University of Sheffield Medical School

MBChB Transfer Application Policy

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Director of Undergraduate Medical Admissions

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Each year, the Medical School at the University of Sheffield receives a number of enquiries regarding the possibility of transferring to the MBChB programme from another medical degree programme.

The stated MBChB policy regarding transfers is:

“The University of Sheffield Medical School does not usually accept students wishing to transfer from a degree course at another institution. Applications will also not be considered from applicants who have failed to complete a medical degree at any university.”

Consequently, we very rarely consider transfers, and only in exceptional circumstances. On average, we accept fewer than 1 student per year via this route. Issues of health or ability to pay fees are not considered grounds for transfer.

University regulations require that an individual must complete at least two thirds of their degree at the University of Sheffield in order to be eligible for the award of a degree. Consequently, transfer students may be admitted to the start of Phase 1 (September, Year 1), Phase 2a (September, Year 2) or Phase 2b (June, Year 2) only. Transfer into the later Phases of the Sheffield MBChB programme is not permitted. The academic year runs from September to August.

The policy is enacted as follows:

1. When an enquiry is received regarding the possibility of a transfer, the enquirer is informed that we do not usually accept transferring students. The enquirer is directed to this policy document, and is invited to submit information indicating the reason(s) why they wish to transfer. The applicant should explain in this why they believe that their case is exceptional. (Material that is requested under item 4, below, is not considered at this stage.)

2. The Director of Undergraduate Medical Admissions considers the reason(s) provided by the enquirer and makes a determination as to whether they do or do not constitute grounds to make an exception to the policy that we do not usually accept transfers. The decision of the Director of Undergraduate Medical Admissions is final.

3. The Director of Undergraduate Medical Admissions informs the enquirer of the initial decision.
4. In the event that the Director of Undergraduate Medical Admissions determines that there are sufficient grounds *prima facie* to consider a transfer, the enquirer is now considered to be an applicant and will be asked to provide the following further information:

- Details of all academic qualifications obtained during secondary education, including dates obtained and grades awarded, AND;
- Details of the United Kingdom Clinical Aptitude Test (UKCAT) score obtained (and year taken), if any, AND;
- A personal statement (in the style of a UCAS personal statement) of up to 4000 characters, AND;
- A full academic transcript from the enquirer’s current medical school (including details of pass marks), AND;
- An academic reference.

5. The information provided is considered by the Director of Undergraduate Medical Admissions to determine whether the applicant meets the academic entrance requirements of the programme. Applicants who wish to transfer to this Medical School are required to meet the current academic entrance requirements. Applicants who do not meet the academic entrance requirements will be informed that their application is unsuccessful.

6. If the applicant meets the current academic requirements for entry, the personal statement, academic transcript and academic reference are reviewed by the Director of Learning and Teaching for the MBChB programme.

7. *Enquirers wishing to transfer to the start of Phase 1 of the MBChB programme:*
   In such cases, where the Director of Undergraduate Medical Admissions and the Director of Learning and Teaching agree that transfer may be appropriate, the applicant will be directed to apply via the standard route through UCAS. Such applications are then considered according to the standard admissions policy. The remainder of this policy applies only to enquirers seeking entry to Phase 2a or 2b.

*Enquirers wishing to transfer to the start of Phase 2a or 2b of the MBChB programme:*
In such cases, where the Director of Undergraduate Medical Admissions and the Director of Learning and Teaching agree that transfer may be appropriate, the applicant will be invited to attend for a panel-based interview. Offers of a transfer are *never* made without interview. Individuals seeking transfer to the start of Phase 2a or Phase 2b who have not previously taken the UKCAT will not be asked to do so.

8. Where the applicant’s interview performance is judged to be of a sufficiently high standard, an offer of a transfer place is made. Such offers are conditional on:

- The applicant satisfactorily completing an appropriate end-of-phase Summative assessment.
Where applicants are admitted to Phase 2a, the applicant is required to sit the Phase 1 examination. These examinations are held in June and July. The applicant may sit either the first or second sitting. Only one attempt is permitted.

Where applicants are admitted to Phase 2b, the applicant is required to sit the Phase 2a examination. These examinations are held in May and June. The applicant may sit either the first or second sitting. Only one attempt is permitted.

Applications from outside the European Union are required to demonstrate that they have sufficient proficiency in the English Language. They will be required to hold an IELTS of 7.5 or higher, with no less than 7.0 in each component. This IELTS must have been obtained during the 2 years preceding entry.

Offers are conditional on completion of a satisfactory Disclosure and Barring Service (DBS) check, Occupational Health review and confirmation that the applicant is not named on the Medical Schools Council Excluded Student Database.

19th October 2015
To be reviewed no later than 19th October 2018