

**UNIVERSITY OF LEEDS
SCHOOL OF DENTISTRY
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2018**

This document outlines the School of Dentistry Taught Postgraduate Admissions Policy for 2018 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Taught Postgraduate Admissions Policy downloadable from the University website at (www.leeds.ac.uk/pgtadmissionspolicy) and should be considered alongside this document. This policy will be reviewed on an annual basis. The School of Dentistry Taught Postgraduate Admissions Policy applies to the following programmes:

MSc Paediatric Dentistry*
MSc in Dental Public Health
MSc Translational Research in Oral Sciences
Master of Clinical Dentistry in Advanced Clinical Dental Practice (full time for international students and flexible pathway for Home students)

**These programmes are offered part time. Please follow the application process as detailed below.*

1. Principles

The School of Dentistry ensures that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

2. Selection Principles

The School of Dentistry will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

3. Application process

3.1 How to apply

All applicants for taught postgraduate programmes are encouraged to apply online at <http://www.leeds.ac.uk/students/apply.htm>. If applicants apply online it is possible to track the application at each stage of the process and it is recommended that you check the portal regularly for updates.

For overseas applicants it is important to upload all academic transcripts to the portal to enable us to assess suitability and CAS and Visa documents if you have studied in the UK previously, as failure to upload these may result in a delay to your application.

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at www.equality.leeds.ac.uk/university-policies-2/.

3.2 General entrance requirements

The typical entrance requirement for the School of Dentistry is a good first honours degree of at least a UK lower second class or equivalent. However, there are variations by programme. Criteria for entry to individual programmes of study may be higher and applicants are advised to check with the relevant School prior to applying. Exceptions to this academic requirement may be made when applicants can demonstrate significant relevant non-standard experience and their potential for benefiting from the programme is clear.

The School of Dentistry accepts a variety of academic examinations and qualifications for entry to the MSc/MClinDent programmes. The standard academic entry criteria for entry to the MSc/MClinDent programme at the University of Leeds for 2018 entry are listed at <http://medhealth.leeds.ac.uk/info/1220/postgraduate>. These criteria and qualifications may vary and will be revised annually. Exceptions to this academic requirement may be made when applicants can demonstrate significant relevant experience and their potential for benefiting from the programme is clear.

3.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. The School of Dentistry will only assess applications which are complete before the application closing date.

The following programmes operate an application closing date:

12th January 2018
MSc Paediatric Dentistry
MSc Paediatric Dentistry*

27th April 2018
MSc in Dental Public Health
MSc Translational Research in Oral Sciences
Master of Clinical Dentistry in Advanced Clinical Dental Practice

If you intend to apply for funding, you should submit an application for a place at least one month before any specific scholarship deadline.

International students are particularly advised to submit applications as early as possible to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK. Furthermore, an offer of a place is needed for many of the scholarships available to international students and closing dates can often be early in the year.

3.4 International/ Overseas students

Teaching, assessment and student support will take place in English, unless otherwise stated. Schools must be confident that candidates have the proficiency in English language necessary to succeed on the chosen programme of study and that they meet the UKVI minimum requirements to obtain a Tier 4 visa.

All applications from international students are considered in line with our standard entrance requirements. Proof of English Language proficiency will be required and minimum levels and approved tests for the School of Dentistry are detailed in the University of Leeds Taught Postgraduate Admissions Policy www.leeds.ac.uk/pgtadmissionspolicy

IELTS 7.0 Overall, with no lower than 6.5 in any component

Where an applicant does not meet the English language requirements for the academic course, but does meet the requirements for the University of Leeds pre-sessional English Language summer courses, they may be eligible for a combined offer for the pre-sessional and Taught Postgraduate programme. Applicants will be informed via their offer letter if they are eligible for a combined offer, for which they will need to opt in. Applicants with a combined offer needing a CAS will receive a single CAS for the duration of their studies. Applicants must attend and pass the pre-sessional course in order to progress onto the Taught Postgraduate programme. Failure to do so will result in the applicant being unable to join the Taught Postgraduate programme. Applicants can opt out of this route in favour of meeting the English Language requirement by completing one of the English Language tests detailed in Appendix A, Section 2, by declining the offer and contacting tp_applications@leeds.ac.uk.

Admissions staff are experienced in considering a wide range of international qualifications against programme entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the School admissions office directly.

Further information for prospective international applicants can be found on the University of Leeds website at <http://www.leeds.ac.uk/international>.

Overseas applicants and applicants from non-EU countries should note that student visa regulations will not normally allow study on a part-time basis.

3.5 Admissions intake

All programmes within the School of Dentistry aim to recruit the highest calibre students, with all places awarded on merit. The allocation of student places is set for each programme on an annual basis.

Programmes within the School of Dentistry are generally very popular and we often receive a greater number of applications than the number of places available. There is no predetermined limit to the number of UK/EU or international numbers within the maximum number of students admitted onto the programmes.

3.6 Advanced Entry

Accreditation of prior learning is a process undertaken by the University in order to assess and, as appropriate, recognise prior experiential learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study. Credit Transfer is the process by

which the University accepts credit arising from prior certificated learning, either awarded by itself or another institution, as contributing to an award of the University.

Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant School at the point of admission onto a programme of study. Retrospective applications from students part-way through a programme will not normally be considered. Further details of the University's policy can be found on our website at http://ses.leeds.ac.uk/info/22149/az_of_policies_and_key_documents/623/accreditation_of_prior_learning

4. Selection process

Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become a successful student in the School of Dentistry.

Relevant voluntary or work experience will be taken into account.

4.1 Interviews

The MSc/MClinDent Admissions team assess all applications as they are received and immediately after the closing date for submissions.

The School of Dentistry will usually undertake interviews of applicants, allowing us to assess an applicant's aptitude and interest in the programme.

Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis or via Skype, video conferencing or telephone, particularly for overseas applicants.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) will require adjustments at interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. The School is responsible for making reasonable adjustments where possible. The University's Disability Services team should be consulted for further advice or information regarding disability related adjustments (email disability@leeds.ac.uk) [and the Equality Policy Unit for advice on other adjustments \(email \[equality@leeds.ac.uk\]\(mailto:equality@leeds.ac.uk\)\)](#).

For all programmes, we normally interview by skype or telephone with two members of the module team. We assess specialty specific communication, applicant's motivation and understanding of the specialty. Applicants are usually requested to liaise with the department to arrange a mutually convenient day and time for the interview to ensure flexibility.

4.2 Offers

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. Offers are made based on the information supplied on the application form, and where required, proof

of English Language as detailed on our website.

For all our courses we will expect applicants to provide a range of evidence such as references, a personal statement and other evidence specific to the programme in which they are applying – full details of what we require can be found on the Application Portal or on coursefinder at <https://courses.leeds.ac.uk/course-search?query=dentistry&type=PGT> The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made

4.3 Unsuccessful applicants

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback should be made via the applicant portal. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy <http://www.leeds.ac.uk/pgtadmissionspolicy>.

4.4 Complaints

The School of Dentistry will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Taught Postgraduate Admissions Policy <http://www.leeds.ac.uk/pgtadmissionspolicy>. Applicants who wish to challenge a decision to reject their application should write to *Dr Simon Wood, Associate Director for Student Education (Admissions)* detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision.

Full details of the complaints procedure can be found in the University of Leeds [Postgraduate Admissions Policy](#).

4.5 Disabled applicants

The School of Dentistry welcomes applications from disabled people¹. The University will make appropriate adjustments, to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to declare their disability should be aware that it may

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact on that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

be more difficult, or in rare cases impossible, to make the appropriate adjustments. Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability. Disabled applicants are also advised to contact the University's Disability Services team (part of the University's Student Education Service) once an application has been submitted, to discuss any support requirements they may have in relation to the programme for which they have applied. Disability Services can be contacted at disability@leeds.ac.uk.

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at www.equality.leeds.ac.uk/university-policies-2/.

4.6 Applicants with a health-related issue or other mitigating circumstance

This section deals with health-related issues,² which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions contact as soon as possible if their health is likely to impact on their ability to engage with the admissions process. The University aims to be flexible in such circumstances and to take such issues into account.

If a candidate feels that their prior ill-health – or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) – may have affected their previous education, or the grades they received in past examinations, then they are also welcome to contact the School to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances.

4.7 Support for applicants who are pregnant

In line with the University policy on support for students who are pregnant or have young children (available from <http://www.equality.leeds.ac.uk/university-policies-2/>), applicants who are pregnant are advised to inform their Admissions Tutor/Officer at an early stage. This is so that consideration can be given to appropriate support being available from the start of their programme of study.

4.8 Applicants seeking deferred entry

The School of Dentistry considers a deferred applicant as one who currently holds an offer but wishes to change the year of entry to the following academic year, or one who applies for the following academic year from the outset. Applicants who wish to defer an offer of a place to the following academic year should contact the Academic School. Only applicants with an unconditional offer, or who have an offer conditional on English language are able to defer. Deferral of a place to study is at the discretion of the School of Dentistry and is strictly limited to a maximum of one academic year following the year of initial application. Except where a 2 year time limit is placed on an English Language qualification, any offer made will not be subject to change.

² Which are not classed as a "disability".

Applicants who request deferral for more than one academic year will normally be required to reapply. Such candidates should be aware that no guarantee can be given that another offer will be made and that the conditions of any future offer may differ to those of the original.

Applicants who wish to defer an offer of a place to the following academic year should request so via their online application portal.

4.9 Applicants wishing to reapply

Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt will be an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

4.10 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution. Where appropriate, such candidates may be able to apply for Advanced Entry (see xx).

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related programme of study, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons e.g. ill health, financial reasons, will not be subject to this condition.

Applications from candidates who have been permanently excluded (expelled) from the University for Disciplinary Reasons, those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline will be rejected.

Applicants should contact the school for further information.

4.11 Professional Requirements

4.11.1 Blood borne viruses

All students that have a clinical commitment as part of their MSc/MClinDent course within the School of Dentistry, or on Leeds Teaching Hospital NHS Trust premises, must be able to comply with the information below. *Note that whilst DPH is a clinical specialty, students will not see patients during the course of their MSc in DPH and therefore are not required to comply with the information in section 4.10.1, 4.10.2 and 4.10.3.*

All dental students, and dentists, that undertake procedures which are 'exposure prone' i.e.; there is a risk of cross-infection of diseases between the dentist and patient and vice-versa, must have acceptable documentary proof of their current status with regards to being carriers of blood borne viruses. There are certain diseases, which are blood-borne, and may preclude a dentist from clinical practice, and these include (but are not limited to) HIV,

hepatitis B and hepatitis C. Carriers of these diseases will not be able to undertake any clinical practice, if so required by their MSc/MClinDent programme.

The Leeds Teaching Hospitals Trust requires that all undergraduate and postgraduate students are screened for hepatitis B, hepatitis C and HIV prior to commencement of clinical studies. It is a professional requirement that any student (undergraduate or postgraduate) or other Dentist who suspects that they may have contracted such a transmissible disease reports this immediately to the appropriate occupational health team or employing body. The School of Dentistry reserves the right to refuse admission to the MSc/MClinDent programme to any candidate with a serious transmissible disease such as tuberculosis, hepatitis B, hepatitis C or HIV.

4.11.2 Hepatitis B immunisation

In accordance with national guidelines, all MSc/MClinDent candidates are required to be immune to the hepatitis B virus. This includes students that might work on laboratory projects with patient samples. Immunity is normally conferred via vaccination. Those applicants who have been immunised by their Medical Practitioner will be required to provide documentary proof of immunisation upon registration. The School of Dentistry will arrange an immunisation schedule for students enrolling on the programme who have not already completed a successful course of vaccination. This service is only available to applicants who have successfully met the conditions of an offer to study on the programme - i.e. it is not available to applicants who have not yet achieved a place on the programme. Vaccinations arranged with the School will normally commence during Induction to the programme in September of the year of entry. In some people, vaccination against the hepatitis B virus is not successful. In such circumstances, repeat vaccinations may be offered – however a small percentage of the population never respond to the hepatitis B vaccination and are therefore unable to continue with clinical practice.

4.11.3 Dress Code

Applicants should also be aware that there is a strict dress code for staff and students when working in the clinical areas of the School of Dentistry and in our Outreach Settings. Clothing and personal appearance must accord with the reasonable expectations of a member of the public for a professional person.

For hygiene and infection prevention reasons, staff and students must comply with the NHS Trust Regulations and **must be bare below the elbows in clinics**.

Further details of the dress code will be provided to successful applicants when they register for study.

4.11.4 Drugs & substance use

The School of Dentistry has a 'zero tolerance' policy on illegal drug use. Students found to have taken illegal drugs or to be substance abusers, at any point during their studies will be referred to the Professional Conduct Committee and are likely to be removed from the programme.

4.12 Criminal convictions

The University has a policy statement on students with criminal records, which can be accessed from our website at

http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf

. This policy includes applicants seeking admission. It should be noted that if an applicant is required to disclose a criminal offence and fails to do so this will generally be considered a

very serious matter and is likely to lead to their application being rejected or, if admitted, to their registration at the University being revoked.

Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question. The University may request further information about the nature or context of an applicant's criminal record.

Applicants will be screened via the Disclosure and Baring Service (DBS) for a prior criminal record. Enhanced disclosure will be sought in September. Equivalent arrangements will be made for non-UK entrants. If anything referred to in the search is a problem, the School will review the matter in accordance with its policy. Students may have their record checked again at any time. Others involved in delivery of the programme may also need to take up checks of their own. If the results of any of these checks are deemed unsatisfactory by the School of Dentistry, or third parties assisting in the delivery of the programme, the application will fail (if the applicant has not yet been registered as a student). Registered students may be required to withdraw from the programme. Bearing in mind the School's priority to preserve the safety of others, students must declare immediately any offence or relevant police investigation in which they become involved.

A full outline of the School of Dentistry's policy in relation to criminal records is available in the School's Criminal Records Policy document

5. Opportunities to visit

5.1 University open days

Applicants are encouraged, if at all possible to arrange personal interviews with members of the speciality department concerned. Applicants are asked to contact the Postgraduate Admissions team to organise this.

5.2 School Open Days

The School of Dentistry does not offer post-application open days.

6. Scholarships & funding

The University of Leeds currently offers a wide range of scholarships and studentships that provide funding for students to undertake postgraduate study at the university. These range from partial funding towards academic fees to fully funded awards which also provide a living allowance. Further details can be found on our website at <http://www.leeds.ac.uk/info/130536/funding>

6.1 University Scholarships

Postgraduate students at Leeds benefit from around £10m of funding from the University and externally. **Postgraduate scholarships** are available to international, UK and EU students and you may be eligible.

7. Contact details

7. Contact details

Application enquiries

All enquiries should be directed to the Postgraduate Admissions Office at the following contact details:

Postgraduate Admissions office
Student Education Office
School of Dentistry
Clarendon Way
Leeds LS2 9LU
Telephone: +44 (0)113 343 9922
Email: DentistryPG@leeds.ac.uk

Last updated by Naomi Tickhill, Admissions Manager, April 2017