

UCL Medical School  
Year 3 – IBSc Programme  
Management



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For organisational charts see: <http://www.ucl.ac.uk/medicalschoo/staff-students/committees>

Drawing on Faculty Tutor submission 'Revised Arrangements for IBScs at UCL' approved by Education Committee in May 2017

### ***Background***

UCL has a 6-year MBBS programme with a compulsory BSc taken in Year 3. The majority of UK Medical Schools offer a 5-year MBBS programme with an optional intercalated BSc degree.

Until September 2016, IBSc programmes were open to UCL MBBS students only and for these students the IBSc degree classification was based on marks achieved in Years 1, 2 and 3 in the ratio 1:1:6. From September 2017, after UCL Education Committee approved a request by Faculties to open up iBScs to external applicants, degree classification for all students is based on marks achieved in the IBSc year only. UCL Education Committee's decision to allow external applicants was underpinned by an undertaking by Faculties to ensure that all UCL students are placed on iBScs of their choice and no UCL student is disadvantaged by the admission of external students, which is reflected in the application process. Similarly, project allocation must ensure fair allocation to UCL students and fulfil the MBBS aims and objectives for Year 3.

With effect from September 2023, UCL approved the admission of international partner pathway students from partner institutions which have an articulation agreement in place through an academic collaboration with the UCL Centre for International Collaborations in Medical Education (CIMEC). Students admitted through this route are allocated to programmes through the same process as UCL MBBS students, up to a total of 10% of places available per programme.

Responsibility for programme management and development including UCL approval of new modules and new programmes, and for the recruitment, admission, teaching, support and issuing of awards for external students on UCL IBSc programmes is the responsibility of the home Department/Faculty. Responsibility for coordinating the allocation of internal students to IBSc programmes, for confirming that iBScs fulfil the requirements of Year 3 of the MBBS programme, and for commissioning programmes is with the Medical School.

External iBSc applications are managed by UCL Admissions.

UCLMS iBSc allocations and international applications and allocations are managed by UCLMS.

### ***Principles***

- 1.1 UCL's primary obligation is to provide appropriate intercalated BSc's for all UCL MBBS students** on the basis that these students have already been accepted onto a 6 year programme at UCL which includes an integrated BSc.
- 1.2 UCL MBBS students and international partner pathway students take priority in terms of being allocated to iBSc courses and external places can only be offered after all UCL applicants are accommodated** on the basis that this is a compulsory component of the UCL MBBS programme without which students cannot progress to Year 4 of the MBBS, or an Articulation Agreement has been established with an international partner institution.
- 1.3 All iBSc courses offered by UCL fulfil the aims and objectives of Year 3 of the MBBS and can be taken after completion of 2 years of the UCL MBBS**, on the basis that it would be discordant for UCL to offer courses not deemed suitable for its own students or not open to them, and it would be a source of dissatisfaction amongst UCL MBBS students if courses were offered to external students, which they could not take.
- 1.4 All UCL MBBS students are provided with an undergraduate dissertation/substantive research project which fulfil the aims and objectives of Year 3 of the MBBS programme**, on the basis that this is a requirement for satisfactory completion of the MBBS, e.g., an original laboratory-based research project for laboratory based subjects (or where laboratory projects are prioritised for students with high attainment, MBBS students should

receive equal consideration for these projects alongside other the students undertaking the course), or alternative projects with substantive research components, e.g. clinical projects, data-analysis, systematic reviews.

**1.5 Each iBSc programme is able to provide all core and optional modules for their degree award**, on the basis that some modules offered by other programmes may not accept external students (e.g. where they do not meet the entry requirements of the module) and also on the basis that modules offered by other programmes may have capped numbers. iBSc programmes including modules with capped places must make this explicit to UCL medical students at the start of the allocation process.

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## REGULATORY AND POLICY REQUIREMENTS FOR STUDENTS

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- UCL's Assessment Framework for Taught Programmes applies. (<https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-7-classification>)
- All non-graduate entrants to the UCL MBBS programme and graduate entrants with non-UK degrees are required to undertake an iBSc at UCL after successful completion of Year 2, as set out in UCL's MBBS Admissions criteria and MBBS Programme Summary.
- Any student who wishes to take their iBSc outside UCL must seek exemption from the above requirement from the Academic Lead for Year 3 who liaises with the Divisional Tutor to grant permission only where the preferred iBSc is not offered at UCL. Where permission is granted, the student may not apply for an iBSc through the internal iBSc allocation process, however help will be given in identifying an iBSc place if the external application is unsuccessful. Permission must be confirmed before the end of the allocation application deadline.
- Successful completion of the iBSc year (Year 3) is a requirement for progression to Year 4.
- Any student who has concerns about their ability to complete their iBSc should take advice first from their iBSc programme lead and then from the Academic Lead for Year 3 who will liaise with the MBBS Divisional Tutor. International partner pathway students should seek guidance first from their iBSc programme lead and then from the CIMEC iBSc Academic Tutor.
- Students who interrupt their studies during their iBSc year must return to complete the iBSc year before entering Year 4 of the MBBS programme. Students are normally expected to return to the same iBSc but may seek advice from the Academic Lead for Year 3 should they wish to enter a different programme on their return.
- UK graduates who would like to undertake either an iBSc or an MSc during Year 3 should seek advice from an MBBS Tutor by December of Year 2.

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## ALLOCATION AND APPLICATION PROCESSES

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### *Processes and timing*

The allocation process for internal students and international partner pathway students is undertaken first and then, following the completion of this, programmes consider and confirm the acceptance of external students where places permit.

1. Courses confirm to the MBBS programme by the beginning of **November** the minimum and maximum numbers of places they will be able to offer (accounting for the requirement that students undertaking laboratory-based subjects will undertake laboratory-based projects or equivalent) on their iBSc course for the next academic year. Minimum numbers are binding for the next academic session.

2. The iBSc fair for internal and international partner students is held in **December**, the closure date for internal and international partner student applications is 4th **January**. The allocation process is completed and programmes and students notified of the allocations by the end of **February**.
3. The Medical School allocation process aims to match all UCL students to their highest possible preference. iBSc programmes participate on the understanding that i) they may only reject UCL students if their programme is oversubscribed (since all have already fulfilled the entrance requirements for iBSc degrees) in which case the student defaults to their next highest available preference; and ii) that neither a programme nor a student may seek to change their allocation should places become available after the publication of Year 2 examination results. If a student is unable to be allocated to any of their preferences they will be allowed to select from any programmes that still have capacity.
4. Following the placement of internal and international partner pathway students, and assuming there are places still available, programmes may confirm acceptance of external students.
5. UCL Admissions manages applications from external students. If a programme fills all of its available places in the internal allocations signed off by the Year 3 Lead and Faculty Tutors at a meeting of the iBSc Teaching and Review Committee in February, then it should not make any offers and should notify Admissions not to confirm any offers to externals. If a course has unfilled places after the internal and international partner pathway allocations plus external applications received by the end of February, it may notify Admissions that it wishes to continue to receive external applications submitted after UCL's closing date. It is the responsibility of Admissions Tutors for the individual courses to review applications and make offers to external applicants. As students are not permitted to be registered at UCL and another HE institution at the same time, Admissions Tutors must ensure that students provide confirmation that they have suspended their registrations at their home institutions for the proposed period of study at UCL, and a general waiver is sought from the Vice-Provost for Education and Student Affairs to permit the registration of these students at UCL.
6. Programmes may not withdraw after the internal allocation process has opened. Under UCL procedures, once a programme has agreed to run in any given year, the programme must proceed, regardless of numbers placed, unless they have programme withdrawal agreement from UCL.

### ***Entry requirements for external students from other UK Medical Schools***

For entry onto iBSc programmes at UCL, external students will need to be actively enrolled on an equivalent UK MBBS course and to have successfully completed the first two years of their course. External students who are registered as overseas at their UK Medical School will need to abide by UKVI visa regulations, which will include obtaining a new Study visa for the programme of study at UCL. All courses, when advertised, should highlight that these courses are ideally suited and recommended for students who have completed the first two years of a 5 year medical programme, i.e., for those students who have not yet commenced undertaking clinical placements in earnest. However, it is at the discretion of individual courses if they wish to accept students where they have completed more than two years of MBBS training. These courses may wish to provide separate modules geared to students with clinical experience, but the baseline provision for all programmes must be suitable for students following two years of study.

### ***Entry requirements for external students from overseas Medical Schools***

UCL iBSc programmes are designed build on the knowledge gained during years 1 and 2 of the MBBS course. Due to the UK medical school operating model, e.g. with GMC oversight, the curriculum taught by all UK medical schools in years 1 and 2 have general areas of commonality. Based on this, it is considered that any UK medical student entering their 3<sup>rd</sup> year, should have the right baseline knowledge to successfully undertake a UCL iBSc.

Medical education from other countries can be diverse, with little parity in the taught curriculum. Therefore, a student at an overseas institution may not have the same baseline knowledge as a UK medical student and not fulfil the entry requirements for a UCL iBSc programme.

UCL only accepts overseas students for UCL iBSc courses from partner institutions which have an existing academic collaboration with UCL Medical School and evidence that students have completed two years of high-quality medical education equivalent to the first two years of the UCL MBBS programme. The international institution therefore must have a pre-existing articulation agreement with UCL for an application to be considered.

### ***Entry requirements for MSc programmes***

Intercalation from MBBS programmes into MSc programmes is only allowed for students who already have been awarded an appropriate undergraduate degree. Graduates who are undertaking the UCL MBBS course may request an interruption of study to take an MSc course in Year 3.

Intercalation from MBBS programmes into MSc programmes is not allowed for students who have not been previously awarded an undergraduate degree. Students who have completed 3 years of an MBBS programme but have not been awarded a degree are not eligible to enter any UCL MSc programme.

Variation on these regulations requires case-by-case approval from the Vice Provost (Education).

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## **CONTRACTS, FUNDING AND CLINICAL NEGLIGENCE INDEMNITY FOR CLINICAL iBSc SUPERVISORS**

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### ***Background***

Although the iBSc is a compulsory requirement for UCL medical students, the iBSc year is not covered by NHS England's Education Funding Agreement and Tripartite Agreement for UG Medicine, as it is not a required part of UG medical training. This means that iBSc projects and placements in the NHS do not attract funding and clinicians who teach and supervise iBSc students are not indemnified under Trust Clinical Negligence Schemes.

UCL has a separate Service Level Agreement (SLA) with UCLH which covers specific named programmes which have demonstrated they fulfil UCL's obligations listed therein and which include identity checks and DBS and OH clearance equivalent to NHS pre-employment checks. DBS and OH checks undertaken by UCL medical students as a condition of their MBBS offer meet this requirement. DBS and OH checks for external iBSc students must be undertaken by UCL Programme Leads and completed as a condition of offer prior to commencing a clinical project or clinical placement. Programme Leads are responsible for ensuring their programme(s) complies with the SLA.

Any programme offering clinical projects or clinical placements which is not listed in the SLA with UCLH, or is taken at a provider other than UCLH, is responsible for ensuring that agreements and indemnity cover are in place. In the absence of a placement agreement, placement providers have no liability for iBSc students, and students and their supervisors have no insurance cover for clinical contact or access to clinical data and environments.

### ***Research Passports and Honorary Contracts***

In the absence of an SLA between UCL and clinical providers, it is the responsibility of each iBSc programme to ensure that contracts are in place with each of their clinical providers. Mechanisms are:

- For clinical research projects, programmes may arrange a research passport or an honorary contract with the Trust concerned.

For placements, programmes should arrange honorary contracts for each of their students directly with each of their Trust providers and ensure that clinical negligence insurance is in place for educational supervisors and teachers.

### ***Year 3/ iBSc Policy and Commissioning Committee***

#### **Terms of Reference**

The Year 3 (iBSc) Policy and Commissioning Committee is responsible for commissioning iBSc programmes which comply with the Medical School's aims and objectives for that year of the programme and fulfil quality assurance measures determined by the Medical School; for decommissioning programmes which fail to comply; receiving and advising on new programme proposals prior to submission to PMAP by Faculty Tutors; receiving, reviewing and making recommendations relating to iBSc strategy, policy and management processes including the allocation process and timing; and receiving statistical reports on iBSc numbers each year. The Year 3 Policy and Commissioning Committee meets annually in the first term and reports to the MBBS Teaching Committee.

The Year 3/iBSc Lead is responsible for the overall management of iBSc programme provision for UCL MBBS students; for developing strategy, policy and management processes; monitoring student feedback and initiating appropriate interventions with Heads of Departments, Faculty Tutors and Programme Leads monitoring outcomes; advising Faculty Tutors and Programme Leads on the development of new programmes; overseeing the allocation process; holding an annual Town Hall meeting for Programme Leads; and liaising with Faculty Tutors and Programme Leads to facilitate satisfactory completion of iBScs and progression back to the MBBS programme, including chairing an MBBS Year 3 Progression Panel to receive results and manage arrangements for students who need to repeat year 3.

Faculty Tutors are responsible for managing programmes in their respective faculties including quality assurance and new programme approval; for liaising with Programme Leads regarding MBBS strategy and policy and local implementation of management processes including allocation and numbers; for addressing concerns that might lead to a programme being decommissioned and reporting outcomes; and for liaising with Programme Leads and the Medical School regarding satisfactory completion of iBScs and progression back to the MBBS, including reporting concerns and disciplinary penalties which need to be followed up under the Medical School's fitness to practise policy. The outcome of the internal MBBS iBSc allocation round will be communicated to Faculty Tutors prior to release to Programme Leads.

The Committee meets in the Autumn Term prior to the iBSc allocation process opening.

#### **Agenda**

- To receive and review the MBBS iBSc strategy and make recommendations
- To receive the MBBS iBSc policies and processes set out in the Management Guide and make recommendations
- To confirm new programmes which have been approved by PMAP to be offered in the current academic session
- To sign off the list of iBScs to be offered in the current academic session
- To discuss new iBSc programmes planned or proposed by each Faculty Tutor for the following session (i.e. *prior* to submission to PMAP)
- To monitor student numbers and to ensure that sufficient places are commissioned for the cohort of UCL MBBS students and international partner pathway students progressing to an iBSc each year, mindful of minimum and maximum numbers stipulated by individual programmes
- To receive current iBSc numbers by programme and cohort number prediction for next session
- To receive the Year 3 SEQ reports for the previous session and the record of student representative concerns, interventions and outcomes and to determine next steps to ensure that all programmes can continue to be commissioned
- To receive degree classification statistics by programme including LSA and repeating students
- To receive a report of the external application process from each Faculty including numbers admitted

## Membership

- **Chair:** Year 3/iBSc Lead
- Deputy Heads of MBBS Programme (Years 1-3 and 4-6)
- MBBS Divisional Tutor
- Faculty Tutors (all faculties offering iBScs) or Vice Deans for Education
- Director of MBBS Education Management
- MBBS Curriculum Manager
- MBBS Student Support and Records Manager
- CIMEC iBSc Lead and Partnerships Manager
- MBBS student representatives: RUMS Vice Presidents (Education), Year 3 reps.
- iBSc Tutors (by invitation as appropriate, and to present proposals for new programmes)

## Committee Secretary

- Year 3/iBSc Co-ordinator

## *Stages for approving new programmes*

**1<sup>st</sup> Step:** where an academic wishes to develop a new iBSc course they should arrange to attend an iBSc Policy and Commissioning Committee meeting to present and discuss the idea and their proposals for minimum and maximum numbers.

**2<sup>nd</sup> Step:** The PIQ1 form should be submitted to the Committee for review and confirmation that the proposal fulfils the aims and objectives of Year of the MBBS programme and can be offered.

**3<sup>rd</sup> Step:** The PIQ1 form should then be reviewed and approved by the Faculty Teaching Committee of the home Faculty.

**4<sup>th</sup> Step:** The PIQ2 form should then be submitted to PMAP (following Faculty approval) for final approval to be granted.

## *Criteria for commissioning and approval of new programmes*

Programmes must be capable of being taken on completion of Year 1 and Year 2 of the MBBS programme, must fulfil the aims and objectives of UCL MBBS Year 3, and must demonstrate compliance with quality assurance measures.

## *Aims and Objectives of UCL MBBS Year 3*

1. Must substantially enhance the key generic skills of independent learning, critical thinking, scholarly writing and scientific method.
2. Must provide small group work or tutorials to facilitate the development of critical thinking and/or critical appraisal skills.
3. Should provide students with exposure to other professionals and scientists and, where possible, encourage joint working and learning to prepare them for the multidisciplinary nature of clinical practice and research.
4. Needs to identify and articulate its links to UCL Partners academic themes<sup>1</sup>.
5. Must allow sufficient time for students to comply with the overall requirements of the MBBS programme during the iBSc year (for example maintenance of the portfolio).
6. Must provide robust personal tutoring in line with UCL requirements.
7. Must consist of 120 credits at level 6 with a compulsory non-condonable dissertation/substantive laboratory, clinical, data-analysis, field, or literature-based research project. The project must contribute between 30 and 45 credits. Where the project consists of literature-based study this needs to be sufficiently robust to ensure students gain the appropriate competencies in data analysis and interpretation.

<sup>1</sup> Either the programme's links to the UCLP emerging research theme areas or the overall themes of: harnessing academia to effect health gain; improving the health of populations locally, nationally or globally; illness prevention or the role of primary care/novel service provision.

### **Student Feedback**

The MBBS Year 3 Academic lead meets termly, and on request, with the Year 3 Student Representative to receive feedback from individual programme Student Partnership Committees, to monitor and address concerns from UCL students on iBSc programmes. Information and actions taken in response to concerns expressed are used for QA and reports directly to the UCL Medical School Education Committee. Each programme has its own SPC which fulfils UCL governance and regulatory requirements and reports through iBSc departmental and faculty committee structures. The MBBS Year 3 Academic lead may also request SPC minutes from host departments.

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### **DISCIPLINARY AND FITNESS TO PRACTISE PROCEDURES**

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UCL disciplinary procedures apply to all iBSc students, whether internal or external. UCL Fitness to Practise procedures apply to internal students only. If disciplinary issues arise relating to Fitness to Practise for external students, the issue and outcome shall be reported to the home institution for investigation under local Fitness to Practise policies.

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### **EXAMINATIONS AND PROGRESSION**

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Departmental/Programme Exam Boards in home Faculties are responsible for examinations and degree awards for both internal and external students.

For all external iBSc students, departmental Exam Boards are responsible for confirming the final awards to be made and for communicating results to home institutions.

#### ***Year 3/iBSc Progression Board***

The MBBS Year 3 iBSc Progression Board meets twice, in July after the main assessment period and in September after the late summer assessment period to:

#### **July**

##### **Progression to Y3**

- receive MBBS Y2 results and progression status (progressing, LSA, interrupting, withdrawing, returning)
- receive list of MBBS Y2 students exiting to an external iBSc and their offer status
- receive international partnership student home institution confirmation of completion of academic requirements to take up UCL iBSc

##### **Progression to Y4**

- receive MBBS Y3/iBSc results and progression status (progressing, LSA, interrupting, withdrawing, returning)
- receive international partnership student iBSc results and progression status (awarded/LSA)
- receive confirmation of degree awards for students returning from external iBScs

##### **International partnership students eligible to apply**

- receive number and names of international partnership students eligible to apply for admission to an iBSc

##### **Degree Award Classification statistics**

- receive UCL degree classification statistics for main sitting
- receive main and LSA degree classification statistics for previous academic year
- receive international partnership student degree classification statistics for main sitting
- receive international partnership student degree classification statistics for previous academic year



## Prizes

- receive notification of candidates included in Dean's Lists to add to medical student records/transcripts
- receive nominations for the HAB Simons laboratory-based project prize and Professor Jane Dacre non-laboratory-based project prize (one from each programme with project mark and citation from the programme lead)
- receive notification of departmental prize winners to add to medical student records/transcripts

## September

### Progression to Y3

- receive MBBS Y2 LSA results and progression status (progressing, repeating, interrupting, withdrawing)
- receive international partnership student LSA iBSc results (progressing, repeating, withdrawing)

### Progression to Y4

- receive MBBS Y3/iBSc results and progression status (progressing, repeating, interrupting, withdrawing)
- receive international partnership student iBSc results and progression status (awarded/not awarded)

### Degree Award Classification statistics

- receive UCL degree classification statistics including main and LSA sittings
- receive international partnership student degree classification statistics including main and LSA sittings

## Prizes

iBScs students (both internal or external) are considered for Faculty Medals, Dean's Lists and departmental prizes in the Faculty in which their iBSc is taken. UCLMS project prizes are open to UCL students only.

### *Extenuating Circumstances*

Applications for extenuating circumstances are managed within home iBSc departments and faculties. Outcomes which potentially affect progression back into the MBBS programme should be discussed with the Academic Lead for Year 3 who will liaise with the MBBS Divisional Tutor. Progression information should be reported to the MBBS Year 3 Progression Board.

### *Portico and Progression*

- Programmes are responsible for completing to UCL's deadlines all required steps in Portico for mark entry, degree classification and progression. Programmes are also asked to send copies of their degree classification lists to the Medical School for the calculation and publication of degree award statistics. Steps include:
  - Prior to the Board of Examiners, Examination Liaison Officers to:
    - *enter* all module marks into Portico
    - *calculate* the final module marks
    - *process* the module marks prior to Board of Examiners
  - After the deadline for Board of Examiners to meet:
    - Portico runs automatic progression calculations overnight to calculate degree classifications and progression codes including LSA entry
    - If any marks are missing, programmes can then re-run these calculations themselves
  - By UCL's end of June deadline:
    - ELO *agrees* the interim results in Portico as agreed at the Board, which sends a prompt to the Chair of the Board to *confirm* the results

- ELO is asked to send a copy of the degree classifications, including progression, faculty medal winners, Dean’s list nominees and prize winners to the Medical School for inclusion in the Medical Student Academic Transcript (which is bespoke and the only place that these awards will appear for medical students)
  - Chairs of Exam Boards *confirm* the results in Portico
  - Faculty Tutor *signs off* the results in Portico
- UCL recommends that departments don’t release provisional results but rather ask students to wait until the marks are released in Portico
  - For LSA candidates, complete the same steps in Portico and **alert the Medical School** as soon as marks are available (as these students will already have started Year 4 of the MBBS programme without enrolment or the ability to access funding)

### ***Re-admission to the MBBS and liaison with the Medical School***

The Medical School remains responsible for re-admission to the MBBS programme, which includes monitoring fulfilment of academic requirements and compliance with fitness to practise requirements.

Programmes are asked to monitor iBSc students carefully and notify the Year 3 Academic Lead and Medical Student Support and Records team, or CIMEC iBSc Academic Tutor for international students, immediately of students who:

- wish to interrupt or withdraw from their iBSc or from the MBBS programme
- fail to engage
- are issued SORAs (these are sent to departments and not copied to the Medical School)
- ask to defer assessments
- fail to complete module requirements which potentially affect the award of the iBSc
- fail examinations (main and LSA – asap!)
- are involved in disciplinary issues or proceedings

### **Degree Classifications**

Degree awards are calculated as set out in the Progression and Award Requirements in Chapter 4, Section 6 of the UCL Academic Manual.

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## **QUALITY ASSURANCE**

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Faculties are responsible for quality assurance processes including Learning Surveys Departmental Education Plans. The Year 3 Policy and Commissioning Committee may request copies of Learning Survey summaries, Departmental Education Plans and summaries of External Examiner recommendations as part of the commissioning process.

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## **RESPONSIBILITIES OF IBSC PROGRAMME LEADS**

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- All programmes are invited to attend the iBSc fair organised by the Medical School in order to promote their programme.
- The programme should provide the MBBS Year 3 Administrator and Academic Lead with their minimum and maximum student numbers prior to the commencement of the allocation process.
- All applications must be reviewed and agreed by at least two people within the department.
- Programmes must confirm their first and second preference applications to the MBBS Year 3 Administrator by the indicated deadlines.
- Programmes must not contact or inform any students that they have been accepted onto their programme, this is done by the Medical School.

- Once all first preferences have been received, the programme should confirm their second preference applications to the Medical School/Year 3 Administrator by the indicated deadline.
- Unless a programme is unable to accept more students due to over subscription, the programmes are expected to accept second and subsequent preferences and may not reject a UCL MBBS student, since all have already fulfilled the entrance requirements for a UCL iBSc degree.
- Programmes must only contact their students once the MBBS Year 3 administrator has provided the department with a full list of students.
- Once the MBBS Year 3 Administrator has informed the departments that the students have been notified of their allocation, the department is able to contact their students. It is the sole responsibility of the programme to contact their students to organise an induction.
- Should a student fail Year 2 and therefore not progress to their iBSc year, reducing the programmes number by one student, the programme must not attempt to remove another student from their allocated programme.
- Programmes are not entitled to have reserve lists in case one of their chosen students fails the year, as this would require a student to be removed from their allocated programme, reducing the number of students on another programme.

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## **ANNUAL TIMELINE FOR COMMISSIONING, INTERNAL ALLOCATION PROCESS AND EXTERNAL APPLICATION PROCESS INCLUDING INTERNATIONAL STUDENTS**

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External iBSc applications are managed by UCL Admissions

UCLMS iBSc and international applications and allocations are managed by UCLMS

<b>August</b>	<i>International Student Partnership Administrator to ask international partner institutions for the names of their applicants, update the international partnership student application form and send the link to international student applicants.</i>
<b>August</b>	<i>Update iBSc Student Handbook on website including information about programmes offered</i>
<b>1<sup>st</sup> September</b>	<i>Application process opens for international partner students to study for an iBSc at UCL. Step 1: online application form, submission of academic transcript and reference to establish eligibility to study at UCL.</i>
<b>Mid Sept</b>	<i>iBSc faculty tutors to notify MBBS Y3 Administrator of any new programme proposals planned for submission to PMAP in October</i>
<b>End Sept</b>	<i>MBBS Y3 Administrator to notify programmes leads of Year 2 LSA results and confirm students who are progressing to their iBSc</i>
<b>End Oct</b>	<i>Deadline for international partner students to submit Step 1 of the application process to establish eligibility to study at UCL.</i>
<b>Mid November</b>	<i>International Student Partnership Administrator to confirm eligibility criteria and notify international students that the academic and non-academic offer requirements that need to be completed by 31<sup>st</sup> May</i>
<b>End Nov</b>	<i>Year 3/ iBSc Policy and Commissioning Committee meets to receive QA reports and student feedback, receive proposals for new, PMAP approved programmes to be introduced in this allocation round, and to determine which programmes will be commissioned / decommissioned for UCL students, and to receive student number predictions for Y3 the following session</i>
<b>End Nov</b>	<i>Absolute deadline for newly established programmes to be included in this allocation round (ie programmes presented and approved in principle by the Year 3/ iBSc Policy and Commissioning Committee and with PMAP approval)</i>
<b>November (wk 4k)</b>	<i>Policy and Commissioning Committee meets</i>
<b>5 December (1<sup>st</sup> Thurs)</b>	<i>iBSc online fair for internal and international partner students</i>
<b>6 Dec (1<sup>st</sup> Fri)</b>	<i>Allocation process opens for internal and international partner students:</i> <ul style="list-style-type: none"> <li>• Details published in Moodle: <ul style="list-style-type: none"> <li>• Preferences submitted via UCLMS (internal) <i>and Step 2 of application process (international)</i></li> <li>• 5 programmes to be listed in order of preference</li> </ul> </li> </ul>

- personal statements to be submitted for the first 2 preferences
- no exam results or deciles to be included (or provided to programme leads)

**2 Jan (day UCL opens after Christmas break)**

Allocation process closes to UCLMS and international partner students

*Each programme has 10% capacity for international partner students. These allocations are made first to ensure that up to but no more than 10% of places are allocated to international partner students. Remaining places are allocated to UCLMS students. All UCLMS and international partner students are placed before programmes accept external iBSc students.*

**6 Jan (Mon)** Medical School sends 1<sup>st</sup> choice submissions to programme leads for approval

**13 Jan (Mon)** Deadline for iBSc programmes to confirm 1<sup>st</sup> preference selections

**16 Jan (Thurs)** 2<sup>nd</sup> preference submissions to be sent to iBSc programme leads for approval

**20 Jan (Mon)** Deadline for oversubscribed iBSc programmes to confirm 2<sup>nd</sup> preference selections

**23 Jan (Thurs)** Unmatched preference submissions to be sent to iBSc programmes

**27 Jan (Mon)** UCLMS and international student allocations to be sent to iBSc programme leads with a reminder that they need to coordinate module selection outside Portico for the international students and hold back the selected modules until offers are confirmed

**By 10 Feb (Mon)** UCLMS and international students to be informed of allocations.

**By 17 Feb (Mon)** Medical School to notify UCL Senior Student Records Officer of UCLMS allocations and UCL CIMEC Team of international iBSc student allocations. UCL CIMEC will liaise with Admissions who will send appropriate conditional offer letters for their allocated iBSc according to the programme entry requirements, setting out the conditions of offer. Students will need to fulfil their offer conditions and accept their offer via Admissions and Admissions will notify UCLMS of acceptances.

**Feb wk 4** UK External iBSc offers to be confirmed and UCL notified by programme leads who accept external students

**March** UCL Registration Team opens early module selection for UCLMS iBSc students (*international and UK external applicants need to be managed manually by programme leads and administrators,*) Individual programme leads and administrators liaise with UCLMS and international students to facilitate this and ensure submission by UCL's deadline

**Mid May** Deadline for UCLMS students to enter their module selections into Portico

**End May** *Deadline for international students to provide evidence of English Language qualification and police check and payment OH fee; and to submit OH questionnaire to UCL Workplace Health.*

**End May** *UCLMS to check that international students have submitted receipts as evidence of submission of OH questionnaires and to liaise with OH to ensure that OH has sent 'Fit to Enrol' letters to the international student inbox.*

**Mid June** *International institutions to confirm examination results to UCLMS, UCLMS to confirm to Admissions and to the respective programme leads/administrators that all conditions have been fulfilled and places are now unconditional.*

**End June** *UCL Admissions to process confirmation of places to international students who have fulfilled the conditions of offer*

**July wk 2** **Y3/iBSc Progression Board** meets to receive results and progression status for students progressing to and returning from an iBSc

**Sept** Post LSA, Medical School notifies programme leads and faculty tutors of students who are not progressing to an iBSc (failed Y2 LSA, withdrawn or interrupting)

**Sept wk 3** *UCLMS bespoke inductions for international partner students*

**Sept wk 4** iBSc Programme inductions for all students

**October** Project allocation by programmes, ensuring fair allocation to UCL and international partnership students.