

Dental School

BDS Admissions Procedures

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1. Purpose

The Dental School strives to identify talent and potential and to recruit the most able students who have the potential to succeed. The purpose of this document is to provide clear detail on the BDS Admissions structures and processes.

This policy has been written to ensure compliance with relevant legislation and regulations. These include the QAA Quality Code, General Dental Council, the University Strategy, applied with reference to Universities and Colleges Admissions Service (UCAS) guidelines, the Schwartz Report:

“Fair Admissions to Higher Education: Recommendations for Good Practice (2004)” and the Supporting Professionalism in Admissions (SPA) Good Practice Guidelines.

2. *Equality and Diversity*

The Dental School will select applicants for undergraduate BDS on their ability to meet the academic and non-academic criteria for admission to BDS.

The University of Glasgow will not discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation in any decisions concerning student admissions. The University’s full Equality and Diversity policy can be found at:

<https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/>

3. *Intake targets*

Dentistry is a controlled entry subject in Scotland. The Scottish Funding Council receives annual guidance from the Chief Dental Officer (CDO) and Dentistry Division, providing recommended intakes for dental schools in Scotland. The intake targets for controlled subjects are published annually by the Scottish Funding Council.

4. *Fee Status*

Your Fee Status governs the level of tuition fee that you will pay, in all years of your degree, if you accept our offer and enrol. The criteria that we use to assess Fee Status are in line with Tuition Fee Legislation and SAAS guidance. For many applicants, your fee status is the same as your current country of residence. However, not all cases are this straightforward. We use the information you provide on your application to determine your fee status and will confirm this with you after you submit your application. Further information can be found here:

<https://www.gla.ac.uk/undergraduate/fees/policies/feestatus/>.

5. *Application and Selection*

UCAS are the organisation responsible for managing applications to higher education courses in the UK. All applications must be submitted through UCAS by the published closing date. Late applications and direct applications to the Dental School will not be considered.

Decisions on applications are based on the information provided on the UCAS form by the closing date of 15 October. Due to the competition for places on the BDS programme very strict rules are applied regarding application submission to ensure fairness to all applicants. It is the applicant’s

responsibility to ensure that their application is submitted by the deadline date and that the application is both complete and accurate at the point of submission.

Applicants must disclose all obtained and predicted academic achievements in full on the UCAS form.

The selection process runs from October to March. Applicants will be advised if they have been selected for interview by the Christmas break, interviews will be held in late January/early February and offers are processed up until 31 March each year.

i) Assessment against the published criteria

Applications are screened in line with our published entry requirements (this includes the Personal Statement and reference). Applicants who do not or cannot meet the criteria will not be given further consideration.

ii) [University Clinical Aptitude Test \(UCAT\)](#)

The [University Clinical Aptitude Test \(UCAT\)](#) is a two-hour admissions test that is used to help universities select applicants with the most appropriate abilities and professional behaviours required for new dentists to be successful in their clinical careers. All applicants are required to undertake the UCAT in the year of application. For applicants who meet the criteria, the UCAT score is used to select the required number for interview.

The percentile cut off for the UCAT score is determined on an annual basis to allow us to take forward the required number of candidates to the interview stage. The score considered for interview changes every year as the performance of each cohort varies and is not released by the Dental School during the application cycle. Candidates with a Specific Learning Difficulty such as dyslexia, a disability, medical condition or temporary injury may be entitled to extra time, rest breaks or accommodations for your UCAT. The process for applying for access arrangements is outlined on the UCAT website <https://www.ucat.ac.uk/>

ii) Interview

After interviews have taken place, the results are computed and ranked to determine which applicants will receive offers. All applications are subject to a secondary screening of the Personal Statement and Reference to confirm all aspects meet requirements.

On an annual basis, we agree on the number of offers to be issued in order to meet the intake targets set by the Scottish Government and the Scottish Funding Council.

Applicants who have indicated on their UCAS application that they require assistance at interview with regards to health, learning support or disability should contact the Admissions Team by the deadline specified in their interview invitation.

Please visit https://www.gla.ac.uk/media/Media_781704_smx.pdf for full entry requirements.

6. *Widening Participation*

The University of Glasgow is committed to widening access. We believe all applicants should have an equal chance of entry and we strive to identify talent and potential, regardless of background or life

circumstance. To enable this, we operate a system of contextualised admissions for applicants living in Scotland. This means we consider all circumstances faced by individual applicants, which may have prevented them meeting our standard entry requirements and make adjusted offers of entry accordingly.

The Admissions Team will review applications to determine whether an applicant is eligible to receive an adjusted offer for entry and will apply the standard published concessions where applicable. Further information can be found here:

<https://www.gla.ac.uk/study/wp/adjustedoffers/>.

7. Plagiarism

UCAS operates a dedicated Verification Team tasked with the prevention and detection of fraud in applications and similarity in personal statements. UCAS routinely scans personal statements for plagiarism and applicants who have submitted a personal statement that contains any plagiarised text will not be considered further.

8. Offers and Rejections

All offers will be made by the published UCAS deadline.

All offers are subject to a satisfactory police and health check and academics where applicable. Successful applicants must complete all necessary documentation by the published deadline and will be subject to a health screening before they commence study. Applicants made an offer will be sent information how to take forward the police and health checks once they have accepted the conditional offer.

Unsuccessful applicants will be notified of the reason for being unsuccessful through the UCAS track system.

9. Deferred Entry

The Dental School will not consider applications for deferred entry.

10. Transfers

The Dental School will not consider transfer requests from students who have commenced a degree course and not completed it. Likewise, we will not consider any current degree student unless in the final year of their programme and on track to attain a 2.1 honours degree or equivalent.

11. Extenuating Circumstances

The Dental School has set out entry tariffs (grades) that must be achieved at one sitting (one year). This applies to all qualifications, from all countries and exam bodies.

Exceptions to this policy will be considered, where there are genuine extenuating circumstances, which may include, amongst other things, family bereavement, applicant illness, serious illnesses within the family or other significant family or personal circumstances. Applicants should notify the BDS Admissions team of any extenuating circumstances via [email](#) prior to the BDS application deadline of 15 October. Applicants should also include notification of extenuating circumstances in the UCAS application, with explicit reference in the personal statement and/or school reference. **Extenuating circumstances will not be considered after the application deadline.**

Where an extenuating circumstance has been properly notified to the BDS Admissions team, the following process will apply:

1. The BDS Admissions team will request appropriate documentary evidence to be provided. This may include letters from GP's, Consultants, Social Work Department, Schools or Colleges.
2. Upon receipt of appropriate documentary evidence, the BDS Admissions Committee will convene to consider the application.

Please be aware that submitting an extenuating circumstance application does not guarantee that you will be made an offer or that your circumstances will be accepted by the committee. Further, we cannot indicate in advance whether an application is likely to be accepted.

Please note that we are not in a position to accept extenuating circumstance applications related to UCAT. In line with the UCAT 'Fit to Test' Policy, candidates who present themselves to test are declaring themselves fit to take the test.

12. Disability

The Dental School welcomes applications from candidates with a disability or special needs. Please ensure you provide details of your condition(s) when applying through UCAS, including your personal statement and reference.

Applicants who may require support are encouraged to refer to the following guidance before applying:

Higher Education Occupational Physicians/Practitioners (HEOPS) Guidance, Dental Students – Standards of medical fitness to train:

http://www.heops.org.uk/uploads/1521730860HEOPS_Dental_Students_fitness_standards_2013_v11.pdf

13. Criminal Convictions

General Dental Council (GDC) registrants are required to declare criminal convictions and cautions. This applies to both current and past convictions and cautions, before or during your training. Further information can be found here: <https://www.gdc-uk.org/professionals/registration>.

Applicants who have a criminal conviction must declare this on the UCAS Form by ticking the appropriate box. If you are made an offer for the BDS programme you will be required to join the PVG scheme. We require full declaration of convictions, including anything deemed 'spent'.

Failure to declare criminal convictions and cautions is viewed as dishonest and incompatible with professional behaviour and being on the GDC register. If an unsatisfactory criminal records check is received or the records check is not received by the Dental School's deadline then the Dental School reserves the right to withdraw an offer. Full details on student professionalism and fitness to practice can be found on the GDC website: <https://www.gdc-uk.org/professionals/students-and-trainees/student-professionalism>.

14. Health Screening

If you are offered a place on the BDS programme, you will be required to complete a Health Assessment questionnaire. As part of this you will be required to disclose information about any impairments or health conditions which could affect you in your training so that, where appropriate, support needs can be identified. Applicants will also be asked about conditions which could pose a risk to patients so that we can assess these and consider how any risk can be avoided, whilst assisting you to successfully complete your programme. Most health problems and impairments, even if substantial, should not impede you from being accepted to BDS but we are required to ensure that you are capable, with support if needed, of acquiring the core clinical skills and competences to qualify and that you are able to work safely with patients.

The University of Glasgow is committed to providing equality of opportunity for students with impairments and health conditions to complete their studies. Appropriate support can be provided for almost all circumstances even if the effects of impairment or ill-health are substantial. However, because of a requirement to ensure patients are not harmed through involvement in dental training, if you have a condition which would make it impossible for you to complete training, even with adjustments and support, then you cannot be accepted onto the undergraduate dental course. In this circumstance, the University of Glasgow will endeavour to offer you a place on an alternative programme. You should not assume that your impairment or health condition will prevent you taking up a place and we would be pleased to discuss with you at the earliest opportunity any concerns you may have.

Hepatitis B, Hepatitis C and HIV are chronic viral infections that can be transmitted to patients if the patient is accidentally exposed to an infected health care worker's blood during surgery or other exposure prone procedure (EPP). To prevent any risk to patients and comply with NHS safety policies, dental students must be tested for signs of these infections before joining the programme. Testing will be carried out by the University's Occupational Health Department prior to students commencing the programme. Please be aware that anyone who declines to be tested will not be allowed to enter the Bachelor of Dental Surgery programme. Students must complete a full course of immunisation against the Hepatitis B virus by attending clinics organised by the University's Occupational Health Unit once they are a registered student. Full information will be sent to applicants once they have accepted their conditional offer.

15. Reapplying

The Dental School does consider reapplicants. The process described earlier will apply to reapplicants in the same way as for first time applicants. Please be aware that reapplying will not guarantee an interview or entry.

16. Feedback

It has been agreed at College level in the University that individual feedback will not be provided to applicants.

17. Appeals

An appeal is defined as a request for a review of a decision of the Dental School for an application to BDS. An applicant may appeal if they feel the published BDS Admissions Procedures have not been followed. Appeals under any other grounds will not be considered.

18. Complaints

The University defines a complaint as an expression of dissatisfaction by one or more individuals about the standard of service, action or lack of action by or on behalf of the University.

Selection decisions will not be changed during the process of complaint.

Please refer to the University Complaints procedure for further information.

<https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/students/complaints/>.

19. Further Information

For further information on our requirements please visit

www.gla.ac.uk/schools/dental/undergraduate/

20. Contact Information

Admissions Team
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