**SCHOOL OF MEDICINE, DENTISTRY AND BIOMEDICAL SCIENCES**

**MMI FOR 2024 ENTRY**

**Home fee applicants**

**Guidance for Candidates: In-person Interviews.**

All interviews for home fee applicants for entry to Medicine at QUB will take place in-person. This is a guide on what you need to do before the day and how the day itself will work.

**INTRODUCTION**

The selection process for medicine is intended to look at the following factors:

* Consideration of previous academic performance, either school or university grades.
* Assessments of cognitive ability using the UCAT ability test
* Assessments of non-cognitive ability. These assessments examine skills and attributes such as the ability to communicate, to empathise, and sense of professionalism.

**WHY DO WE INTERVIEW?**

All candidates will have their cognitive ability scored using their academic background and UCAT. A ranked list will then be created from which the top applicants are chosen for interview.

**MMIs - WHAT ARE WE LOOKING FOR?**

The interviews have been designed to test the following which have been identified by both patients and academic staff as key non-cognitive competencies for medicine:

* Communication skills
* Empathy
* Moral reasoning
* Problem-solving

**WHAT SHOULD YOU DO BEFORE THE DAY OF THE INTERVIEW**

Once you have confirmed your attendance at the interview you will receive

1. **An online form** which covers:
	1. A confidentiality agreement
	2. A fitness to practice agreement (Excluded Student Database notice which is a GMC requirement)
	3. A fit to sit notice

Please submit the online form which confirms you have read and agreed to these statements by the deadline you are given. Failure to do so may mean you are unable to complete the interview as planned. A privacy notice will be included with the link to the form so that you are aware of how we use your data, please ensure you have read this document.

1. **A website link. This site includes all of the information in this document and videos to explain exactly what will happen on the day** (only for those called for interview). We have included the same information about interview set up in the document below. We encourage you to take time to look at this website as soon as you receive the link to help you prepare for the day.

This webpage also includes video tours of the medical school to replace the talks and tours which we normally run on the interview days for applicants and their families.

1. **An invitation email which tells you the date, venue and registration time for your interview.** Please keep this invitation safely. Some of you may like to add this to your calendar. Please note the welcome/reception desk in the MBC will be open all day but you only need to come to the interview area at the registration time.
2. **Ensure you have official photographic ID with you for registration at your interview.** A passport/driving licence/ identity or student/school card are suitable provided they have your photograph.
3. **Travelling to the Medical Biology Centre (MBC) at Queen’s University Belfast.**  The interviews are held in the MBC. Please take time to plan your travel arrangements to arrive in good time. There is no provision for parking at the MBC itself. There are public carparks at the Belfast City Hospital which is nearby. The interviews will start on time whether you are present or not.

**ON THE DAY OF YOUR INTERVIEW**

1. **Welcome desk/reception in the Medical Biology Centre (MBC) at Queen’s University Belfast.**  As you enter the MBC from the Lisburn Road entrance there will be a welcome desk, by the porter’s desk, with School of Medicine staff and medical students to help direct you through the building. There are toilet facilities, seating and cafeteria facilities on this floor.
2. **Registration.** The interviews are held on the second floor of the MBC. Stairs up are immediately on the right by the porter’s desk as you enter the building. We ask you to come up to this area at the time of your registration.

At registration we will check your photographic ID. **You will not be allowed to commence the interview unless you have the correct ID and have completed the MS form covering confidentiality agreement, fit to sit policy form asking about previous fitness to practice issues.**

1. **Waiting room.** After registration you will be allocated to groups for your interview and receive a short briefing about the interview arrangements. This all takes 45 minutes hence your registration is booked 45 minutes before your interview starts. You will stay in this room until the interview begins and will return to this room afterwards. You may use this area to leave any belongings or bags. You must not bring a phone into the interview.

The MMI session will last over an hour. You may like to carry a bottle of water with you.

1. **After the interview.**  You will return to this waiting room after your interview. At this time you will have an opportunity to ask any questions you may have about the admissions process.
2. **Talks and support for your accompanying guests.** We understand that many candidates will be travelling with accompanying guests to support them. Whilst you are doing your interview these guests are encouraged to wait in the coffee area designated for them upstairs in St Clements. They will also have a presentation about the course and university together with the opportunity to talk to present students.
3. **Tours.** You and your accompanying guests have been allocated to a specific time for a tour of the other facilities within the university. The allocated time has been sent to you. You must adhere to the allocated time.

**What happens when the interviews begin?**

You will be allocated to your first station. There are 12 stations in each circuit. Nine stations with actual question stations and 3 ‘rest’ stations.

* At each station you will have 1 minute to read the information outside the station.
* When the station begins you will have 5 minutes in the station.
* There is a voice over warning when there is 1 minute left.
* When the station ends you move to the next station and start reading again.
* Stations are designed to be easily completed in the timeframe. If you finish early please stay in the station for the full 5 minutes. You may think of something else you wish to add to your interview. Interviewers will not make conversation during this time so that you can concentrate on your questions. This assures you that all candidates are treated equally.
* If you wish to have the question repeated this is not a problem. Your interviewer will repeat the question exactly. They will not change the meaning of the question in any way. Again, this is to ensure all candidates are treated equally.
* At 5 stations the interviewer will ask questions
* 4 stations will have roleplayers. The interviewer will be watching your interaction with the roleplayer and marking the station as usual.
* We include ‘rest’ stations so that you can have a short break at intervals during the MMIs. At each rest station you are asked to wear earphones. Between stations we encourage you to breathe slowly and empty your mind about the station you have just completed and prepare for the next station.
* You will continue until you have completed 12 stations. The interview will last over an hour in total.

We have circuit invigilators to help guide you from station to station.

 **THE INTERVIEWERS**

All of the staff who are interviewing for entry to medicine teach our medical students – either as clinicians or in the foundations of practice science classes.

**What do I do if I have a problem during the interview?**

We understand that these interviews are important to you and as such you may feel nervous on the day. The interviewers understand this. Usually, candidates become so busy during the interview concentrating on the questions and stations that their nervousness dissipates.

If you have a station where you feel you did less well it is important to clear your mind during the reading time and concentrate on the next station. First you may have done better than you think at that station. Secondly, none of us go through an examination or interview enjoying all the questions. Lastly, the next station is worth equal marks so it is important you concentrate on this station.

If you have any other queries you may wish to raise these during the feedback session after your interview. However, you must realise that there can be no changes made to the marks awarded retrospectively.

**Disability**

Candidates with a disability who may require reasonable adjustments are advised to contact the University in advance so that appropriate support can be provided. Please email MMI\_MedEd@qub.ac.uk with relevant details.

Information provided in the UCAS application will have been reviewed by the disability lead for the Centre of Medical Education. This subgroup is separate to the admissions team. Should adjustments be required, following review at this subcommittee, they will automatically be implemented if an applicant’s pre interview score means they are chosen for interview. Should an issue arise between the closing date and interview date then please make the admissions team (admissions.med@qub.ac.uk) and MMI team (MMI\_MedEd@qub.ac.uk) aware as soon as possible,

**WHEN WILL YOU KNOW WHETHER YOU WERE SUCCESSFUL**

Interviews are held between December and March. A full ranking of candidates cannot take place until after the last of the interviews are held and final decisions on offers can be made. This means that you will not receive a decision immediately. While some early offers may be made please be aware that it could be mid-April before you hear. We hope that you will be successful and that you find the interviews interesting and challenging. In the event that you are not successful, there is the opportunity to request feedback within 6 weeks of being notified of the decision and details of the appeal process for admissions can be found at

<https://www.qub.ac.uk/directorates/MRCI/admissions/UndergraduateAdmissions/UndergraduateAdmissionsPolicy/>

**DATA PROTECTION**

The University receives and processes information from UCAS and UCAT in relation to your application.

<http://www.qub.ac.uk/directorates/MRCI/admissions/FairProcessingNotice/>

In addition, a privacy notice will be emailed to you explaining what data is collected and how it is used as part of the admissions process for medicine.

**ANY QUESTIONS?**

If you have any further queries not answered either here or in the FAQ section available at <https://www.qub.ac.uk/Study/medicine-mmi-candidate-information-home/hom-faq/> please do contact us at MMI\_MedEd@qub.ac.uk

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