admissions Cycle.

1.3. This policy has been written in line with guidelines and recommendations outlined in the Admissions to Higher Education Review "Fair Admissions to Higher Education: Recommendations for Good Practice"[1], the UK Quality Assurance Agency's (QAA) Code of Practice[2], the Medical Schools Council Guiding Principles for the Admission of Medical Students (2004) and 'Selecting for Excellence' report (2014)[3] and the GMC Promoting excellence standards for medical education training[4].

1.4. The KMMS's philosophy is to select for the medical profession. In November 2014 the Medical Schools Council (MSC) published their 'Selecting for Excellence' report supporting the use of the NHS 'Values Based Recruitment' approach to identifying students with the right values, behaviours and attitudes to support the delivery of excellent patient care. KMMS have adopted this approach to selection, and applicants will be selected based on their attributes, skills and qualities in addition to their academic ability.

1.5. The MSC guiding principles state applicants must demonstrate academic ability, which will be assessed during the preliminary shortlisting stage of selection. We adopt a contextual approach to assessing academic achievement (see section 5 below). We seek candidates who will demonstrate the highest standards of both personal and professional conduct/ fitness to practise whilst providing the primary duty of care to patients. Some of this potential can be shown through assessment of current achievements and experiences, especially in public service or community

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[1] The Schwartz Report 2004: https://dera.ioe.ac.uk/id/eprint/5284/1/finalreport.pdf
[2] ttps://www.qaa.ac.uk/the-quality-code [3] https://www.medschools.ac.uk/our-work/publications?page=20
[4] https://www.gmc-uk.org/-/media/documents/promoting-excellence-standards-for-medical-education-and-training-2109_pdf-61939165.pdf

involvement.

1.6. The selection process will be fair and transparent whilst selecting applicants best suited to a career in the medical profession. This policy provides a comprehensive guide to applicants and staff involved in the admissions process.

2. Setting Entry Requirements

2.1. All applicants must satisfy these minimum criteria for their application to be considered. Entry requirements will differ depending on the group applicants are placed in. Groups are determined by the completed qualifications and/or fee status of an applicant. Details can be found on the KMMS Entry Requirements webpage.

2.2. Minimum entry qualifications are detailed on the Entry Requirements webpage.

2.3. Applicants from schools in countries who are not exempt from English language requirements[5] will have to detail acceptable proficiency in English by taking suitable tests.

2.4. Applicants must be 18 years old by the 31st October in the year of entry they have applied for. This is because there are NHS age restrictions on clinical placements.

2.5. Applicants who have non-standard qualifications, or have work experience they wish to have assessed, may be considered on an individual basis in line with the general aims and principles of the Admissions and Recognition of Prior Learning or Credit policies. Applicants may be invited to a test.

2.6. Applicants who have non-standard qualifications may be invited to complete a test if their completed qualifications cannot be contextualised.

2.7. Entry onto the BM BS Medicine programme requires applicants to meet additional non-academic conditions. These conditions relate to professional requirements and include Disclosure & Barring and Fitness to Study clearance. In addition, applicants will be required to sit the Universities Clinical Aptitude Test (UCAT), including the Situational Judgement Test component of UCAT, and a Multi-Station Mini-Interview. These will assess some of the non-academic attributes considered important in the selection of

[5] https://www.gov.uk/tier-4-general-visa/knowledge-of-english

medical professionals.

2.8. KMMS only accepts applications submitted through UCAS. All applications should be complete and true. Incomplete or untrue applications, for example, with omitted or incorrect examination results, will be disqualified. Complete applications should have all education history from secondary schooling upwards and any work experience detailed in the experience section of the UCAS form.

2.9. Repeat (second) applications will be considered. Third-time applications are subject to review only if the applicant was not previously interviewed. Fourth-time (or subsequent) applications, as well as applications from candidates who have previously declined an offer of admission from KMMS, will not be considered.

2.10. Fees are likely to change each year and will be published on the University of Kent website. Where permitted by law or Government policy in the second or subsequent years of the course we reserve the right to increase tuition fees to the maximum permitted level.

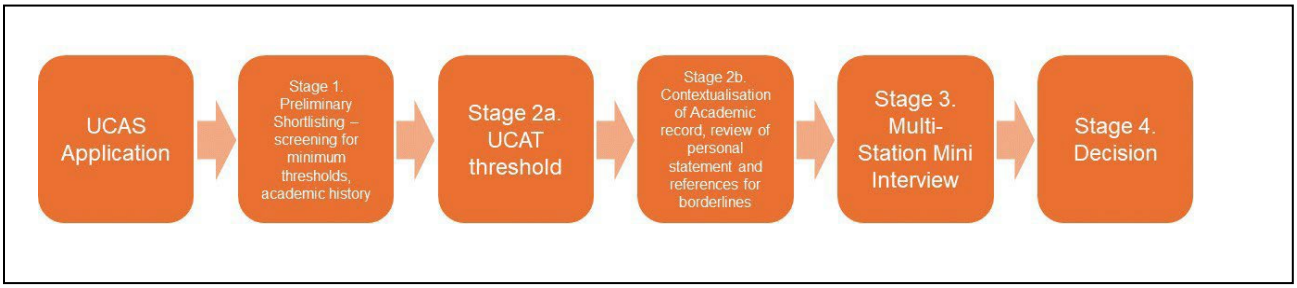
3. Selection Process

3.1. Selection for Medicine is competitive and complex. Best practice in the sector has developed from simply ranking applicants by academic achievement to more generalized and nuanced approaches, encompassing judgements of characteristics that are not easily measured. KMMS endorses the more complex approaches, as they align with our aims to select for personal attributes and work towards widening participation.

3.2. Applicants must log into their applicant portal regularly. Login details will be provided via email shortly after receipt of application. If an applicant does not receive their login details, it is their responsibility to contact the University of Kent Admissions team to obtain them. The applicant portal is where further information requests and communications such as invitations to interview or offer letters will be held. Failure to respond to multiple requests for information via the portal may result in an application being made unsuccessful.

3.3. Applications are received by UCAS and only applications received by their early deadline (usually in October) are considered as ‘on time’. Applications received after this date will not be considered; this includes overseas applicants. We will not normally accept applications for deferred entry.

3.4. The admissions process is broken down into stages as detailed in Figure 1. These stages are described in more detail in section 4-7.



4. Stage 1: Preliminary Shortlisting- Screening for minimum requirements

4.1. The preliminary shortlisting will be undertaken by the Admissions team at the University of Kent and the KMMS Admissions Lead. We accept a wide range of qualifications from all over the world equivalent to GCSE, A level and IB levels (detailed on the KMMS Entry Requirements webpage), by using the University of Kent's qualification data sheets and Ecctis to assess overseas qualifications. We apply a sift based on the minimum achievements detailed in table 2. We will not consider predicted grades at A level or IB.

4.2. Other eligibility criteria:

a. **Re-sits**. Candidates re-sitting A-levels may be considered by exception if evidence of clear extenuating circumstances is provided. Formal evidence will be required to support the application.

b. **Extenuating circumstances.** If an applicant has extenuating circumstances which have affected, currently affect, or potentially will affect (before admission) their studies or application, then it is possible to flag these issues through the Extenuating Circumstances process described below. It is mandatory to use this process if the application does not meet minimum requirements, otherwise the application will be automatically rejected. KMMS will not consider any applicant who has previous interruptions to their school or university study, involving repeat years of study, or incomplete degree-level study, including where studies were discontinued voluntarily, unless extenuating circumstances are submitted. A written supporting statement from the relevant school or university and transcript of studies to date (where appropriate) will need to be submitted as supporting evidence.

c. **The Universities Clinical Aptitude Test (UCAT)** will be used in the

preliminary shortlisting of the selection process. The UCAT is designed to enhance decision-making in medical admissions, and is being extensively researched for its effects, for example, on widening participation. KMMS believes that the use of UCAT adds an advantage in selecting the most suitable applicants alongside academic qualifications. Furthermore, we intend to give the SJT component score greater weight than other component scores.

- UCAT results are released to KMMS in early November shortly after the UCAS deadline for applications considered 'on-time.' Applicants that have Band 4 in the Situational Judgement Tests will be rejected.
- Applicants must sit the UCAT in the year they are applying.
- We will apply a minimum overall UCAT score threshold which varies from year to year, in line with the median score in any year. UCAT has advice for mitigating circumstances, and we would expect applicants to consult this advice if there are any issues affecting their performance on the day of the UCAT test.
- KMMS will not amend any scores received by UCAT and extenuating circumstances should be supplied by UCAT if any.

d. **Excluded students:** All applicants will be screened at this stage against the MSC excluded students. We will not consider further an applicant that has been excluded from another medical school.

e. **Age:** All candidates will be checked for age, as we cannot accept students who will be younger than 18 years old by the 31st October of their first year.

f. **Access to Medicine courses** Applicants can only apply with a completed Access to Higher Education Diploma in Medicine. Pending results are not accepted. We will not consider applicants on Access to Medicine courses within 3 years of sitting A levels, to level the playing field with graduate applicants. There are exceptions to applying with a completed Access to Medicine within 3 years of study such as graduates who completed a degree subject which is not acceptable to KMMS at a 2:1 or above. We do not "recognise" any individual provider of an Access to Medicine course at this time.

4.3. Extenuating Circumstances include:

a. Recent bereavement or serious illness within immediate family, usually defined as belonging to the same household, living together

b. Significant estrangement from family or key family members, including family breakdown

c. Significant health issues that might affect or that have affected academic achievements (past, present, or in the near future)

d. Serious disruption to the provision of education at School or College
e. Other serious disruption where the School/College/Doctor or Social Worker feels that this information should be considered

4.3.1. An extenuating circumstances form should be downloaded from the KMMS website as soon as possible and well before the UCAS deadline for applications. It should be completed, with supporting evidence sought from the relevant parties prior to the UCAS deadline. It should then be submitted through the applicant portal as soon as account access is provided to the applicant. The deadline for Extenuating Circumstances is 7 days after the UCAS deadline.

4.3.2. Supporting evidence must be provided, including a statement by a teacher, doctor, or social worker, as appropriate. We cannot accept supporting statements from friends or relatives, or any person that is being paid directly by applicants or their families (except for standard charges for GP reports). This includes diagnostic reports from online medical or psychological practitioners.

4.3.3. This information will be considered by the Recruitment and Admissions Board during the selection process. If an applicant's circumstances change after submission of this form, then the Health Sciences Admissions team should be informed. The KMMS Recruitment and Admissions Board will have overall responsibility for assessing the Extenuating Circumstances evidence for individual applicants. No circumstances can be considered outside of this process.

4.3.4. There are a limited number of actions that can be reached because of the Extenuating Circumstances process:

- KMMS cannot adjust any mark or grade awarded by an exam board or university. KMMS is not likely to consider circumstances where an applicant has missed minimum required grades for undocumented, retrospective or less serious reasons.
- KMMS reserves the right to waive a requirement totally; for example, GCSE requirements can be waived for applicants who were not studying the GCSE curriculum before their level 3 (or higher) studies.
- KMMS can also partially waive a requirement; for example, applicants may be allowed re-sits at level 3, which are usually not allowed.
- KMMS may flag an application for future consideration; for example, if ongoing health problems are likely to impact forthcoming conditional offers.

5. Stage 2: Contextualisation and review

5.1. This is the most selective stage. Medical schools typically receive about 10x applications for each available place and select 2x applicants per place for offers after interview. Most medical schools adopt simple metric-based thresholds which eliminate the right number of applicants. KMMS, in contrast, emphasises this stage, with an eye on respecting each applicant as an individual, and giving fair consideration to non-academic criteria. KMMS has a novel element of selection, as we use contextualisation of academic achievement, to aid our goals of widening participation.

5.2. KMMS contextualises the academic results of all pre A-level, post A-level and pre-graduate applicants who studied at a school in England and Wales against their school's average performance. Relative attainment is used for shortlisting rather than absolute attainment.

5.2.1. The Admissions Lead will only check the official government or school's website for this information. Contextual information provided in the reference will not be considered.

5.2.2. For Y13 candidates, this will be GCSE achievements, using Attainment 8 score of each individual compared to the average Attainment 8 score of the school where they sat the exam.

5.2.3. For post A level candidates this will be the percentage AAB or higher in 2 or more qualifying subjects from the schools where they sat the exam.

5.2.4. For graduates, although schooling will be considered, more conventional WP criteria will be noted, as well as UCAT score, with emphasis on the SJT score. This process will be used to rank applicants, with the top ranked applicants selected for interview.

5.3. Review of the personal statement in support of the application: This process will focus on the cohort who would miss out on interview by the initial screening processes and allow review of exceptional circumstances or achievements which might justify promotion of the applicant into the group selected for interview.

5.4. Review of the referee's assessment of an applicant's ability/ suitability for a programme. This will focus on consistency with the personal statement and putting their school achievements into context. References must be positive and relate specifically to the applicant and their achievements.

a. References on the UCAS application are mandatory and KMMS never agree to waive references. References must be from a relevant

academic referee if within 3 years of the most recent course of study. If the applicant has been more than 3 years since their most recent course, an employment reference is acceptable. References from friends, family, or professionals with a therapeutic relationship or who are being paid by the applicant (including private tutors) are not accepted by KMMS.

b. References must be sent from official, verifiable email addresses to be considered.

c. If an applicant has chosen “I have agreed with universities that no reference is required,” the application will be made unsuccessful. An exception to this rule is if the applicant has previously been in contact to confirm their reference will be delayed.

5.5. Work experience as part of the personal statement will be reviewed. KMMS does not set a minimum number of hours of work experience that applicants need to undertake; instead, we expect applicants to detail their experience of working with the public or in a caring role within the previous 2 years and may be invited to discuss this if they are invited to a Multi-Station Mini Interview (MMI). In accordance with the MSC, we define this experience as any activity that allows the applicant to demonstrate:

a. People-focused experience of providing care or help to other people and understanding of the realities of working in a caring profession.

b. Development of some of the attitudes and behaviours essential to be a doctor such as conscientiousness, good communication skills, and the ability to interact with a wide variety of people.

c. A realistic understanding of medicine, and particularly the physical, organisational, and emotional demands of a medical career.

d. Work experience can be on a paid or voluntary basis in a number of different settings, but it is important that the applicant is able to demonstrate a reflective approach to their experiences.

5.6. Some applicants are required to complete an additional test if they cannot be contextualised. In previous years, the test used was CASPer and applicants were invited to complete this by the Admissions team via email.

a. Postgraduate applicants and Overseas applicants are not contextualised and are required to sit the additional test.

5.7. We will not necessarily privilege the highest academic achievers and top scorers in UCAT, as we believe (and evidence shows) that there are many excellent potential doctors who have scored lower; moreover, the usual shortlisting practices in the sector ensure that the top UCAT scorers will certainly be interviewed in other medical schools. Our novel use of

contextualization and personal attribute selection in stage 2 will select a diverse cohort of suitable applicants for interview. The KMMS Recruitment and Admissions Board will have oversight of this process and will decide how many applicants to invite to interview.

6. Stage 3 Multi-Station Mini Interviews (MMI)

6.1. The use of MMI is a proven and robust method of selecting medical students in comparison to the more traditional single panel interviews. MMIs are structured on the multiple station format of Objective Structured Clinical Examinations (OSCE). Although the initial studies were based on a large number (10-12) of MMI stations, this has proven logistically challenging for most schools, and most UK medical schools have settled on 6-8 stations.

6.2. The indicative MMI structure is detailed below. Each MMI circuit is comprised of six 7-minute stations and a long 40 to 45-minute group station; each station asks a question or provides a scenario/ task to assess a specific competency or characteristic as described in Table 1.

	Station 1	**Station 2**	**Station 3**	**Station 4**	**Station 5**	**Station 6**	**Station 7**
Competency	**Question**	**Problem**	**video SJT**	**Roleplay**	**task**	**Scenario**	**Group activity**
	Professional Knowledge	Problem Solving	Personality, Emotional Intelligence	Compassion and Caring	Manual skills	Honesty	Group interaction, teamwork
	Insight	Critical Thinking	Judgement	Empathy and Empowerment	Conscientiousness	Morality, ethics	Leadership Followership
	Motivation	Adaptability	Integrity	Respectfulness	Resilience	Ethical Reasoning	Emotional Intelligence

Table 1: Competencies assessed in example MMI circuit

We intend that the values, virtues and competencies we assess in our MMI circuit will be informed by good practice such as "Medical students: professional values and fitness to practise" (GMC and MSC guidance) and KMMS graduate attributes.

6.3. **Scoring.** Applicants will accumulate a score from each of the stations (numbers 1-7) Our intention is to mainly select the highest average scorers, but there will be candidates who have excellent scores in one or more fields, with a particular recommendation from that station interviewer, who will be further discussed. Applicants are scored but not ranked.

6.4. **Assessors** It is important to get a range of different perspectives during MMIs to form a rounded decision on a candidate, and for validity of the interviews, as graduates will become health professionals, and it is important

that the NHS is involved in the selection process (GPs as well as hospital staff). Staff involved in the MMI selection process will include KMMS teaching staff, external stakeholders, and NHS service users.

6.4.1. Assessors will be allocated an interview station appropriate to their background and experience. All Assessors will be given appropriate training on the MMI and admissions processes and appropriate Equality and Diversity training.

6.5. **Contact.** KMMS does not routinely contact applicants after their MMI to follow up on their interview performance. Applicants are required to sign a non-disclosure agreement prior to their MMI to confirm they will not discuss questions or stations with other applicants. KMMS will never contact the applicant after MMI to ask them to disclose or 'repeat' their answers.

6.6. **Fee Status.** There are different MMI interview types, depending on the applicant's fee status. If the fee status of an applicant were to change after MMI, any offer may be void due to the interview style they were invited to.

6.6.1. If a fee status change from Overseas to Home fees is expected, a condition can be added to an offer for the decision to be received by the 31st August in the year of entry the applicant is applying to. If the fee status is not confirmed by this date, the offer may be withdrawn.

7. Stage 4. Decisions

7.1. Candidates will be assessed and independently marked against agreed criteria on each of the MMI stations and there are three outcomes for applicants invited to MMI; offer, hold in waiting list, or reject.

7.2. Outcome 1: Offer

a. Applicants that score above an agreed offer threshold will be made an offer subject to obtaining the published entry requirements. The KMMS Recruitment and Admissions Board will be responsible for agreeing the offer threshold.

b. Offers will include Enhanced DBS clearance/ Police checks and are subject to satisfactory Occupational Health clearance and appropriate vaccinations.

c. After completion of the first round of MMIs in Dec/Jan. Formal offers will be made through UCAS in a series of batches, but no later than the UCAS deadline in May.

d. Formal offers will be made as soon as possible after any subsequent round of MMIs, for example in June/July.

e. Applicants who have Home fee status and Overseas fee status are

considered as separate groups and therefore may receive offers at different times. If an applicant's fee status were to change, the offer may be withdrawn.

7.2.1. **Contextual Offers**. We want to encourage aspiring doctors from all backgrounds in Kent and Medway to consider studying medicine. KMMS may make a contextual offer, usually one grade below the standard offer. This is not automatic, and the criteria for this may change.

7.3. Outcome 2- Hold in waiting list.

Candidates who are held on a waiting list at any stage may receive an offer later in the cycle. We will operate our waiting list within the framework of the UCAS Business Rules and Admissions Principles. Applicants will be invited to join the waiting list and must confirm to be held. A formal offer will only be made through UCAS if a place becomes available. Applicants who do not confirm their waiting list place will be removed.

If places become available and an applicant is selected from the waiting list, they will be contacted by the Admissions Team after A Level results day. Instructions will be provided explaining how to refer their UCAS application to KMMS.

7.4. Outcome 3- Reject.

Those who have an Outcome 3 will be rejected by the May deadline. UCAS advise providers should aim to have processed all decisions by this date on applications received at UCAS by the October application deadline.

Applicants who are unsuccessful and receive a rejection prior to MMI will be invited to amend their application to an alternative course at the University of Kent or Canterbury Christ Church University. This will replace their original UCAS choice of 'Bachelor of Medicine, Bachelor of Surgery' at KMMS with the alternative course and university.

Applicants who are unsuccessful may also be invited to relevant NHS activities. KMMS works closely with the NHS to assist in an applicant's journey. Attendance at these events does not confirm an applicant has been accepted to KMMS.

7.5. Applicant Feedback. Unsuccessful applicants that wish to request interview feedback can contact the relevant email address after they have received a decision and prior to programme commencement. Other applicants will not

receive feedback.

Feedback will indicate areas for improvement based on applicant attribute scores within the MMI process. Feedback cannot be given before this point in the admissions cycle.

7.6. We anticipate that virtually all decisions will be made by the end of May. We will enter UCAS Extra as appropriate if the number of firm acceptances of our offers indicates under-recruitment. This would require a repeat cycle of short-listing and an MMI in the summer. KMMS will implement a waiting list drawn from borderline scores in all MMI cycles.

8. Other Considerations

8.1. Applicants with disabilities.

8.1.1. The Universities policies of equal opportunity ensure that all applicants are considered on the same academic grounds. Students with a wide range of disabilities or health conditions can achieve the required standards of knowledge and skills to enable them to practice - each case is individually assessed with close reference to the HEOPS Medical Fitness guidelines 'Medical Students - Standards of medical fitness to train' , and the GMC Gateways guidance:2 and 3.[6]

8.2. Identifying health concerns.

8.2.1. All offers of a place to study at KMMS are conditional on occupational health clearance. In addition to pre-course screening similar to the other health professions programmes, the Occupational Health (OH) team will assess students ahead of enrolment so required adjustments can be identified and put in place before the start of the programme.

[6] Gateways guidance 2 'The importance of disabled people in medicine', Gateways guidance 3 'GMC guidance and disabled people in medicine'.

8.2.2. Applicants will be actively encouraged to discuss health issues openly with the OH service and, once enrolled, students will be supported in disclosing any health issues with a reassurance of confidentiality and full support from KMMS unless there is an over-riding duty of care to the student or public.

8.2.3. Students will be required to complete an online disclaimer at the start of the programme and confirmation on an annual basis that they understand their responsibility to inform staff of any change or impediment to their health. Students will be encouraged to support one another and to raise concerns in confidence with a member of staff if they feel that a colleague is unwell and needs support. Concerns relating to health will be dealt with in a sensitive and supportive manner.

8.3. UCAS Similarity Detection Service. UCAS carries out an automated Similarity Detection Service which checks each Personal Statement against those that have previously been submitted to detect plagiarism. KMMS reserves the right to reject applicants who are identified through this process.

8.4. Disclosure of Criminal Convictions. Having a criminal conviction will not necessarily prevent an applicant from gaining admission to KMMS but it is important that applicants disclose all unspent convictions as directed by the GMC 'Protected spent cautions and convictions ' document. In reaching decisions on those with criminal convictions, KMMS will consider not only its own responsibilities and duties to the academic community at large but also the safety and wellbeing of the individual and the ability to provide any appropriate support arrangements.

8.4.1. The assessment KMMS will use is whether any criminal conviction disclosed by an applicant gives reasonable grounds for considering that the admission of the individual: (a) poses a real threat to the safety or property of staff, students, visitors, those coming into contact with the applicant during their studies or others involved in University business; or (b) would be contrary to the law or to the requirements of the GMC as the regulatory body and following the pre-enrolment checks defined in MSC guidance. The Admissions Lead will convene an ad hoc committee of not less than 3 members, incorporating appropriate members of both universities, or other specialists as appropriate, as well as KMMS to consider any positive disclosures.

8.4.2. Failure to declare this information at the point of application could result in the place being withdrawn. All Medical applicants will be required as a condition of offer to complete a full Disclosure and Barring Service (DBS)

check prior to Enrolment.

8.4.3. Overseas applicants must arrive in the UK prior to the start date of the course to complete their DBS assessment. Overseas applicants can be invited to enroll once a Police Code of Conduct letter has been received from their home country. The latest date for applicants to provide their DBS once in the UK is the 31st October of their first year. If the online application for their DBS is not completed within 5 days of entry to the UK, sponsorship will be removed. Registering for a UK bank account is the easiest way to confirm the applicant's home address in the UK.

8.5. Fitness to Practice. Offer holders will be considered with reference to KMMS Fitness to Practice (FtP) regulations. The remit of these is broader than criminal convictions. If FtP concerns are raised in respect of an offer holder, this might result in a hearing, and may lead to action, including withdrawal of the offer, at the discretion of the Admissions Officer.

8.6. Complaints. The policies in this admissions area are those of the University of Kent, available on https://www.kent.ac.uk/applicants/policies/appeals-and-complaints-policy-and-procedure.html

8.6.1. Applicants must follow the University of Kent's complaints procedure. Informal complaints will be assessed by the Admissions Lead. Admissions process complaints must be sent to the Admissions team at healthsciencesadmissions@kent.ac.uk.

8.6.2. Formal complaints will be received by the Admissions Experience Manager and any appeals will then be sent to the Head of Admissions for review.

8.7. Re-marks. Applicants who have not fulfilled their offers on A level results day and are awaiting re-marks are not guaranteed a place in the year they have applied for. They may be considered for a "deferred" place in the following year if the result of the re-mark would have fulfilled their offer. This combination of events can be considered as full extenuating circumstances.

8.8. Admissions feedback. Due to the large volumes of applications KMMS receives, we are unable, as a matter of routine, to provide detailed feedback to all unsuccessful applicants. Unsuccessful applicants may request feedback upon written request via applicant portal/email/letter to the Admissions Team.

8.9. Feedback requests should be made after the applicant has received a formal decision from KMMS. KMMS will normally acknowledge requests within five working days and respond to requests for feedback within 28 working days.

8.10. **Review and reporting**. KMMS Selection criteria and the admissions process will be subject to a detailed annual review by the Admissions Lead and

Recruitment and Admissions Board. Reference will be made to applicant feedback from post-event questionnaires, applicant performance data and feedback from the staff and external partners/ stakeholders involved in the recruitment cycle.

8.10.1. The effectiveness of the selection process both in terms of student performance and in meeting the mission of KMMS will be evaluated**.** Detailed reviews will be conducted as student cohorts progress and richer progression data becomes available. A key component of review will be discussion between Senior Managers within KMMS so that any observed patterns in performance can be assessed and changes made to entry criteria where appropriate.

8.10.2. Changes to admissions requirements or qualifications considered by the KMMS Recruitment and Admissions Board will be referred to and reviewed by the KMMS University Joint Management Committee and reported to the Student Recruitment Board at the University of Kent and the Academic Strategy Committee at Canterbury Christ Church University.

8.10.3. The Recruitment and Admissions Board will meet 3 times during the year to discuss the admissions selection process with reference to previous admissions data, progression rates and GMC regulation/ guidance. The Committee will include external practice partners/ stakeholders, students, and lay representatives as members to add relevance and an external/ practice perspective.