



MBChB Admissions Reserve List Policy

Dr Julian Burton

Director of Undergraduate Medical Admissions

Introduction

The number of places available to study medicine is regulated by the Government and controlled through intake targets. We make a number of offers each year with the aim of meeting our target quota. We would not receive central funding and indeed could be fined for any student that is registered over the quota figure. This results us being slightly conservative with the number of offers that we make. We recognise that there is a group of applicants to whom we would have made offers if we had unlimited places. For this reason, we operate reserve lists for our Medicine and Graduate Entry Medicine programmes.

This policy document sets out:

- When and how the reserve list is constructed;
- How applicants placed on the reserve list are notified of this;
- When we remove applicants from the reserve list;
- What actions applicants on the reserve list should take;
- How to contact the medical school on A Level results day.

When and how is the reserve list constructed?

We rank applicants according to their interview performance. Those with the strongest interview performances receive an offer of a place. Applicants whose performance was less strong, but still sufficient to allow the applicant to be considered for medicine have their application deemed unsuccessful but are placed on the reserve list in rank order according to their interview performance. Applicants whose interview performance was considered insufficient to merit further consideration will have their application deemed unsuccessful and will not be placed on the reserve list.

We construct our reserve lists in mid-to-late February each year. Home/EU applicants for the Medicine – MBChB programme (UCAS Code A100), are placed on a separate reserve list to Overseas applicants. We consider applicants to the Graduate Entry Medicine – MBChB programme (UCAS Code A101) separately to A100 applicants.

Applicants on the reserve list have been unsuccessful in their application. Being on the reserve list is no guarantee that we will make the applicant an offer at a later date.

A student cannot request to be placed onto the reserve list and not all applicants meeting the entry criteria will be placed on our reserve list. The number of applicants placed on the reserve list varies each year depending on the number of offers that have been made during that application cycle.

How applicants are notified that they have been placed on the reserve list

Applicants on the reserve list are notified by email, and this will direct the applicant to this policy. These emails are sent directly to the applicant using the email listed in their UCAS application. Unsuccessful applications are scrutinised by the University

Admissions Teams to determine whether a Change of Course Offer (for a course other than Medicine or Graduate Entry Medicine) can be made before the medical school's decision is communicated via UCAS. Applicants may therefore receive email notification that they have been placed on the reserve list before they receive UCAS notification that their medicine application has been unsuccessful.

When are applicants removed from the reserve list?

We construct our reserve lists before applicants are likely to have received decisions on all of their UCAS applications. UCAS regulations mean that a university must not approach an applicant who is holding a firm or an insurance place at another institution (other than their own). This includes applicants who may be holding an offer for a course other than medicine. Consequently, we will remove an applicant from our reserve list if:

- They withdraw their UCAS application, **OR**;
- They hold an offer to study medicine (either firm or insurance choice) at another university, **OR**;
- They hold an offer to study a course other than medicine at a university other than The University of Sheffield.*

* Applicants who have been removed from the reserve list for this reason are welcome to telephone the Medical School on A Level results day (see below) and ask to be reinstated on the reserve list if they meet the conditions for UCAS Adjustment (which requires the applicant to have met and exceeded their firm offer choice). This does not guarantee that an offer of a place will be made. More information regarding UCAS Adjustment is available at <https://www.ucas.com/ucas/undergraduate/apply-and-track/results/ucas-adjustment-if-youve-done-better-expected>

What actions should applicants on the reserve list take?

Applicants need take no action on being notified that they have been placed on the reserve list if they wish to remain on it. Applicants who **do not** wish to remain on the reserve list should let the Medical School know by emailing their decision to medadmissions@sheffield.ac.uk, quoting their UCAS ID Number.

Applicants may be on more than one reserve list and have no obligation to inform medical schools of this.

Being on the reserve list is no guarantee that an offer of a place will be made. Consequently, we recommend that applicants on the reserve list who receive an offer of a place to study medicine or another subject at another university should not allow their place on the reserve list to affect their decision on whether to accept or decline that offer.

Applicants on the reserve list who receive a Change of Course Offer from The University of Sheffield may accept or decline this without affecting their place on the reserve list.

There is no guarantee that we will have unfilled places available on A Level results day.

On A Level results day, applicants who are on the reserve list who have met our minimum academic entry requirements are advised to contact the Medical School to find out whether there are any places available.

How to contact the Medical School on A Level Results Day

Applicants on the reserve list (including those seeking a place through Adjustment) should contact the Medical School by telephoning 0114 222 5531 or 0114 222 5533 or 0114 222 5534. Lines may be busy and you may need to telephone more than once before getting through.

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