

## Departmental Admissions Statement

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| <b>1. Admissions Process</b>  |
| <u>Year of admissions cycle – 2010</u>  |
| <u>Courses covered</u>  |
| <b>BDS Degree Programme</b><br>A206, A204   |
| <u>Admissions Team</u>  |
| Dr John Moran, Admissions Tutor. Mrs Geraldine Vines, Undergraduate Administrator, Dental Admissions Committee  |
| <u>Outline of assessment methods</u>  |
| <b>Admissions Process</b><br><br>All applications are considered on an equal basis and the selection process is the same for UK/EU and overseas applicants. All candidates who are selected for interview must attend in order to be considered. Forms are not segregated by type of educational institution attended. Typical offers are reviewed annually.<br><br>All applications to must be submitted to UCAS by 15 October. Late applications are considered in exceptional circumstances only. Applicants who use the 5 <sup>th</sup> option on the UCAS form, for another (non-dental) programme, will not be disadvantaged.<br><br>The forms are processed as quickly and efficiently as possible, following receipt by the University Admissions Office, with the intention that 95% of UCAS forms will have been through the selection process by 31 January. All applicants will have heard from the Admissions Office by 31 <sup>st</sup> March.<br><br>From the applications received, approximately 220 will be selected for interview for the 5 year course and 15 for the 6 year. From these, around 180 candidates for the 5 year course and 10 for the 6 year course will receive an offer.<br>Forms are checked to ensure that all required information has been entered correctly onto the UCAS form. If this is not the case then the Admissions Office may contact UCAS, the academic referee or the candidate for clarification.<br><br>All UCAS forms are considered independently by two members of the admissions team who consider the personal statement, qualifications and academic reference for evidence of: <ul style="list-style-type: none"><li>• Academic achievements and predictions</li><li>• Interest, motivation and commitment to dentistry as evidenced in the personal statement</li><li>• Amount and variety of dental work experience (normally expected to be an equivalent to at least 20 days. Where possible this should be within various fields of dentistry.)</li><li>• Extracurricular interests including sporting, musical and other personal achievements</li><li>• Evidence of teamwork, manual dexterity and leadership</li><li>• Demonstration of voluntary, charitable and/or mentoring qualities.</li><li>• Paid or unpaid work</li></ul><br>All applicants will be contacted within 4 weeks of receipt of application, to establish contact and inform the applicant of the process to be followed ( <i>or alternative arrangements</i> ). |
| <u>Other correspondence with applicants</u>   |
| <u>Additional assessment: (a) interviews</u>  |

We interview on the basis that we only have limited information from the UCAS form and, as such, we need to establish that the applicant has the necessary qualities required to become a good dentist.

All interviews are conducted by two people, of whom at least one has been trained in fair and effective recruitment techniques, and are undertaken in accordance with the University's policy on equal opportunities. Interviewers are University and Hospital staff who have teaching contact with undergraduates at various stages throughout the programme. At least one member of each interview team is clinically qualified.

Prior to interview applicants are advised to bring with them evidence of their manual dexterity such as artwork, woodwork, needlework, certificates of achievement in dance, music etc. Applicants may be asked to demonstrate their manual dexterity during the interview session.

On arrival for interview, applicants are given the opportunity to update their personal statement and to confirm details of their work experience.

The Dental Admissions Tutor provides an overview of the admissions procedure, the format of the BDS programmes and the interview day timetable.

Each interview may last up to 20 minutes, during which applicants will be given the opportunity to show evidence of their manual dexterity, knowledge and commitment to dentistry.

Throughout the day clinical students will be on hand to answer any questions and escort applicants on tours of the dental school and hospital.

#### **After interview**

Interviewers are asked to assess applicants on

- general presentation
- response to questions
- knowledge of dentistry and the NHS
- teamwork and leadership skills
- general interests
- manual dexterity.

All interviews are scored by the Admissions Tutor on the applicant's interview assessment, the value put on their work experience and the mark for their written exercise (see below). Offers will be made to those applicants achieving the highest points overall.

#### Additional assessment: (b) tests/written work

At the end of the Admissions Tutor's talk applicants are asked to write a 10 minute written exercise on a topical, dentally-related subject. (Examples are not available to applicants prior to interview). This exercise is used to determine spontaneity, written content, clear thought processes plus use of grammar and punctuation. It is available to interviewers and is scored by the Dental Admissions Tutor following interview.

#### Procedures for specific categories of applicant

##### Mature Applicants

Mature students should show evidence of recent study to a high level of achievement.

##### Processes specific to Deferred Applicants

Applicants are supported if they wish to take a year out between leaving school or college and entering the Dental School. They should have made firm plans for how they intend to spend the year

### Processes specific to Overseas Applicants

Overseas applicants must satisfy the Dental Admissions Committee's requirements in spoken English proficiency, and this will be reflected in the terms of any subsequent offer.

### Cross-dept/joint course admissions arrangements

## **2. Criteria for assessing applicants**

### Entry Requirements

Academic entry requirements for standard qualifications (A-level, SQA, IB, Access, BTEC, Welsh Bacc, 14-19 Diploma, GCSEs) can be found in the online Undergraduate Prospectus: [http://www.bris.ac.uk/prospectus/undergraduate/2010/sections/ORDS/dept\\_intro](http://www.bris.ac.uk/prospectus/undergraduate/2010/sections/ORDS/dept_intro) . Other qualifications, including international qualifications, will be considered on their individual merits; further information is available at: <http://www.bristol.ac.uk/international/study-at-bristol/how-to-apply/country-specific/> .

### Academic Record Criteria

#### **A levels: (A2)**

Applicants offering A levels are expected to take all three during the same exam period and achieve a minimum of AAB, with A grades in both science subjects (see Entry Data). With regards to the third choice of A level, there is no advantage in choosing another science subject.

A1 levels are not taken into account, except where applicants are not taking Biology to A2 level, in which case, Biology should be offered at A1 level with an A grade achieved.

**UKCAT/GAMSAT exam:** Neither exam is currently required for either dental programme.

#### **Non-traditional entry**

In line with the Faculty's Widening Participation Strategy entry qualifications other than A levels may be considered please see Entry Data.

#### **Re-sit Candidates:**

Applications will be considered, in exceptional circumstances, from candidates who had firmly accepted a conditional offer from Bristol, narrowly missed achieving the required grades and performed well at interview for the previous admissions cycle. A further application must be made via UCAS. Any subsequent offer would be subject to achieving grades AAA in the same subjects within one year of the first sitting.

### Contextual information

We take an holistic approach to all applications, ensuring that the educational and social context in which an applicant applies is taken into consideration, where supported by clear evidence that this may have adversely affected academic achievement. This may include time spent in Local Authority care, information about which is provided in the UCAS application.

We also consider evidence of clear motivation to study. This may include attendance at a University summer school, a targeted Access Scheme (such as Access to Bristol), or participation in Aimhigher outreach activities.

Consideration will also be given to applicants who have completed a targeted Access scheme at another university, under the 'Mutual Recognition Scheme'.

We do not take the following into consideration when making admissions decisions: the school type attended by an applicant or whether an applicant's parent has any experience of higher education.

#### Personal Statement Criteria

You are expected to show in your personal statement that you have made some effort to find out what it would be like to work as a general dental practitioner, and should refer to your dental and other health-care work experience. The equivalent of 20 days' work experience is recommended. You should have worked in various fields of dentistry, for example, a general practice, a hospital, a dental laboratory, or community service.

Good communication skills are essential. Can you explain complex information simply and coherently? Dentists work closely with patients and must develop a high standard of professional responsibility. You should show that you are a reliable and conscientious person. You will need to be interested in people and their welfare. Can you reassure people and put them at their ease?

Being able to work with your hands is very important. Do you play a musical instrument, do any art or crafts, make models or do your own car or bike maintenance?

You will need to have a logical mind, so that you will be able to formulate questions and solve problems. You will need to be self-motivated. Can you set your own goals and show independence of thought?

You will also need to be able to work well in a team. Professional dentists work with a group of other people, for example, other dentists and dental specialists, dental nurses, hygienists, dental technicians, and reception and administration staff.

We are also interested to hear about your extra-curricular activities, and general interests. How do you contribute to your school or community? What do you do to relax?

#### Reference Criteria

Referees should note that the reference will be used as a basis for the assessment of academic performance and as support for the personal statement. Assessors will want to consider the accuracy and consistency of the predicted grades in the light of previous GCSE and AS level achievement (or reasons why this is not the case), evidence of effort and a positive attitude towards studies, and if there are any educational or special circumstances. It would also be useful to have comments on the suitability of a candidate for a career in dentistry, their ability to communicate and work well with others, and evidence of dexterity.

#### Criteria for international applicants (if different)

#### **Additional requirements for Overseas Applicants**

Qualifications as for UK/EU applicants **plus** English language requirements where English is not the first language. English Language requirements can be found in the UG Prospectus: [http://www.bris.ac.uk/prospectus/undergraduate/2010/sections/ORDS/dept\\_intro](http://www.bris.ac.uk/prospectus/undergraduate/2010/sections/ORDS/dept_intro) and at: <http://www.bris.ac.uk/university/governance/policies/admissions-english-lang-reqs.html>

Overseas applicants (from outside of the EU) should be aware that they are required to have work permits if they wish to complete their Vocational Training in the UK, following graduation. For this they will need a work permit for a specific job. Applications for permits can only be made by British-based employers (in this case, trainers) on behalf of the person they wish to employ (in this case, potential Vocational Dental Practitioner). There is no provision within the current arrangements for individuals to apply on their own behalf. See <http://www.bristol.ac.uk/dentalpg/vt/noneeavt.html> for further information.

Applicants are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion, disability or age.

Typical offers for A-levels and other UK qualifications can be found in the Entry Data in the online UG Prospectus:  
[http://www.bris.ac.uk/prospectus/undergraduate/2010/sections/ORDS/dept\\_intro](http://www.bris.ac.uk/prospectus/undergraduate/2010/sections/ORDS/dept_intro) . Offers to applicants with non-standard qualifications will be made equivalent to the published A-level offer.

#### Variations in offer level

We may make lower offers based on whether an applicant is deemed to have experienced educational disadvantage, as defined in section 7.5 of the University's Admissions Principles and Procedures  
<http://www.bris.ac.uk/university/governance/policies/admissions-policy.html>

#### **4. Other**

##### **Criminal Records Check**

All dental students are required to undergo a Criminal Records Bureau (CRB) check, in line with most applicants for health-related programmes in the United Kingdom. From October 2009, students will also have to comply with the ISA (Independent Safeguarding Authority) procedures. More information can be found here:  
<http://www.bris.ac.uk/secretary/legal/isa/index.html>

##### **Health**

Certain health conditions may be incompatible with some careers in dentistry. You will be required to complete a health assessment questionnaire and undergo screening for blood borne viruses, pre-course. The health assessment and blood tests are to identify the few whose health status may place them and/or future patients at risk. If you require advice; please write to the Admissions Tutor or the University of Bristol's Occupational Health Service.

##### **Transfer Requests:**

Applications will be considered, in exceptional circumstances, from candidates studying dentistry at other institutions, either in the UK or abroad, for entry into Years 1 & 2 only. Examples of exceptional circumstances would be extraordinary family or health circumstances.\*\*

##### **Returning to school after previously withdrawal from studies:**

Applications will be considered from candidates wishing to return to studies after previously withdrawing. ***NB: This does not include students who were required to withdraw from the programme.***\*\*

\*\* Further information regarding applications to transfer or resume studies will need initially to be made in writing to the Dental Admissions Tutor.

##### **Direct entry to 2<sup>nd</sup> year:**

Applicant with relevant qualifications may request direct entry to Year 2 but would need to apply for, and expect to carry out, the five year course. Being accelerated into the second year would be conditional on both agreement by the First Year Unit Organisers and a place being available in the second year.

Professor Jonathan Sandy 13 Mar 2009