

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 consider transfers only in exceptional circumstances. We accept less 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.

This document sets out how this policy is enacted.

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. (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 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;
 - Details of the UKCAT score obtained (and year taken), if any, AND;
 - Full academic transcript from the enquirer's current medical school, 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. If the applicant meets the current academic requirements for entry, the academic transcript and reference are also reviewed. Applicants are expected to meet the academic requirements of the Sheffield MBChB programme. If the academic standard is met, the remainder of the material will be reviewed with the Director of Learning and Teaching for the MBChB programme.
6. *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 enquirer 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 enquirer will be invited to attend for a panel-based interview or a multiple mini interview (at the discretion of the School). Offers of a transfer are *never* made without interview.

7. 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 enquirer 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 2 examination. These examinations are

held in May and June. The applicant may sit either the first or second sitting. Only one attempt is permitted.

- Applicants from outside the European Union will also be 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.

6th April 2018

To be reviewed no later than 30th April 2021