

## Postgraduate Admissions Statement

# Postgraduate Dental Studies

### Programmes Covered

This admissions statement applies to the following programme(s):

PG CERT, PG DIPLOMA, MSC and Occasional Route

Applicants should also refer to the relevant prospectus entry for further programme details.

This admissions statement should be read in association with the [University Admissions Principles and Procedures for Postgraduate Taught Programmes](#).

### Faculty

Faculty of Health Sciences

### Admissions team and contact details

BUOLD Administrator  
School of Oral and Dental Sciences  
University of Bristol  
Lower Maudlin Street  
Bristol BS1 2LY

Email: [buold-office@bristol.ac.uk](mailto:buold-office@bristol.ac.uk)  
Telephone: +44 0117 342 2405  
Website: [www.bristol.ac.uk/health-sciences/](http://www.bristol.ac.uk/health-sciences/)

### Admissions cycle

This Admissions Statement applies to applications submitted for entry to the programme between 1st October 2017 and 31st September 2018

### Application deadline

Details of application deadlines for this programme are displayed on the individual programme page within the [University course finder](#).

### Admissions criteria

#### Academic requirements

To be considered for admission to this programme, applicants are required to hold the BDS or other approved dental qualification and have been qualified for at least one year. Students must be eligible for, or registered with, the General Dental Council or other recognised registration. Registered Dental Hygienists and Therapists will be accepted onto units that cover areas within their Scope of Practice.

For the PGDip: applicants must hold the PGCert in Dental Postgraduate Studies or equivalent qualification as well as be eligible for, or registered with, the General Dental Council or other recognised registration. Recognition of Prior (Certified/Experiential) Learning would be considered.

For the MSc: applicants must hold the PGDip in Dental Postgraduate or equivalent qualification, as well as be eligible for, or registered with, the General Dental Council or other recognised registration. Recognition of Prior (Certified/Experiential) Learning would be considered.

For information on international equivalent qualifications, please see our [International Office website](#).

#### English language requirements for non-native English speakers

For applicants whose first language is not English, and whose full undergraduate degree was not taught in an English-speaking country, it is necessary to hold/achieve a minimum score in an approved English language test as specified in Profile B of the [University's English Language Requirements Policy](#).

Applicants do not need to have reached the required level of English language before applying. If necessary,

English language will be included as a condition of offer.

Applicants have the option to undertake one of the University's Pre-sessional English courses. You can find information about the University of Bristol's Pre-Sessional English courses at the [Centre for English Language and Foundation Studies website](#).

### Additional requirements

The UHBristol NHS Trust requires that all those who are granted access to patients (applicants wishing to undertake the Conscious Sedation unit[1] ) must have evidence of immunisation against infectious diseases and Disclosure and Barring Service (DBS) clearance prior to commencing the clinical sessions within the Trust premises. Students on this programme will require a honorary contract with the trust.

Applicants are required to provide evidence that they have all necessary immunisations as required by the NHS Trust. A full list of immunisations required and acceptable evidence is provided below.

Evidence of immunisations must be submitted by **1st April 2018**

<b>MMR</b>	<p>Either:</p> <ul style="list-style-type: none"> <li>• Evidence of 2 x MMR vaccinations or,</li> <li>• Evidence of Immunity to Measles, Mumps and Rubella</li> </ul>
<b>Hep B</b>	<ul style="list-style-type: none"> <li>• 3 x Hep b vaccines and</li> <li>• Blood results showing Immunity</li> <li>• 5 year booster (may be required- due 5 years after immunity)</li> </ul>
<b>Chicken Pox</b>	<p>Either</p> <ul style="list-style-type: none"> <li>• Verbal history of disease or</li> <li>• Blood test showing immunity or</li> <li>• Evidence of Chickenpox vaccination within last 10 years</li> </ul>
<b>TB</b>	<p>Either</p> <ul style="list-style-type: none"> <li>• BCG Scar or</li> <li>• Proof of vaccination</li> </ul> <p>If coming from a country outside of the UK a blood test will be required (each case to be assessed by OH on individual basis- can only be done once been in the UK for 6 weeks)</p>
<b>EPP</b>	<p>Exposure prone Procedure bloods (IVS)</p> <ul style="list-style-type: none"> <li>• Hep B</li> <li>• Hep C</li> <li>• HIV</li> </ul> <p>These bloods must be done for all students and must be completed in the UK, with no period of working abroad having been completed after they were taken <b>(Note these bloods take a minimum of a week to be processed, so must be done at least a week before individuals are due to commence EPP work)</b></p>

Applicants must also provide evidence of satisfactory DBS clearance prior to commencing the clinical sessions within the Trust premises.

International applicants will be required to provide a satisfactory Police check/Certificate of Good Conduct from their home country (with a certified translation into English if necessary). This requirement will be included in the conditions of any offer that is made, and will need to be satisfied before the applicant's place on the programme can be confirmed.

Please note all the units are part-time, mainly delivered by distance learning. There are one to two mandatory study days per unit as well as separate examination days. This part-time programme does not meet government requirements for student visas. Internationals holding non-student visas may be eligible for study.

## Application process

### Online application form

Applicants should complete the online application form, uploading all required documents directly into the application form. Guidance on uploading documents can be found in the [How to Apply FAQs](#). Any paper documents received by post, or electronic documents received by email, will not be considered except in exceptional circumstances.

Applicants should make every effort to choose the correct programme in the application form by reading the prospectus entry and admissions statements fully. Applicants should contact the relevant Admissions Team if clarification is required.

### Documents required

The required documents for this programme are listed below. Applications may not be considered until all required documents have been uploaded to the application form.

Applicants who have already submitted an application can upload additional documents into the 'Post-submission uploads' section of the application form. Information about how to upload documents to an application form can be found in our [How to Apply FAQs](#).

#### Required documents for this programme are:

- **Two academic references (minimum):** References should be submitted electronically by the referee, using the online reference form. Alternatively, scanned copies of the original reference document(s) can be uploaded by the applicant. At least one referee should be familiar with the applicant's academic work. If you graduated more than two years ago, or if professional experience is relevant to the application, professional references will be accepted in lieu of one academic reference.

References must be written, signed and dated on official letter headed paper from the referee's organisation. They must include the referee's full contact details, i.e. postal address, telephone number and organisation email address. References supplied with a personal contact email address will not be accepted unless under exceptional circumstances, which must be explained within the reference. All references must be dated within the last two years.

- **Degree certificate(s)** from first and subsequent degrees. We require a Certified Copy of original documents and certified translations of documents issued in any language other than English.
- **Academic transcripts** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English. Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must clearly state their current average grade in the online application form.
- **Personal statement:** Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.  
Personal statements should explain why you wish to study the course and how it will aid your career.
- **English language certificates** are required from applicants for whom English is not the native language and whose full undergraduate degree was not taught in an English-speaking country (please see the [English Language Requirements](#) for a list of English-speaking countries)
- **Curriculum Vitae (CV):** CVs might include details of other relevant work experience and qualifications to support an application. Please do not include any school (pre-university) certificates, unless otherwise specified above.
- Copy of your current passport. If you do not have a passport, please contact the Faculty Office.  
***Applicants that have previously studied the PG 'Dental Studies course and wish to apply to study the next level, they will need to complete the [Recognition of Prior Learning form](#).***
- **Booking Form**

### Correspondence with applicants

Applicants will normally receive communication via email to the email address used to set up the application

form account. Applicants should ensure the profile email address is kept up-to-date.

## Selection process

### Assessment of applications

All applications are considered in accordance with the [University's policy on equality and diversity](#). The University of Bristol upholds the principles of equality and diversity, respect and dignity. Candidates are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion or belief, disability, health or age.

Following submission of the application, required supporting documents and booking form, the Programme Director and a second academic will make an assessment of suitability. Existing students who are studying for the certificate or diploma are given first priority each year when booking on to new units. New students are enrolled on a first-come, first-served basis.

In some subject areas, we receive a high volume of good quality applications for a small number of places. In these areas, we may need to select applications for offer of admission from a high-quality pool using the following criteria:

*Priority will be given to existing students who are in the final year of their award, followed by New students.*

### Interviews

Interviews are not normally required although in some cases applicants may be contacted to further clarify their application.

## Decisions

### Notification of decisions

Applicants will be notified by email when a decision has been made and decision letters will be available to view and print by logging into the application. If there is a deadline by which applicants must accept an offer of admission, this will be stated in the offer letter.

### Offers

Offers made may be conditional or unconditional. An unconditional offer will be made to successful applicants who have already met the conditions and provided evidence that conditions have been met. Where academic or language requirements have not yet been fulfilled, successful applicants will receive a conditional offer outlining the requirements that must be met.

If an applicant is not selected to receive an offer for the course to which they have originally applied, we may offer the opportunity to be considered for an alternative programme in a related subject area. In such cases applicants will receive an email notification providing any alternative course options and asking whether they wish to be considered for these. It may be necessary for applicants to submit additional documentation in order for the application to be fully considered for an alternative programme. Details of the documentation required can be found in the [admissions statement](#) for the relevant programme.

### Deferrals

Deferred entry is available for this programme, subject to agreement by the relevant Admissions Team. Please contact the admissions team by emailing [buold-office@bristol.ac.uk](mailto:buold-office@bristol.ac.uk) if you would like to request to defer your start date.

## Additional information

### Extenuating Circumstances

If your education has been significantly disrupted through health or personal problems, disability or specific difficulties within your studies you can submit an [extenuating circumstances](#) form as part of your application.

The information provided on the form will be treated confidentially, and will help us to fairly assess your academic performance in light of your circumstances.

### ATAS

An ATAS certificate is not required.

## Deposits

International self-funded students accepting a place on a taught postgraduate programme are required to pay a deposit of £1000. Further information is available on [how to pay programme deposits](#). Further information will also be provided in the offer letter to successful applicants.

The deposit is non-transferable and non-refundable except under the circumstances outlined in the [International Deposits Refund Policy](#).

## Visa

A Tier 4 Student visa is not available for this course. International Applicants must already have a visa that allows them to study for the duration of the course in the UK.

## Sponsored Students

Sponsored students are required to complete and upload the sponsorship authorisation form [sponsorship authorisation form](#). Sponsored students are not required to pay the deposit but will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application

