



## **School of Dentistry**

# **Admissions Policy for Undergraduate Programmes**

## **General Information**

Entry 2019

Published: September 2018

# **CONTENTS**

## **INFORMATION RELATING TO UNDERGRADUATE ADMISSIONS**

### **1.1. Introduction**

### **1.2. Aims**

### **1.3. Outcome of programmes**

### **1.4. Equal Opportunities Statement**

#### **1.4. i Clinical practice and placements**

### **1.5. Entry Requirements**

#### **1.5. i Applicants under the age of 18**

#### **1.5. ii Plagiarism**

#### **1.5. iii English Language requirements**

#### **1.5. iv Suspensions**

### **1.6. Extenuating circumstances**

### **1.7. Applicants with Disability**

### **1.8. Mature Applicants, Graduates and Access Qualifications**

#### **1.8. i Access applications**

### **1.9. International Applicants (A200 and A204 ONLY)**

### **1.10. Re-sit Applicants**

### **1.11. Deferred entry**

### **1.12. The Admissions Process**

### **1.13. Method of Application**

### **1.14. The Selection Process**

#### **1.14. i Academic requirements and ranking**

#### **1.14. ii Non-academic requirements**

#### **1.14. iii Work experience**

#### **1.14. iv Attitudes and values**

#### **1.14. v Use of Contextual Data**

### **1.15. Interviews**

#### **1.15. i Extenuating circumstances at interview**

#### **1.15. ii Failure to attend an interview**

**1.16. Student selection**

**1.16. i Feedback**

**1.17. Other Entry Conditions**

**1.17. i Criminal Record Check**

**1.17. ii Health Check**

**1.17. iii Tetanus Vaccination**

**1.17. iv Blood-Borne Viruses**

**1.17. v Other Immunisations and Health Checks**

**1.18. Confirmation of a Place**

**1.19. Transfers**

**1.20. Communication with the Undergraduate Student Centre (Admissions)**

**1.21. Applicant Behaviour and Responsibility**

**1.22. Complaints and Appeals**

**1.23. Open Days**

**1.24. Further enquiries**

**Appendix 1: BACHELOR OF DENTAL SURGERY ENTRY REQUIREMENTS**

**Appendix 2: DIPLOMA OF HIGHER EDUCATION DENTAL HYGIENE ENTRY REQUIREMENTS**

**Appendix 3: BSc DENTAL THERAPY AND DENTAL HYGIENE ENTRY REQUIREMENTS**

**Appendix 4: CERTIFICATE OF HIGHER EDUCATION DENTAL NURSING ENTRY REQUIREMENTS**

## GENERAL INFORMATION RELATING TO ADMISSIONS

### 1.1. Introduction

This policy document provides information on admissions requirements, selection policies and procedures for undergraduate dental programmes in Cardiff University's School of Dentistry. The School has a Director of Admissions who chairs the Admissions and Monitoring Group and there is an Admissions Officer, who support the Admissions and Monitoring Group.

This policy should be read in conjunction with the University's overarching Admissions Policies: <http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies>

Further details of the programmes can be found in the Undergraduate Prospectus: <http://www.cardiff.ac.uk/for/prospective/ug/prospectus>

**The information contained in this policy should mirror that stated anywhere in School of Dentistry or Cardiff University publications (including electronic media); should there be a discrepancy this should be drawn to the attention of the School's Admissions Team for consideration and rectification.**

Cardiff University School of Dentistry Admissions Policy for Undergraduate Programmes is available in different formats on request.

Specific Appendices appertaining to programmes offered by the School are available separately.

### 1.2. Aims

Cardiff University's School of Dentistry Admissions Policy for Undergraduate Programmes has been devised to ensure that the School admits students of the highest quality who can benefit from the educational experiences provided by the programmes. This policy has been written to support the aim of providing dental education that will:

*"Educate individuals to safely practice dentistry in a training environment appropriate to their professional aspirations. They should be able to combine and use knowledge, skills and judgement and have appropriate attitudes to deliver a high standard of professional care."*

[https://www.cardiff.ac.uk/data/assets/pdf\\_file/0007/1118149/Dental-Strategy.pdf](https://www.cardiff.ac.uk/data/assets/pdf_file/0007/1118149/Dental-Strategy.pdf)

This document is intended to explain the School of Dentistry's admissions process for applicants and their representatives, and to support the work of its admissions staff in achieving the aims of the undergraduate dental curricula.

This Policy is founded on the following principles:

- 1 Fairness;
- 2 Transparency;
- 3 Professionalism;
- 4 Accessibility for applicants and their advisors;
- 5 Consistent application of policy and procedure

It is intended to ensure that in meeting these aims the process of student selection is objective, transparent, open, fair and free from discrimination of any kind. At the beginning of each admissions cycle, the Admissions and Monitoring Group reviews the previous cycle and recommends to the

Board of Studies any changes in policy or the selection criteria. This policy and the selection criteria will not normally be changed during an admissions cycle.

The Policy has been written with reference to UCAS guidelines, the General Dental Council, The Dental Schools Council Guiding Principles for the Admission of Dental Students, and the UK Quality Code for Higher Education: (Chapter B2 Recruitment, Selection and Admission to Higher Education, October 2013).

This policy can be accessed from the school's website:

<http://www.cardiff.ac.uk/study/undergraduate/applying/admissions-criteria/dentistry>

### **1.3. Outcome of programmes**

At the end of the programme, qualifications will be awarded, some of which allow an individual to register with the General Dental Council and be able to practise dental therapies and treatment in the UK. The General Dental Councils website details eligibility for registration as well as information relating to fitness to practice as a general dental practitioner, dental hygienist, dental therapist and dental nurse.

<https://www.gdc-uk.org/professionals/registration>

<https://www.gdc-uk.org/professionals/ftp-prof>

National guidance that is current at the time of admission will be followed.

### **1.4 Equal Opportunities Statement**

Cardiff University School of Dentistry welcomes applications from individuals who satisfy the entry criteria, and the School actively supports equality of opportunity for all students and staff. The School of Dentistry has a People, Equality and Diversity Committee which promotes and monitors equality, dignity and human rights in all undergraduate and postgraduate programmes offered by Cardiff University School of Dentistry and selection is bound by the University's policy on Equality and Diversity, <http://www.cardiff.ac.uk/govrn/cocom/equalityanddiversity/index.html>

Cardiff University School of Dentistry aims to create an environment that respects the diversity of staff, students and other stakeholders in the University's community. It also aims to enable them to achieve their full potential, to contribute fully and to derive maximum benefit and enjoyment from their involvement in the life of the University. It also aims to ensure that no prospective or current student is treated less favourably on the grounds of any of the nine protected characteristics defined in the Equality Act 2010, including age, race, gender, ethnic origin, religion / belief, sexual orientation or disability, pregnancy /maternity and gender reassignment.

The University is committed to the principle of equality of opportunity for all staff and students and committed to providing an environment where respect is shown to all and where individual employees and students are valued and supported in achieving their full potential. The University believes that an inclusive approach benefits all and enables everyone to contribute appropriately to society.

The University aims to ensure equality of opportunity for all individuals whose applications meet the closing date and aims to create conditions whereby students are considered solely on the basis of their academic achievement, ability and potential. It acknowledges the need to remove barriers to the recruitment, retention, and advancement of talented applicants from populations who have historically been under-represented.

Diversity of background among Cardiff University's students is encouraged and all selection decisions are made strictly on the basis of merit and on the applicant's ability to meet the academic and non-academic criteria described in this document.

As part of its widening access agenda, Cardiff University School of Dentistry will continue with its use of contextual data. This will assess the achievement of a candidate in the context of opportunity related to a candidate's education and socio-economic background.

Selection for a dental qualification implies selection for the dental profession and all applicants must have the potential to fulfil the duties of a dental student and subsequently of a dental professional as outlined by the GDC in its documents 'Standards for the Dental Team'.

<https://www.gdc-uk.org/professionals/standards>

The Dental School regularly monitors the selection process to ensure that applicants are not disadvantaged in any way. Those involved with admissions are drawn from a wide variety of backgrounds, and are aware of the University's policies on Equality and Diversity and of the relevant legislation and receive appropriate training in these areas.

#### **1.4. i Clinical practice and placements**

Prior to working in a clinical setting, students will be advised on their responsibilities towards members of the public. Students must not allow their views about a patient's lifestyle, culture, beliefs, race, colour, gender, sexuality, age, social status or perceived economic worth to prejudice their approach or attitude towards any member of the public. Students cannot refuse to treat a patient or undertake a clinical placement based on these grounds provided their safety is not compromised.

#### **1.5. Entry Requirements**

Details of the **minimum** academic requirements for consideration for entry to the programmes are tabulated in the appropriate appendices and detailed under each specific programme description.

##### **1.5. i Applicants under the age of 18**

The School of Dentistry is committed to safeguarding both its students and the patients with whom they come into contact as part of our dental programmes. Cardiff University's Safeguarding Children and Vulnerable Adults Policy (2010), and the Children Act (1989) legally defines a child as a person under the age of 18. As part of the existing curriculum early clinical experience occurs with potential of "Children being exposed to the Clinical Environment". Therefore Cardiff Dental School requires all applicants to be 18 years or older by the beginning of the academic year, which is normally around the 20th of September each year.

##### **1.5. ii Plagiarism**

Cardiff University School of Dentistry is committed to ensuring that applicants are admitted on the basis of fair admissions practices. Applications that are suspected to contain false, plagiarised, incorrect, or misleading information will be investigated. The University reserves the right to cancel an application and withdraw any offer if it is found that the application contains false or misleading information.

##### **1.5. iii English Language requirements**

All applicants must have an acceptable English language qualification and these are detailed in each programme's entry requirements within the appendices.

#### **1.5. iv Suspensions**

Applicants who have been dismissed or suspended from another University, will not be considered.

#### **1.6. Extenuating Circumstances**

It is expected that exceptional extenuating circumstances relating to performance in examinations will already have been raised with the relevant Examinations Board, and that the classification of the relevant award will already have been moderated accordingly. Therefore details of exceptional extenuating circumstances **need not be** documented nor submitted at the time of applying via UCAS.

Extenuating circumstances will only be considered by the School if there was a direct impact on examination results affecting a successful applicant failing to meet the terms of their offer.

#### **1.7. Applicants with Disability**

Applications from individuals with a disability are welcome but such individuals are strongly advised to contact the School for guidance prior to submitting an application if an applicant believes their disability could affect the ability to practise safely. Applicants with a disability must declare the details on their UCAS application form.

While a disability may not preclude a career in dentistry, the School has a responsibility to ensure that every applicant is capable of meeting the outcomes required by the General Dental Council at the point of qualifying. These include the ability to communicate clearly, sensitively and effectively, to undertake the safe examination and treatment of patients and to perform certain practical skills. There is an obligation on applicants to ensure they do not enter into a career for which they may not be suited. To determine whether an applicant's disability impinges on professional fitness to practise, it will be considered in accordance with the University's Policy for Determining Applicants' Fitness to Practise and Eligibility to Pursue Regulated Programmes of Study. Decision making on fitness to practise is entirely separate from the academic and non-academic selection process.

Applications are processed without reference to disability. Cardiff University aims to support student life by offering Disability and Dyslexia related advice, guidance and services. If an applicant has a physical or sensory impairment, a long term medical condition, a specific learning difficulty (such as dyslexia) or a mental health difficulty this must be declared upon application. Declarations will be treated in a confidential, positive and constructive way.

Applicants who are invited for interview and who have declared a disability on the UCAS application form may be contacted by the University's Disability Support Service to discuss any support or adjustment requirements beforehand.

Applicants who are invited to interview, and who have requested support during their studies at Cardiff University, will be assessed as to whether the School of Dentistry can deliver the programme satisfactorily and meet their learning, teaching and assessment support needs. Applicants may be asked to provide documentary evidence (for example in the form of an educational psychologist report). The assessment will also include whether applicants can satisfy the 'fitness to practise criteria' of the General Dental Council <https://www.gdc-uk.org/professionals/students-and-trainees/student-professionalism/sp-guidance>

The GDC advise that students only be admitted if they are physically able to carry out all the tasks normally undertaken by dental professionals; if this is in doubt an applicant may need to be assessed on an individual basis.

Applicants receiving an offer will be contacted by the University's Disability Support Service to discuss support that may be required during the programme. The Service can also arrange access visits so that applicants can find out more about the routes across the University estate and the student accommodation available to them.

Applicants are welcome to contact the Student Support Centre before or during application; staff are available at both the Cathays Park and Heath Park campuses. Any member of the team would be happy to deal with initial enquiries. Staff can be contacted by Email on [disability@cardiff.ac.uk](mailto:disability@cardiff.ac.uk)

Further information regarding Applicants Declaring Disability and Dyslexia can be found at:

<http://www.cardiff.ac.uk/study/student-life/student-support/disability-and-dyslexia-service>

### **1.8. Mature Applicants, Graduates and Access Qualifications**

Applications from mature students through UCAS are welcome. The attention of mature applicants is drawn to the duration of training programmes. All applicants will need to assess their financial situation very carefully, and mature applicants are advised to seek guidance from their Local Education Authority. A Financial Guarantee Form will be sent to graduate applicants at the time that an offer is given.

Graduate applicants are welcome to apply for admission to either the 5-year (A200) or the 6-year (A204) Bachelor of Dental Surgery programmes, according to their previous academic experience in the sciences. Applicants must have completed their degree or must be in the final year of their current degree programme in order for their application to be considered. They will be expected to have, or to achieve, at least an Upper Second class Honours classification in the first degree that they have taken. Academic qualifications obtained before entering university will also be taken into account. Graduate applicants will need to meet the minimum entry requirements as stated in the appropriate appendix.

All graduate applicants for the BDS programmes will be required to sit the UKCAT examination prior to applying, in order for their application to be considered.

Graduate applicants for B750 and B752 (Dental Hygiene/Dental Therapy and Hygiene programmes) please review appendices 2 and 3 for further information.

#### **1.8. i Access applications**

Mature students who are pursuing an Access to Science Diploma or Access to Medicine / Dentistry Diploma that is recognised by the Quality Assurance Agency for Higher Education ([www.accesstohe.ac.uk](http://www.accesstohe.ac.uk)) will be considered on an individual basis for entry to the Preliminary Year (six year) Bachelor of Dental Surgery scheme of study (A204). This entry qualification is considered acceptable for those applicants who were unable to continue their formal education at school or college post-16 (e.g. for personal reasons). Preference is given to applicants who have been out of full-time education for at least four years before their Access course. It is not an acceptable qualification for applicants who have sat, but failed to achieve, the necessary grades at GCE A2 Level, degrees, etc. For Dental Hygiene and Dental Therapy and Hygiene see Appendices 2 and 3.

### **1.9. International Applicants (A200 and A204 ONLY)**

Applications through UCAS from international students are welcome to the Bachelor of Dental Surgery programmes. In common with all UK dental schools, the number of places available for international (non-EC) students is limited.

While the majority of international applicants offer International Baccalaureate or GCE A2 Level subjects, some other international qualifications are acceptable, these will be detailed in the entry requirements for each programme.

International applicants are required to offer a recognised English Language qualification which must include reading, writing, speaking and listening skills. Again acceptable qualifications are detailed in the specific requirements for each programme.

All international category applicants who are being considered for programmes of study leading to the BDS degree will be required to complete a telephone interview.

International applicants should ensure they have adequate financial resources to support them throughout their programme. The University will require a financial guarantee that all fees can be met. It is unable to offer any scholarship to help students meet these costs.

As part of the admissions process, a survey is sent to all applicants with a Fees status of "O" for Overseas. The purpose of this survey is to ensure all overseas applicants are fully aware of their funding arrangements, and to draw attention to the potential consequences related to funding that may arise if the programme is failed or if the individual must leave the programme for any reason. If an individual receives the survey; completion is mandatory. Completion of this survey will not affect an application. Applicants from non-European Union (non EU) or European Economic Areas EEA must satisfy the requirements of Tier 4 of the Points-based Immigration System of the UK Border Agency

<http://www.ukba.homeoffice.gov.uk/studyingintheuk/>

### **1.10. Re-sit Applicants**

Applicants for the Bachelor of Dental Surgery programmes (A200/A204) who re-sit A-levels will not be considered. Those whose under-achievement was due to exceptional extenuating circumstances must follow the procedures as detailed in section 1.6. For Dental Hygiene and Dental Therapy and Hygiene see Appendices 2 and 3.

### **1.11. Deferred entry**

Cardiff University School of Dentistry will consider applicants seeking deferred entry and this should be stated at the time of application. Applications are made through UCAS in the usual way. The UCAS form should be amended clearly to show the intention to defer at the point of application. The individual's personal statement should include an indication of the reasons for deferred entry. Deferment of entry for a period longer than 12 months is not permitted.

Applicants accepting deferred places are expected to make arrangements for contact with the Dental School to be maintained if they are travelling overseas

Deferment requests post-application will not normally be considered unless there are significant changes in an applicant's situation, these must be made at least 2 weeks before any examination results day and are at the sole discretion of the Head of School.

### **1.12. The Admissions Process**

At the beginning of each admissions cycle, the Admissions and Monitoring Group reviews the previous cycle and recommends to the Board of Studies any changes in policy or the selection criteria. This policy and the selection criteria will not normally be changed during an admissions cycle.

### **1.13. Method of Application**

All applications must be submitted via the Universities and Colleges Admission Service (UCAS), details of which can be found at [www.ucas.com](http://www.ucas.com). Applicants are advised that no more than four choices from the possible five can be used for dental programmes. Cardiff University is not made aware of applicants' other chosen universities, but is aware of an individual's application for other programmes at Cardiff University. Application for other programmes at Cardiff University will not affect the manner in which an application for Dentistry is considered. All applications are subjected to verification procedures for fraud and plagiarism.

Information relating to the closing date for applications are detailed in the Appendices relating to each programme. Applications received after the specified closing dates will not usually be considered.

### **1.14. The Selection Process**

The selection process for prospective students also involves a judgement about the individual's ability to meet the academic, physical and emotional demands of healthcare training. However, there are generally three stages to the selection process. Members of the Dental School's Admissions and Monitoring Group are involved at all stages.

#### **1.14. i Academic requirements and ranking**

In order to establish an applicant's potential to cope with the academic requirements of the programme, the initial assessment consists of screening applications according to whether they meet the specified minimum academic requirements shown in the appropriate Appendices of this policy. Applicants who do not meet the minimum requirements will be deemed unsuccessful and will be notified of this decision by UCAS.

#### **1.14. ii Non-academic requirements**

The remaining applications will be ranked according to their overall prior certificated academic qualifications, usually GCSE and GCE A2 Level grades (or predictions), baccalaureate points, degree classifications, non-academic criteria according to the information in their personal statement, the referee's report given on the UCAS Application Form and aptitude tests (UKCAT). From this ranking, applicants will be identified for interview. This means that not all applicants who have met the minimum academic requirements will proceed to the next stage of the selection process; it will depend on their ranking, and consequently, the competition. **As a guide applicants in the last three cycles for BDS degree entry have achieved 5 A\* grades in their GCSEs to meet the minimum threshold which is set each year once all applications have been scored.**

Applicants with other qualifications, whether from within the UK, the European Community or elsewhere will be considered on an individual basis but will be expected to have achieved a comparable high level of achievement within their own education systems.

In order to achieve the aims of undergraduate programmes the School of Dentistry seeks to admit students from all backgrounds who can demonstrate the following aptitudes and qualities:

- evidence of potential for high academic achievement;
- an understanding of the demands of Dental training and practice;
- a caring and committed attitude towards people;
- the ability to communicate effectively;
- a willingness to accept responsibility;
- non-academic interests and personal achievements.

#### **1.14. iii Work experience**

All applicants are expected to have an appreciation of the length of the training programme and the career structure, and how this relates to their own situation and circumstances. The selection process for prospective dental students also involves a judgement about the individual's ability to meet the academic, physical and emotional demands of healthcare training. The School recognises that opportunities for certain types of work experience and participation in some non-academic activities will vary according to individual circumstances, including an applicant's cultural or socio-economic background, or the activities available in their local area. Therefore, selectors are not prescriptive about the ways in which the non-academic selection criteria may be demonstrated but, where asked for, it is expected to be shown and documented as necessary.

#### **1.14. iv Attitudes and Values**

The School of Dentistry expects and seeks to admit students who will show exemplary behaviour and courtesy towards patients, teaching staff, other members of the healthcare team and members of the general public. The School of Dentistry also places particular emphasis on the duties and responsibilities students will have as a future dental professional (<https://www.gdc-uk.org/professionals/students-and-trainees/learning-outcomes>)

#### **1.14. v Use of Contextual Data**

Cardiff University School of Dentistry is committed to widening access and welcomes applications from students of all backgrounds. The academic and non-academic attainment of a candidate will be reviewed against educational performance data and socio-economic background to provide admissions tutors with a more complete overview of an applicant's attainment and potential. The School will consider this information when deciding whether to call a candidate for interview. It will not use this information to make lower or differential offers to any particular group of students. For further information about contextual data and its use please see our web pages:

<http://www.cardiff.ac.uk/study/undergraduate/applying/contextual-data>

### **1.15. Interviews**

No offers are made without interview. Interviews are offered to applicants who achieve the highest positions according to their selection process rankings.

Interviews take place during set times and no significance should be attached to the day and time allocated. Those who are not invited for interview will be informed, through UCAS, that their application has been unsuccessful.

Cardiff University School of Dentistry generally employs the process of the multiple mini interviews. Applicants will rotate around 10 stations in turn. The interviews focus on exploring the personal qualities and attributes important in developing good dentists in the future. Invitations to interview will be sent via email with a link to our online booking system. No offers for a place to study an undergraduate programme at the School of Dentistry will be made until all interviews have been completed to ensure all applicants have an equal opportunity.

Interviewers receive specific training and guidance on the form and conduct of the interview, including equal opportunities diversity training.

Individual interviewers assess each applicant's performance and the interview panel outcome is dependent on the aggregate score.

The multiple mini interviews are conducted in English. It may be possible for some stations to be conducted in Welsh, any applicant wishing to have part of their interview conducted in Welsh must contact the Undergraduate Student Centre (Admissions) at [DentalUGAdmissions@cardiff.ac.uk](mailto:DentalUGAdmissions@cardiff.ac.uk), who will try to accommodate such requests.

Applicants cannot normally change an interview date or time. However on rare occasions it may be possible to accommodate a request to change an interview date. Admissions at [DentalUGAdmissions@cardiff.ac.uk](mailto:DentalUGAdmissions@cardiff.ac.uk) should be contacted at least 2 weeks in advance of the interview dates if an applicant would like to explore such a request.

It is the responsibility of applicants to ensure they are physically and mentally fit for the interview. Retrospective adjustment for a weak interview performance will not be made.

#### **1.15. i Extenuating circumstances at interview**

Any extenuating circumstances that may affect an applicant's performance at interview must be stated in the interview special requirements form or emailed to Admissions at [dentalUGadmissions@cardiff.ac.uk](mailto:dentalUGadmissions@cardiff.ac.uk) before the interview. Any aspects of the interview that an applicant feels may have not been fairly or properly applied must be brought to the attention of the Admissions team on the day of interview and not retrospectively.

#### **1.15. ii Failure to attend an interview**

Failure to attend without good cause will be seen as an application being withdrawn. If an applicant does not attend an interview, we may not be able to offer an alternative date.

### **1.16. Student selection**

Applicants will be advised of decisions by UCAS, and also in writing by the School Undergraduate Student Centre (Admissions). Decisions reached by the Admissions and Monitoring Group are final.

#### **1.16. i Feedback**

The University is committed to providing unsuccessful applicants with the opportunity to receive appropriate feedback about their applications. Unsuccessful applicants may request feedback about the initial selection decision communicated to them by the University. Requests for feedback must:

- be submitted by the applicant to Cardiff University School of Dentistry in writing. Data protection legislation means that the University is unable to respond to requests for feedback submitted by third parties;

- be submitted within 28 days of receipt of the University's decision, whether this is communicated by UCAS or the University directly;
- provide their application reference number, their full name and programme of study applied for in their written request.

The University will provide its feedback about the application in a single written response. We regret that we are unable to enter into a dialogue with applicants in the provision of feedback, given the large number of applications received each year. Feedback requests should be submitted to [dentalUGadmissions@cardiff.ac.uk](mailto:dentalUGadmissions@cardiff.ac.uk)

## 1.17. Other Entry Conditions

### 1.17. i Criminal Record Check

Admission to the undergraduate dental programmes includes special provisions for the protection of the public and for ensuring a dental professionals' honesty, integrity and probity. It is subject to the Rehabilitation of Offenders Act (1974) Section 4 (2) (Exemption) Order 1975, DHSS Circular HC (88) 9 Guidelines regarding Child Protection and Police Checks. It is also considered important to ensure that applicant's attitudes and values are such that he/she can reasonably be admitted to the Dental Profession.

UK applicants will be required to complete the Disclosure and Barring Service process at the 'Enhanced' level. International applicants and those from EU countries should provide a Certificate of Good Conduct, in English Language from the police or appropriate legal authority from their country of residence. Those who have been resident in the UK for longer than one year will also be required to complete the Disclosure and Barring Service process. All information provided will be treated in absolute confidence.

Detailed information will be given to successful applicants.

**Enrolment onto the course cannot take place until clearance from the Disclosure and Barring Service check has been received.** Delay in returning the DBS form may also compromise an applicant's university accommodation options.

Applicants are required to disclose all police cautions, reprimands, bind-overs and warnings, in addition to formal offences and convictions. These, and any issues raised by the Disclosure and Barring Service report, will be dealt with according to the University's Policy for Determining Applicants' Fitness to Practise and Eligibility to Pursue Regulated Programmes of Study. Failure to disclose relevant information may lead to an offer being withdrawn. The School will follow the principles outlined in "Student professionalism and fitness to practice – Guidance for training providers" published by the GDC. It will consider fitness to practice of a potential dental student in relation to how it may have an impact on patient and public safety and on the public's trust in the dental profession. Cardiff University School of Dentistry will also consult with the GDC, where necessary.

Information on the Disclosure process can be found on the Disclosure and Barring Service website. <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### 1.17. ii Health Check

Successful applicants will be required to undergo a Health Check which is carried out

independently by the University's Occupational Health Service. Health questionnaires will be sent to successful applicants with offer packs, which must be completed and returned fully and honestly. A history of serious ill health will not preclude a career in dentistry unless the condition impinges on professional fitness to practise, in which case it will be considered in accordance with the University's Policy for Determining Applicants' Fitness to Practise and Eligibility to Pursue Regulated Programmes of Study. Students with long term health problems should contact the School of Dentistry for advice prior to submitting an application. If appropriate, an informal (and confidential) discussion with an Occupational Health Physician can be arranged.

Enrolment on to the course cannot take place until the Occupational Health Service has received and approved an applicant's health questionnaire. Delay in returning the questionnaire may also compromise an applicant's university accommodation options.

If an applicant has a health issue that they are not sure may impact on their ability to study or practice they are strongly advised to seek advice.

#### **1.17. iii Tetanus Vaccination**

Successful applicants who accept an offer for entry to the undergraduate programmes must ensure that they have an up-to-date Tetanus vaccination (i.e. within the last 10 years). Students who do require a vaccination must ensure that vaccination occurs at least six weeks before commencing the programme.

#### **1.17. iv Blood-Borne Viruses**

Infection with a transmissible blood-borne virus (e.g. Hepatitis B, Hepatitis C or HIV) is not a contra-indication to admission provided there are no other significant health problems. Students carrying an infection will be able to complete the course and obtain General Dental Council registration, but some specialties may not be open to them during training or in their subsequent career. National guidance that is current at the time of admission will be followed. Detailed information may be obtained from the University's Occupational Health Service.

The UK Health Departments have defined those procedures where the potential exists for an infected healthcare professional to transmit a blood borne virus to a patient. These procedures have been termed exposure-prone procedures. It is not possible to train in dentistry without performing many exposure-prone procedures.

All students will undergo screening for blood-borne viruses shortly after enrolment and those that are non-immune to Hepatitis B will be required to complete a full immunisation programme before becoming involved in clinical procedures. This can be administered by the University's Occupational Health Service.

#### **1.17. v Other Immunisations and Health Checks.**

The UK health departments issue guidance from time to time concerning the health checks the government requires of new recruits to the NHS and healthcare students. Present practice includes checks for rubella, chickenpox and tuberculosis. In certain cases vaccination of non-immune individuals is recommended.

### **1.18. Confirmation of a Place**

The examination results of applicants taking standard UK qualifications and who are holding conditional offers at Cardiff University will be transmitted electronically by UCAS to Cardiff University in August each year. The Undergraduate Student Centre (Admissions) will review the grades obtained. Applicants with other qualifications, such as graduates and international students, are responsible for ensuring that the Undergraduate Student Centre (Admissions) is informed of their results immediately after they are published, and must provide copies of relevant certificates.

Applicants who have met the terms of their offer will be notified by UCAS, and in writing by Cardiff University.

Those who have failed narrowly to meet the terms of their offer are referred to the Admissions and Monitoring Group for review. The Group will take into account all information available relating to the application, including documented exceptional extenuating circumstances, school performance data and socio-economic background, if appropriate, before making a decision as to whether the student should be offered a place. It should be noted that exceptional extenuating circumstances relating directly to examination performance will normally be expected to have been disclosed to the relevant Examination Board and to have been dealt with in the grading or classification of results. UCAS and the Undergraduate Student Centre (Admissions) will notify the applicant of the decision. The decision is final.

### **1.19. Transfers**

Cardiff University Dental School **DOES NOT** accept transfers from other dental programmes in the United Kingdom, EU or other International Universities.

### **1.20. Communication with the Undergraduate Student Centre (Admissions)**

All communication with the Undergraduate Student Centre (Admissions) ([dentalUGadmissions@cardiff.ac.uk](mailto:dentalUGadmissions@cardiff.ac.uk)) relating to matters pertaining to an applicant's personal circumstances and having a potential bearing on selection, must be made in writing. In the interests of confidentiality and data protection, communications relating specifically to offers and decisions **will only be made with applicants themselves, unless prior written authorisation has been given by the applicant that Admissions staff can communicate with other named individuals.**

The Admissions Staff will normally respond to general enquiries about the admissions process by telephone, when they consider that this is appropriate. However, applicants wishing to use information obtained from the Admissions Staff to support an application must ensure that such information has been provided in writing.

### **1.21. Applicant Behaviour and Responsibility**

The University is committed to a policy of quality and opportunity and aims to provide a safe learning, working and social environment that is free from discrimination. It aims to ensure that students, staff, visitors and all others associated with the University are treated with dignity, respect and equity, regardless of inappropriate distinctions such as age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion, belief, sex and sexual orientation (as identified under the Equality Act 2010 as 'protected characteristics').

If an applicant display behaviours that are in contravention of the University's [Equality and Diversity](#) or our [Dignity at Work and Study](#) policies (which all students and staff of the University are required to adhere to) we reserve the right to withdraw an admission/enrolment and to terminate any

contract.

It is the responsibility of applicants to provide full and accurate information in their application and to ensure that the University is informed of any changes to their contact details or personal circumstances and to respond to any additional requests for information required that are relevant to their application.

At application stage where false or misleading information has been provided, the application will not be considered further and an unsuccessful decision will be processed.

An offer of admission may be withdrawn or changed if information comes to the notice of the University which could have influenced the decision or outcome of an application. This includes the submission of false or misleading information in support of an application.

Where an applicant, or, third party acting on behalf of an applicant, has knowingly misled the University by providing false or incorrect information, the University will notify relevant parties. These include UCAS in relation to the undergraduate applications, UK Visas and Immigration where information declared may be used to falsely obtain entry into the UK, and the relevant UK police force in relation to matters of serious fraud and deception.

The University takes seriously its [safeguarding duties](#), where information is provided to the University in relation (or potentially in relation to) a safeguarding matter the University will discharge its duties to record and report as appropriate any concerns to applicable parties (only) within the University and with relevant external organisations such as the Police (including the Counter Terrorism Agency), Children's Services or Social Services.

### **1.22. Complaints and Appeals**

Cardiff University is committed to delivering a high quality, efficient and fair admissions process to its applicants. Applicants may lodge a complaint if they feel that procedural aspects of the selection process, as documented in the School's published policies and procedures, have not been fairly or properly applied. Unacceptable or abusive behaviour during the admissions process may be considered as unprofessional behaviour, which could impact on the application itself, and may result in an application being withdrawn. Applicants may not appeal to the University against the academic judgement of the Selection Panel or the applicant's failure to fulfil non-academic conditions of admission.

Complaints must be submitted by the applicant according to the advice issued by the University:

<http://www.cardiff.ac.uk/public-information/student-regulations/admissions-policies>

and directed to

The Academic Registrar  
Academic and Student Support Services  
Cardiff University  
McKenzie House  
30-36 Newport Road Cardiff, CF24 0DE

### **1.23. Open Days**

Prospective students are encouraged to visit the Dental School during the Cardiff University Open

Day. Details for these events can be found at  
<https://www.cardiff.ac.uk/dentistry/courses/undergraduate/open-day>  
<https://www.cardiff.ac.uk/study/undergraduate/open-days-visits>

**As the University Dental Hospital (UDH) is closed at weekends it is not possible for the School to offer a tour of the dental teaching facilities on University weekend Open Days.**

**1.24. Further enquiries:**

For further enquiries regarding admission to the undergraduate programmes please contact:

Mrs Victoria Ocock  
Undergraduate Programme and Admissions Officer  
Undergraduate Student Centre  
School of Dentistry  
Cardiff University  
Heath Park Campus  
Cardiff CF14 4XY  
Telephone: +44 (0) 29 2074 6917/2468  
Email: [dentalUGadmissions@cardiff.ac.uk](mailto:dentalUGadmissions@cardiff.ac.uk)