

**UNIVERSITY OF LEEDS
SCHOOL OF DENTISTRY**

**UNDERGRADUATE ADMISSIONS POLICY
2018**

This document outlines the School of Dentistry's Admissions Policy for 2018 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Undergraduate Admissions Policy (<http://www.leeds.ac.uk/admissionspolicy>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Dentistry's Admissions Policy applies to the following programmes:

A200 Dental Surgery MChD/BChD, Oral Science BSc
A900 BSc (Hons) Dental Hygiene & Dental Therapy

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 UCAS process

All full time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by 15th October for Dental Surgery and 15th January for Dental Hygiene & Dental Therapy

The School of Dentistry will not normally accept applications after the initial UCAS closing date and does not normally participate in the UCAS Extra scheme.

3.2 Access to Leeds and Realising Opportunities scheme

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two or more of the following criteria are eligible to apply for the Access to Leeds scheme:

- From a household with an annual income of £25,000 or below OR in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education

- Attends, or has attended, a school which achieved less than the national average of 5 A* to C or 9 to 4 passes (including English & Maths) at GCSE
- Only option is to attend a local university
- Studies disrupted by circumstances in their personal, social or domestic lives
- Live in a geographical area with low levels of progression onto higher education
- Living or grew up in public care.

Access to Leeds applicants receive special consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice as well as:

- a reduction of two A Level grades (across two of three A levels, if taken), OR
- an equivalent reduction where alternative qualifications are offered

Access to Leeds students are eligible for an Access to Leeds offer if they meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C/4 (or equivalent) in the requested subject area, although many applicants to highly selective courses present with higher than the minimum GCSE requirements. For more information on Access to Leeds please refer to http://www.leeds.ac.uk/info/128005/applying/33/alternative_admissions/2

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

Applicants who do not meet the standard criteria for an offer but are Access to Leeds eligible will be considered for an offer that is "Access to Leeds only" and require successful completion of the Access to Leeds module in order to have their place confirmed. Such applicants must meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C/4 (or equivalent) in the requested subject area.

The Access to Leeds scheme is not appropriate for applicants who already hold a Higher Education qualification or those taking an Access to Higher Education or foundation qualification.

3.3 Deferred applications/ Gap-Year

The School of Dentistry will accept applications for deferred entry. We welcome applications from applicants who are intending to undertake a Gap Year.

Applicants who wish to defer following the submission of their application may be required to do so prior to the confirmation of a place. For offer holders whose first language is not English, English language qualifications must also be valid at your revised start date.

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, they must reapply and contact the School.

3.4 Re-sits/ Re-applications

The School of Dentistry will accept applications from applicants who have re-submitted applications and/or re-sat examinations. We will only accept one resit attempt at full A levels, unless an applicant is able to provide evidence of mitigating circumstances that may have prevented them from achieving the required grades on their second attempt

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 is 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.

3.5 Early Examinations

The School of Dentistry recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability, this may be as early GCSEs or A-levels (or equivalent) across three years.

Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting. If this has not been the case, then we advise the school provides further information as to reasons for this within the academic reference section of the UCAS form.

3.6 Cashed in AS Levels

The University of Leeds is committed to ensuring that applications are considered holistically. We take a broad view of the full information available in the UCAS application form and use all the information provided as part of our decision making process. We therefore strongly encourage all applicants to declare their cashed in AS results. We recognise that some A-level students will no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds.

3.7 Internal transfers

The School of Dentistry will not accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds. Anyone wishing to study a Dental programme will be required to apply directly for year one. They would need to meet the standard academic entry requirements as found on Coursefinder. All applicants will be subject to the same competitive process as UCAS applicants. You will be expected to meet the standard entry requirements, provide the same level of information as a normal admissions application and abide by the same deadlines

3.8 External transfers

The School of Dentistry will not accept applications from applicants who wish to transfer onto one of our courses from other institutions.

3.9 Advanced Entry

The School of Dentistry does not accept applications from applicants who are seeking advanced entry. All applications must be made to the first year.

Further details of the University's policy can be found on our website at http://ses.leeds.ac.uk/info/22177/decision-making_and_admissions_procedures/623/accreditation_of_prior_learning

3.10 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. The School of Dentistry does not currently offer any, but for the current range of Joint Honours programmes offered by the University of Leeds please refer to http://www.leeds.ac.uk/coursefinder/Joint_Honours/201516/UG

3.11 Extended degree programmes

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University's extended degree programmes with foundation year. Please see Appendix A of the University of Leeds undergraduate admissions policy, or the Lifelong Learning Centre website for details <http://www.llc.leeds.ac.uk/course-directory>.

The three programmes that are currently available to apply for are:

Dental Surgery: [Interdisciplinary Science Foundation Year](#); [BSc Studies in Science](#) (for those wishing to transfer from an Arts background).

Dental Hygiene & Dental Therapy: [Preparation for Higher Education](#)

3.12 Age and Safeguarding

The University recognises someone's young age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf

3.13 International/ Overseas students

Teaching, assessment and student support will take place in English, unless otherwise stated. The Dental School 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, (typically expressed as GCE A-level qualifications) and we would expect predicted grades to be of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for the School of *Dentistry* are detailed below:

- IELTS: IELTS 7.0 overall, with no less than 7.5 in listening and speaking, and no less than 6.0 in writing and reading.
- TOEFL Internet based Test: 100 overall with no less than 24 in Listening, 21 in Reading, 22 in Writing and 26 in Speaking
- TOEFL Paper based Test: 570 including 55 in the Test of Spoken English (TSE) and at least 5 in the Test of Written English (TWE)
- GCSE: Overseas Boards – Grade C or better

For other English qualifications, read English language equivalent qualifications.

International students who do not meet the English language requirements for the programme may be able to study an English for Academic Purposes pre-session course with a progression route to the degree programme. For information and entry requirements, read Pre-session programmes.

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants for whom English is not their first language may require an additional English language qualification to gain entry to the University of Leeds and will be made an offer which is conditional on successful completion of one of the approved tests, or one of the University of Leeds pre-session English language courses. A list of applicants who are not required to undertake further English language tests can be found on our Language centre website

http://www.leeds.ac.uk/arts/info/125008/english_language

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies. Further information for prospective international applicants can be found on our 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.

3.14 Mature applicants

Mature students, those who will be over 21 at the point of entry, wishing to study on a full-time basis should apply using standard UCAS procedure (See [section 3.1](#)). Applicants are assessed on the basis of their UCAS form, as detailed in [section 4](#). An interview and/or piece of assessed written work/test may also be offered as part of the entry process.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact: lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

3.15 Part time applicants

Due to the nature of our programmes, the School of Dentistry is unable to offer any part time courses.

3.16 Disabled applicants

The School of Dentistry welcomes applications from disabled people¹. The University will make appropriate adjustments, with the aim of ensuring 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.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability. 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 be more difficult, or in rare cases impossible, to make the appropriate adjustments. 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 through UCAS, 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.

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.11 of the University's Undergraduate admissions policy (<http://www.leeds.ac.uk/admissionspolicy>)

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.

3.17 Applicants with a health-related issue or other mitigating circumstances

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue or additional support needs. The School sees health-related issues² as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

¹ ¹The 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.

² Which are not classed as a "disability".

Applicants with a health-related issue should contact the School as soon as possible if their health is likely to impact on their ability to engage with the admissions process.

If a candidate feels that any disability, 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 may have affected 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. Where these circumstances are affecting or have affected current studies the correct course of action would be to notify the relevant exam board of the circumstances. Whilst you are welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades are what will be used when making a decision.

3.18 Support of 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 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.

3.19 Criminal convictions

The University has a Policy statement on students with criminal records 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.

Where indicated in the prospectus or on the University's website, specific programmes may involve regular access to children and/or vulnerable adults, and applicants may be required to undertake with satisfactory results, certain checks with the Disclosure and Barring Service. The University will send further instructions as part of the admissions process where this is the case.

It should be noted that the General Dental Council also considers criminal convictions in relation to fitness to practice and the School has no control over this process. It is possible that certain criminal convictions could pose difficulties at the point of registration. See [GDC Fitness to Practice](#)

International students: the DBS check can only include background checks on time spent in the UK. If the student has been resident in the UK for less than 3 years, then a criminal record check will be required in addition to the UK DBS check. This may be referred to as a 'Certificate of Good Conduct' (CoGC) but the name varies.

The school is obliged to refuse admission to applicants for certain programmes which are regulated by national or statutory bodies where enhanced DBS checks reveals prior criminal behaviour giving rise to concern for the protection of the public

Section 4: Admissions Requirements

4.1 Admissions intake

Details are given below of the typical annual intake through UCAS for each programme within the School of Dentistry. The figure given is for home students, including mature students and those from the European Union. International fee-paying students are considered separately and are not included in these figures.

Dental Surgery programme: Government (HEFCE and SIFT) funding currently allows an intake of 72 home students, including mature students and those from the European Union. Overseas students currently compete for a government quota of 4 international places and are required by the UK Government to pay a higher rate of fees than home students.

Dental Hygiene & Dental Therapy programme: Government funding currently allows an intake of 25 home students (not yet agreed for 2018), including mature students and those from the European Union. This degree is not currently available for international students.

4.2 Competition for places

Programmes within the School of Dentistry are generally very popular and we receive in excess of 450 applications for the 72 places available for Dental Surgery. We receive in excess of 300 applications for 25 places available for the Dental Hygiene & Dental Therapy degree. Most of our applicants have an excellent academic record.

4.3 Selection process

All applications must be made online through the Universities and Colleges Admissions Service (www.ucas.com). 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 successful students on our degree programmes.

The selection criteria will be applied ensuring that we treat all students 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.

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/.

4.4 Academic entrance requirements

The School of Dentistry welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see [[Master and Bachelor of Dental Surgery, Bachelor of Science](#)] or [BSc \(Hons\) Dental Hygiene & Dental Therapy](#) for the programme list of entry requirements and accepted qualifications.

We recognise the value, effort and enthusiasm applicants make in the Extended Project and may include it as part of an alternative conditional offer.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

4.5 Assessment of Applications (Stage 2)

4.5.1 Academic Criteria

Applications are initially assessed according to academic merit. Applicants may be rejected solely upon the basis of the academic criteria. For example rejection may occur if the entry qualifications offered are not those listed as acceptable by the School or if the predicted or achieved performance in any qualification falls short of the standard entry requirement. Extended Projects should also be declared, particularly those in an oral health related topic.

4.5.2 Non Academic Criteria

If the predicted/achieved academic performance of the applicant meet or exceed the entry requirements, non-academic criteria will then be scored. Applicants should read the personal statement guide at http://medhealth.leeds.ac.uk/downloads/1211/dental_surgery/.

4.5.3 Biomedical Admissions Test

All applicants for the Dental Surgery programme are required to sit the BMAT in September or November each year. The results from the first sitting only will be accepted. The BMAT is not required for the BSc in Dental Hygiene & Dental Therapy degree.

4.6 Fitness to Practise – Other Requirements for Entry

4.6.1 Health and Wellbeing

Any offer of a place to study in the School is conditional upon a satisfactory medical examination to be undertaken under arrangements made by the Dental School for all students before the commencement of their studies. Whilst the University of Leeds and School of Dentistry firmly support students with health difficulties, due to the responsibility held to patients, it is essential that students are fit for clinical practice. In rare circumstances, students may be required to provide evidence that they are fit for clinical studies (such as a report from their medical practitioner). Students who are experiencing health-related difficulties will be given appropriate support, without prejudice. Full details can be found on the

HEOP's document http://www.heops.org.uk/HEOPS_Dental_Students_fitness_standards_2013_v11.pdf

4.6.2 Blood Borne Viruses

There are additional guidelines regarding blood borne viruses in Dentistry, please see <http://www.dentalschoolscouncil.ac.uk/publications.htm>

4.6.3 Drugs and 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 are likely to be removed from the programme.

4.7 Dress Code

Applicants should 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 clinics. 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 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.

4.8 Personal statement advice

The personal statement of the UCAS form provides an opportunity for applicants to demonstrate that they have the enthusiasm, skills and attributes required to be a successful student and dental practitioner. Further details on personal statement advice can be found on the School of Dentistry website http://medh-alth.leeds.ac.uk/downloads/1211/dental_surgery/.

4.9 Interviews

We interview in the region of 250-350 for Dental Surgery and in the region of 100-150 for Dental Hygiene & Dental Therapy applicants during the period 8th – 16th February 2018. Dental Hygiene & Dental Therapy students are normally interviewed on the 15th and 16th February. The interview allows us to further assess the non-academic criteria we require: that is, the personal qualities that have been demonstrated by successful students on this programme. On the day of interview, applicants will also have the opportunity to look around the School of Dentistry and meet some of our students and staff.

Each applicant will participate in a set of mini interviews. Candidates should expect to be present for an entire morning or afternoon session. The format of the interviews is a number of different tasks undertaken consecutively. These tasks are carefully designed to determine each candidate's suitability to study one of our dental programmes. Performance will be assessed separately for each station and an overall score generated. Shortlisted applicants will receive a written invitation from the School to attend on a specific time or date. It may be possible to change your date/time within this week, but this cannot be guaranteed.

Section 5: Offers

Those interviewees with the highest ranked performance in all the assessment undertaken during the MMI event will be made an offer of a place. The number of offers made will be calculated in reference to previous years' intake statistics and conversion ratios. Offers made may be 'conditional', i.e. require the student to meet a particular set of requirements such as grades in qualifications or 'unconditional' whereby no further academic achievement is required. Any offer made is subject to the standard entry conditions outlined on coursefinder. We will not offer a place to anyone who has not had an admissions interview at the School of Dentistry.

All applicants will be acknowledged by email once we have processed your application form. The email will outline the details of when you will next hear from us in terms of interviews and all other decisions.

5.1 Confirmation

Each offer is specific to an applicants individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application year unless other stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

If the Health and DBS conditions are not met prior to registration, proof that these checks will be fulfilled during term 1 can be used to confirm a place. This can be an appointment card or evidence of when forms were submitted.

5.2 Re-marks

The School of Dentistry may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark. However applicants may be offered a deferred place or asked to re-apply.

5.3 Reasons for unsuccessful applications

Due to the volume of applications received students who already hold or are predicted lower than the typical academic entry requirement may not be successful. Many applicants who do meet the non-academic requirements may also not be successful.

The UCAS forms of applicants who are unsuccessful in gaining a place on their chosen programme may be passed to the admissions tutors for other courses in which the applicant may be interested.

5.4 Feedback

Unsuccessful applicants will be sent automatic feedback at each stage of the process. Due to the high volumes of applications, regrettably this is the only piece of feedback that we are able to provide and any requests after this has been sent will be declined.

5.5 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 [Undergraduate Admissions Policy](#).

Applicants who wish to challenge a decision to reject their application should first write to the Admissions Team at denadmissions@leeds.ac.uk, who will refer your complaint to the Admissions Tutor to investigate. This request must be made within 14 days of the School's decision. The School will normally reply within a reasonable timeframe.

If you are still not satisfied with the response, you should write to Dr Simon Wood, Associate Director of Student Education (Admissions) at the School of Dentistry, detailing the nature of their complaint. The complaint must typically be made within 14 days of the response from the Admissions Tutor. Full details of the complaints procedure can be found in the University of Leeds [Undergraduate Admissions Policy](#).

Section 6: Opportunities to visit

6.1 University open days

The University of Leeds Undergraduate Open Days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our open day webpage: http://www.leeds.ac.uk/info/30335/open_days

6.2 Applicant visit days

The School of Dentistry regrets that the number of applications received means that we are unable to offer any other form of post-application visit.

Section 7: Scholarships & funding

The University of Leeds has one of the most comprehensive financial support packages available. One in three students qualifies for a bursary and in addition we have a series of scholarships. For further information about scholarships available and other types of financial support visit http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fees

Section 8: Contact details

8.1 General pre-application enquiries

For general enquiries and information relating to courses and admission to the University of Leeds, applicants should contact the Course Enquiries Office

Admissions Enquiries,
University of Leeds,
Leeds,
LS2 9JT
Telephone - +44 (0) 113 343 2336
Email - study@leeds.ac.uk
Web –www.leeds.ac.uk/undergraduate

8.2 Post-application enquiries

Admissions enquiries specific to the School of Dentistry should be directed to

Admissions Team.
Student Education Office
School of Dentistry
Clarendon Way
Leeds, LS2 9LU
Telephone: 0113 343 9922
Email: denadmissions@leeds.ac.uk

Updated by Naomi Tickhill, Admissions & Quality Assurance Manager in April 2017