



Hull York Medical School

Code of Practice applies to applications for all postgraduate programmes to the Hull York Medical School except the MSc in Physician Associate Studies

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To obtain this Code of Practice in an alternative format, please contact governance@hyms.ac.uk

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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 Hull York Medical School Postgraduate Programme.
Campus Allocation	Applicants are allocated to a university campus for allocation. Please refer to Appendix 1 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:

CBO	Criminal Behaviour Order
DBS	Disclosure and Barring Service
ECU	Equality Challenge Unit
FTP	Fitness to Practice
HIV	Human Immunodeficiency Virus
OFFA	Office for Fair Access
QAA	Quality Assurance Agency for Higher Education
UK VI	UK Visas and Immigration
VOO	Violent Offender Order

1 Admission Statement

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

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 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:
- [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](#)
- 3.2 This Code of Practice is a public document and is available on the [Hull York Medical School website](#).

4 Information to Applicants

- 4.1 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/>.
- 4.2 The specific entry criteria as determined by Hull York Medical School shall be transparent, relevant, and consistently applied to all applicants.

5 Making an application

- 5.1 All postgraduate applications except for the MSc in Physician Associate Studies, including applications for scholarships or studentships, should be made to the Hull York Medical School 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. Details of how to apply using a paper application can be found on the University of York website:
<https://www.york.ac.uk/study/postgraduate-taught/apply/paper/>
Please note that making a paper application, will lengthen decision and response times significantly. Application deadlines for courses and associated scholarships are advertised at:
<https://www.hyms.ac.uk/postgraduate-taught-degrees>
- 5.3 Any deadline for application will be advised within official University publications 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 may be considered if there are places remaining on the programme.

6 Equal opportunities

- 6.1 This Code of Practice takes account of current legislation affecting the admission of students, notably the [Equality Act \(2010\)](#)
- 6.2 Hull York Medical School and its parent universities are committed to the [Hull York Medical School Equal Opportunities Policy](#).
- 6.3 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, nationality, ethnic origin, creed, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

7 Applicants with disabilities

- 7.1. We welcome applications from students with disabilities or long-standing health conditions for admission to our post graduate programmes. We will support students with disabilities and health conditions with reasonable adjustments through our selection, recruitment and admission processes.
- 7.2. The admissions team is not able to provide professional advice or arrange pre-application occupational health assessments of an applicant with a disability or a long-standing 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.

- 7.3 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 Practise Committee.
- 7.4. For programmes that are partly delivered in a clinical setting or require patient contact, attention is drawn to the [Hull York Medical School Code of Practice on Student Fitness to Practise](#). 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.
- 7.5. Other requirements in respect of transmissible infectious diseases may be required from time to time by the Department of Health and Social Care or by the NHS and other health care provider institutions in order to reduce risks of transmission to patients. These requirements will be managed and co-ordinated by the individual student health care providers and the University of Hull Occupational Health service.

8 Disclosure and Barring Service (DBS): disclosures and checks

- 8.1 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 any charges with offences that are awaiting trial, or involvement in Child Protection 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.
- 8.2. Applicants should disclose to Hull York Medical School in writing any prior spent or unspent criminal conviction when they apply. Please contact: postgraduate@hyms.ac.uk (Postgraduate Research Programmes) or pgtadmissions@hyms.ac.uk (Postgraduate Taught Programmes).
- 8.3. The Admissions team will initially assess the information provided and consult with the Chair for the Postgraduate Taught Programme Board or the Chair for the Postgraduate Research Programme Board where necessary.
- 8.4. 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.

Disclosure and Barring Service (DBS): disclosure and checks for students

- 8.5. Applicants should note that enhanced DBS checks are required as part of the admissions process of all students whose programme is partly delivered in a clinical setting or requires patient contact.
- 8.6 Any significant disclosure by applicants pursuing programmes that are partly delivered within a clinical setting will be forwarded to the Hull York Medical School Student Fitness

to Practise Committee to consider and further investigate if appropriate. The FTP Committee 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 FTP Committee Chair has the power to recommend that the applicant does not meet the selection criterion of 'professional standing". Following the decision of the FTP Committee 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

- 8.7 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.
- 8.8 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.
- 8.9. Failure to have an enhanced DBS certificate or similar criminal background check processed within ten weeks of first registration as a student of the University of Hull or the University of York may result in termination of the student's registration on the programme.
- 8.10. Failure to make a relevant declaration under the terms of clause 8.1 above may result in termination of the student's registration on the programme.
- 8.11. 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.

9 Student Fitness to Practice

- 9.1. 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 Practise](#).
- 9.2. Academic Requirements: Members of academic staff must refer to the academic requirements for Hull York Medical School Postgraduate programmes specified in the following programme regulations when making admissions decisions:

[Hull York Medical School Regulations for Taught Postgraduate Certificates, Postgraduate Diplomas and Masters Degrees](#)

[Hull York Medical School Regulations for Masters by Thesis](#)

[Hull York Medical School Regulations for MPhil and PhD by Thesis](#)

Hull York Medical School 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. Note separate regulations apply to the MSc by Thesis and the MPhil and PhD by thesis programmes if studies commenced before September 2017.

10 English language requirements

- 10.1 All Postgraduate applicants to Hull York Medical School 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 accept the minimum English language requirement currently specified by its parent universities and the UK Visa and Immigration (UKBVI).
- 10.2 Individual programmes may have specific language requirements and candidates should check the individual programme requirements on the Hull York Medical School webpages.
- 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 Hull York Medical School Admissions Office for the current requirement.

11 References

- 11.1 Applicants are generally 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 Hull York Medical School and its parent universities reserve the right to verify the validity of any supporting documentation provided.

13 Finances

- 13.1 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.
- 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 Hull York Medical School is received in sufficient time. Applicants pursuing this route are strongly encouraged to contact the postgraduate admissions team (postgraduate@hyms.ac.uk) and their identified supervisor to make Hull York Medical School aware of any applicable funding deadlines.
- 13.4 Details of tuition fees and funding opportunities for postgraduate study are available at the [postgraduate admissions webpage](#).

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 Hull York Medical School 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 Applicants who are self-funded and assessed by the University of Hull as paying the overseas tuition fee rate are required to pay a non-refundable deposit at the point of offer to secure a place on specific PGT courses from 2024-entry. A place will not be guaranteed until the full deposit has been received. The University reserves the right to stop accepting deposit payments once course places are full and, as a result, may defer an offer to the next available intake. Further information is available <https://www.hull.ac.uk/choose-hull/study-at-hull/admissions/tuition-fee-deposit>
- 14.10 Members of academic staff are expected to interview PhD and MD applicants prior to making any recommended decisions, interviews can take place virtually or via telephone as 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 Hull York Medical School-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 Hull York Medical School, 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. Hull York Medical School 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 Hull York Medical School 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 Hull York Medical School will contact the applicant to discuss any alternative.
- 15.5 Applicants to all programmes 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 Hull York Medical School 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 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.

17 Feedback

- 17.1 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.

Hull York Medical School 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 Hull York Medical School and its parent universities.
- 18.2 All postgraduate students following a Hull York Medical School 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 Allocation of campus will be to the campus at which the programme is based e.g., the York campus for a University of York based programme of study.
- 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 Hull York Medical School 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 Hull York Medical School MB BS are allocated to a campus in the same way as any other student entering a Hull York Medical School 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 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 \(UKCISA\)](#) .
- 19.2 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.
- 19.3 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.

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:

[UKVI](#)

[University of Hull Student Visa Guidance](#)

[University of York Student Visa Guidance](#)

- 20.2 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.
- 20.3 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, have confirmed that they intend to accept the offer and have paid the full deposit will be issued with a Confirmation of Acceptance to Studies (CAS) Statement by the university the student registers with.
- 20.4 Academic Technology Approval Scheme (ATAS):

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.

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](#).

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 Hull York Medical School 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 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.

24 Fraudulent and/or plagiarised applications

- 24.1 Hull York Medical School 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 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.

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 Hull York Medical School 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 Hull York Medical School or another institution, approval must be sought from the Hull York Medical School Board of Studies and Hull York Medical School Joint Senate Committee.
- 25.2 An exception is made for postgraduate medical and dental trainees in recognized clinical training programmes undertaking an MD or PhD. These trainees will be allowed to be admitted at the same time for academic or professional qualification at Hull York Medical School or another institution. Postgraduate students pursuing other qualifications will only be admitted if Hull York Medical School is satisfied that both can be completed successfully within the regulated timeframe.

26 Recognition of Prior Learning (RPL)

- 26.1 Recognition of Prior Learning (RPL) replaces accreditation of prior learning. Hull York Medical School 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 Hull York Medical School, no formal consideration will be made of credit transfer or RPL applications until the applicant has been offered a place to study at Hull York Medical School. RPL through Hull York Medical School is governed and regulated by the Hull York Medical School Regulations on Taught Postgraduate Certificates, Postgraduate Diplomas and Masters Degrees.

27 Data Protection

- 27.1 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.
- 27.2 Paper application forms relating to incomplete, withdrawn or rejected applications will be destroyed after three months.

28 Queries, Complaints and Appeals

- 28.1 Queries, complaints or appeals about the admissions process should be addressed to the Chair of the Postgraduate Taught Programmes Board (for Taught Programmes) or the Chair or the Postgraduate Research Programmes Board (for Research Programmes) in the first instance.
- 28.2 Appeals: An appeal is a request for a formal review of an admissions decision or the wording/terms/conditions of an offer.

- 28.3 Complaints: A complaint is a specific concern related to a procedural error, irregularity or maladministration in the admissions procedures or policies.
- 28.4 The Appeals and Complaints Procedure may not be used where the decision not to offer a place 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.
- 28.5 Applicants have no right of appeal against a decision not to offer them a place providing that the decision can be shown to be reached fairly and in accordance with the admissions policy.
- 28.6 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](#).
- 28.7 The outcome of this review will be considered final.