

ACADEMIC FOUNDATION PROGRAMME 2019 - APPLICANT GUIDE

Version: 1

Authorised by: Prof Lorraine Harper

Date Authorised: 13 September 2017

Next Review Date: September 2018

Document Author: Postgraduate Medical & Dental Education

CONTENTS

Academic application form	2
Evidence	2
Scoring Criteria for further additional educational achievements	2
Further Additional Degrees	2
Converting degrees with a GPA Score	4
Educational Achievements	4
Publications	4
Presentations	5
Distinctions, Merits and/or Scientific/Medical first prizes	5
Supporting – additional information	6
Preferences	6
Equality	7
Declarations	7
Application scoring	7
Interviews	7
Telephone/Skype Interviews	8
Attending an interview	8
Interview process	8
The interview	8
Matching to Programmes	9
Application Outcomes	9
Cascade Process	10
Feedback	10
Appeals	10

ACADEMIC APPLICATION FORM

Applicants are able to choose a maximum of two Academic Units of Application (AUoAs).

Please note that in some instances, the two AUoAs you are applying to may use common items. If this is the case, you may wish to use the same answer for both.

However it is important to note that even if you provide exactly the same answer for two AUoAs, the scores awarded by each AUoA may differ.

EVIDENCE

See FP/AFP 2019 Applicant's Handbook – page 30

See specific details below for submitting an academic application to the HEE WM AFP AUoA. Applicants will be required to enter details of any further educational achievements they wish to record in the academic application form (other than their primary medical qualification).

If applicants wish to claim the same achievements as in their standard FP form, they must complete this section again since it is a separate application form and will be considered in its own right.

Applicants can enter a maximum of 32 achievements in total in this section, 2 additional degrees, ten publications, ten presentations and ten prizes.

Applicants may be asked to submit evidence of their further educational achievements as part of the HEE WM AFP recruitment process. Submitted evidence must clearly demonstrate what the achievement is, what it was awarded for and from whom it was given. Applicants are encouraged to ensure that evidence of achievements is up to date and available for them to supply to HEE WM AFP AUoA if requested.

Scoring Criteria for further additional educational achievements

Information entered on the HEE WM AFP academic application form will be scored by HEE WM AFP AUoA using the following local scoring criteria:-

Further Additional Degrees Score 0 – 10

Please note that further degrees will be scored by HEE WM AFP AUoA using the same criteria as defined by the UKFPO in the FP/AFP 2019 Applicant's Handbook.

Points (max - 10)	Degree Category
0	<ul style="list-style-type: none"> Primary Medical Qualification only 3rd class BMedSci awarded at University of Nottingham
1	<ul style="list-style-type: none"> 3rd class honours degree Unclassified honours degree 2.2 class BMedSci awarded at University of Nottingham
2	<ul style="list-style-type: none"> 2.2 class honours degree

	<ul style="list-style-type: none"> • 2.1 class BMedSci awarded at University of Nottingham
3	<ul style="list-style-type: none"> • 2.1 honours degree • 1st class BMedSci awarded at University of Nottingham
4	<ul style="list-style-type: none"> • Postgraduate Masters degree • 1st class honours degree • Bachelor of Dental Surgery (BDS) • Bachelor Veterinary Medicine (B Vet Med)
5	<ul style="list-style-type: none"> • Doctoral degree (PhD, DPhil, etc)

Notes:

- The BMedSci honours degree awarded by the University of Nottingham is integrated during the five-year BMBS and is therefore awarded fewer points.
- Honours degrees are any type of undergraduate honours degrees with a classification e.g. BSc, BEng.
- Points for a postgraduate masters' degrees can only be awarded where the degree represents a further year of study taken in addition to an undergraduate degree (whether as an intercalation or other), and there is a competitive entry requirement of a previous degree or equivalent.
- Typically masters' degrees are awarded a pass/merit/distinction classification. If you are claiming points for an integrated master's degree and your certificate has the undergraduate classification i.e. 1st, 2.1, 2.2 you must upload a copy of your master's degree certificate and a letter from your University confirming that the level of the qualification is aligned with the UK Higher Education Qualification Framework (published by QAA) at level 7 (England, Wales and Northern Ireland) or level 11 (Scotland). All letters must be on University letter headed paper. Failure to upload this evidence may result in your master's degree being awarded points for an undergraduate degree.
- Honours MA degrees, including those from some Scottish Universities, are undergraduate degrees and therefore classed as honours degrees, not masters' degrees.
- Honours degrees from Oxford and Cambridge can be converted to masters' degrees after a period of time, but these do not require a further year of study and are therefore classed as honours degrees and not masters' degrees.
- Ph. D/M.Phil – Points will only be awarded if the whole process has been completed. Therefore, if there is a requirement for minor modifications or changes, these must have been completed and accepted by **12 October 2018** and you must provide a letter from your university as evidence of this. If the letter you provide states your degree is subject to minor modifications/changes, you will not be awarded the points.

- Some international medical schools (e.g. the USA) award an 'MD' or similar as part of their basic medical qualifications. This qualification does not attract any additional points in this section.

Converting degrees with a GPA Score

If you have undertaken an exchange programme of study as part of a degree course or are a graduate from an overseas university where they provide Grade Point Average (GPA) points – the following procedure must be used:

You must take the cumulative (i.e. all years) grade point average (GPA) and calculate the equivalent degree level and select the most appropriate. The evidence provided **MUST** show cumulative (GPA) and specify on what scale the degree was scored otherwise zero points will be awarded.

For a 4-point scale:

- a GPA of 3.6 – 4 should be scored as equivalent to a 1st class degree;
- a GPA of 3 or more but less than 3.6 is a 2.1;
- a GPA of 2 or more but less than 3 is a 2.2; and
- a GPA of 1 or more but less than 2 is a 3rd class degree.

For a 5-point scale:-

- a GPA of 4.4 – 5 should be scored as equivalent to a 1st class degree;
- a GPA of less than 4.4 but 3.8 or more is a 2.1;
- a GPA of less than 3.8 but 3 or more is a 2.2; and
- a GPA of 2.9 or lower is a 3rd class degree.

If the scale is not a 4- or 5- point scale, or is provided as a percentage, or a grade, then you must get your score officially calculated using a company such as NARIC.

Educational Achievements Score: 0 – 40

*Please note the HEE WM AFP AUoA scoring criteria is **different** from that defined by the UKFPO in the FP/AFP 2019 Applicant's Handbook. **Please read details below carefully.***

Publications

Applicants can enter up to a maximum 10 publications

Points for each	Scoring Criteria
2	Original research paper published in a peer-reviewed journal with a PubMed ID Number (PMID)
Maximum of 20 points available in total	

Notes:

Publications

- The publication must be peer reviewed.

- Publications which are ‘in press’ will count if the journal has an NLM unique ID number – these are available at <http://www.nlm.nih.gov/bsd/aim.html>.
 - Please clearly state “in press” in the ‘year/volume’ field of the application form.

NB book chapters will not score points in this section but it may be appropriate for applicants to reference book chapters in the supplementary section of the academic application.

Presentations

Applicants can enter up to a maximum 10 presentation

Points for each (max = 10 in total)	Scoring Criteria
1	Oral or poster presentation at a national or international conference

- The oral or poster presentation must be given at a national or international conference organised by a recognised medical, professional or educational body. Conferences organised by the BMA, students and/or trainees and their organisations will not count.
- National means that the level of organisation is Scotland, England, Wales, Northern Ireland or another country.
- The poster or oral presentation must describe the applicant’s academic work.
- The applicant must be a named author on the presentation.
- The presentation must have been accepted or taken place before the close of the application period (**12 October 2018**).
- Local presentations given as part of the applicants degree course or as extracurricular activities do not count.

NB: If an applicant has submitted the same presentation, either oral or poster (i.e. the same piece of work) to more than one conference the presentation shall be awarded only 1 point in total. 2 points may be awarded if an oral presentation has the same title as a poster presentation.

Distinctions, Merits and/or Scientific/Medical first prizes

Applicants can enter up to a maximum 10 entries

Points for each (max = 10 in total)	Scoring Criteria Distinctions, Merits and/or Scientific/Medical first prizes
1	<ul style="list-style-type: none"> • at undergraduate/medical school (pertaining to applicant’s medical education including intercalated BScs, but not degrees undertaken prior to entering medicine) • national level • international level

Notes

- Distinctions and merits must have been awarded during undergraduate/medical school (pertaining to applicant's medical education including intercalated BScs, but not degrees undertaken prior to entering medicine).
- The prize must be an undergraduate/medical school, national or international educational prize (pertaining to applicant's medical education) awarded by an organisation that is not student or trainee-led and must be a FIRST PRIZE. Second or third prizes, or honourable mentions, do not qualify for points in this section.
- National means that the level of organisation is Scotland, England, Wales, Northern Ireland.
- Distinctions and merits must have been awarded before the close of the application period (**12 October 2018**)
- A prize is awarded for academic achievement rather than for an activity.

Applicants must:

- State the name of the prize
- Date the prize was awarded
- State the official name of the awarding body and, in brackets after the name, include how the prize was won and detail of what it was awarded for

The following are eligible for points:

- Scholarships awarded for educational achievements
- Nationally awarded funding for research project, or any other funding Grant

Bursaries are **not** eligible for points:

Supporting

Additional Information

See FP/AFP 2019 Applicant's Handbook – page 30

See specific details below for submitting an academic application to the HEE WM AUoA

Applicants will be required to complete 6 'white space' questions. Oriel will display the items of information that are required for each AUoA selected. Applicants will have space to write a **maximum of 225 words** for each item.

Preferences (HEE WM AFP)

See FP/AFP 2019 Applicant's Handbook – page 31

See specific details below for submitting an academic application to the HEE WM AUoA

Applicants will be required to rank the HEE WM academic programmes before they submit their application. Applicants are strongly recommended to positively rank all programmes. Ranking is done using a drag and drop process. Applicants will need to drag the relevant programmes into the column entitled 'preference'. If there are programmes they are not prepared to accept they will need to leave them in the 'no preference' column. However, applicants should consider this carefully since not positively ranking many may affect their chances of being offered an academic programme. The system saves the preferences when the applicant presses 'save'.

Equality

See FP/AFP 2019 Applicant's Handbook – page 28

Declarations

See FP/AFP 2019 Applicant's Handbook – page 28

See specific details for submitting an academic application to the HEE WM AUoA.

Oriel will prevent applicants from submitting their application until all sections of the application form have been completed. Applicants will also need to have already submitted an FP application.

IMPORTANT: Once an application form has been submitted, it cannot be amended.

Application scoring

Application forms will be divided and scored by a panel of two people using standardised scoring criteria (see above). All sections will be scored by at least one clinician.

Members of the scoring panel will not have access to the personal details or programme preference sections of your application form.

Once the application scoring process has been completed, HEE WM AFP AUoA will issue an e-mail by week commencing 3 December 2018, notifying HEE WM AFP applicants of the status of their application. This will be either:

- An invitation to interview
- Notification that they are on the reserve list for invitation to interview
- Notification that their application has been unsuccessful.

Interviews

HEE WM AFP AUoA will be holding two interview dates as follows:

DATES	VENUE
8 th & 9 th January 2019	Birmingham City Football Stadium

Applicants invited to interview will be required to log onto Oriel to book an interview slot. These will be allocated on a first come first served basis. Applicants invited to interview will be required book their interview slot **by 12:00 noon on 12 December 2018**. It will be assumed that applicants who do not book their interview slot by this deadline have declined the offer of an interview and will be withdrawn from the HEE WM AFP process.

The date and site at which applicants are interviewed will have no bearing on the outcome of their application.

Please note that interviewers will not be issued with applicants' programme preferences so your choice of programme/interview day will not affect your application.

Telephone/Skype Interviews

HEE WM AFP AUoA will not be offering telephone or Skype interviews.

This means that it will be necessary for applicants to attend for an interview in person if they wish to be considered for one of the HEE WM academic foundation programmes.

Attending an interview

Applicants attending an interview will be required to bring:

- Original passport or another form of Photographic ID e.g. driving licence; medical student ID badge etc.
- Evidence of your current immigration status (Non UK/EEA applicants) ie original Visa/Home office documents
- Applicants should not bring their portfolios with them as there will be no facility to review these at the interview.

Interview process

The interview process will last approximately 45 minutes and will take the following format:

Registration and identity checks - 10 minutes

Panel 1 interview (either clinical or academic – order to be notified on the day) - 10 minutes

Break - 5 minutes

Panel 2 interview (either clinical or academic – order to be notified on the day) - 10 minutes

Applicants are advised to arrive at least 20 min before your scheduled time.

Applicants who arrive after their scheduled time will not be allowed to take part in the interview process unless there are extenuating circumstances, which will be at the discretion of the local academic lead/director.

The interview

The interview will be divided into two stations with different panels, each lasting 10 minutes, one addressing clinical issues and the other academic. Each panel will consist of two members. At least one clinician will sit on the clinical panel and one academic on the academic panel.

During their two-year foundation programme, appointed candidates will have to achieve all standard foundation competences in less clinical time, as they will also be undertaking academic activities. This makes it important that they already possess good clinical skills and hence the inclusion of both academic and clinical components within the interview process.

Applicants who receive an exceptionally low score in their clinical interview will not be deemed appointable and will not be offered an academic programme. If a significant patient safety concern is identified during the course of the interview, the concern will be fed back to the applicant's medical school in order for them to consider whether an applicant may need additional support.

Matching to Programmes

A combination of application score and interview score will be added to the applicants' decile score to provide an overall HEE WM AFP ranking score for each application.

NB moderation may need to be applied to application/interview scores if deemed necessary by the Academic Lead for HEE WM AFP recruitment following the quality review of scores.

Applicants will be matched to specific programmes on the basis of their rank and preferences i.e. applicants with the highest ranks will be matched to their preferences first.

SJT scores will not be included in the calculation of the applicants' HEE WM AFP application score but all HEE WM AFP offers will be subject to satisfactory SJT scores. Applicants with an exceptionally low SJT score will be notified by the UKFPO that they have been withdrawn from the national application process.

Application Outcomes

On **16 January 2019** applicants can login to their Oriel account to see the result of their application(s). If an applicant has been offered a programme, they will also receive an email via Oriel. The result of the application will be either an offer of a programme, notification that the applicant is on the reserve list or notification that they have not been successful. Offers will be made between 09:00 and 10:00. Applicants who have received an AFP offer must accept or decline the offer on Oriel within **48 hours (i.e. if offer is released at 09:15 on 16 January the offer will expire at 09:15 on 18 January)**. Failure to do so by the deadline will result in the offer expiring.

NB: Successful applicants are recruited to a specific 4 month academic F2 post e.g. Academic Respiratory Medicine. This post sits within a generic 2 year foundation programme with 5 other clinical placements, balanced to enable acquisition of foundation +competences.

Applicants should note that clinical placements are subject to change dependent on service need and provisional until confirmed by the employing healthcare organisation.

If an applicant accepts a HEE WM academic foundation programme as part of the allocation process, it will not be possible to change the allocated academic F2 post.

Cascade Process

Following the acceptance period, if places are still available a cascade process will take place, between **23 January 2019** and **6 February 2019**, whereby HEE WM AFP AUoA will offer unfilled places to the next highest scoring applicant available who has not yet accepted an AFP elsewhere. During the cascade process applicants will be permitted 48 hours to accept or reject the offer of a programme on Oriel. After the third cascade of offers HEE WM AFP AUoA will have three days (**11 – 13 February 2019**) to offer any remaining unfilled places to applicants still on the reserve list who have not already accepted an offer elsewhere. Applicants will be contacted by e-mail. Applicants will then have a limited amount of time to accept or decline the offer.

If an applicant accepts an AFP offer at any stage during the offers process, they will automatically be excluded from the FP allocation process. If an applicant does not receive

an AFP offer or declines any offer(s) they receive, they will be automatically included in the FP allocation process.

Feedback

HEE WM AFP AUoA can issue applicants with their HEE WM AFP scores and rankings (including the number of applications received) once the recruitment process has been completed.

Appeals

Applicants cannot appeal against their score. The decisions made about their score by the application scorers/interview panels are final.