

**UNIVERSITY OF LEEDS
SCHOOL OF DENTISTRY**

**UNDERGRADUATE ADMISSIONS POLICY
2020**

This document outlines the School of Dentistry Admissions Policy for 2020 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the [University of Leeds Undergraduate Admissions Policy](#) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Dentistry Admissions Policy applies to the following courses:

BSc Dental Hygiene and Dental Therapy (A900) (Home/EU only)
MChD/BChD Dental Surgery, BSc Oral Health (A200)

1. Principles

The School of Dentistry ensures that the selection process provides due 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 course of study. Applications will be considered holistically and contextual factors, such as educational or socio-economic background, may be considered in this process.

2. Selection principles

The School of Dentistry will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; sex; gender reassignment; pregnancy or maternity status; race; religion or belief; or sexual orientation. The School of Dentistry is committed to developing a socially and culturally diverse student community and therefore encourages applications from all backgrounds, and utilises contextual data within the decision-making process.

The University operates a policy of Dignity and Mutual Respect, which all staff, students and third parties, including prospective students, are expected to abide by. The University reserves the right to withdraw an application if behaviours are deemed to have contravened this policy. This policy can be found within the [Equality Policy Unit's](#) webpages.

3. Application process

3.1 How to apply

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

The School of Dentistry is committed to developing a diverse student community and our admissions processes are implemented in line with both University policy and the Access and Participation Plan, which sets out our strategy and objectives in relation to widening participation.

3.2.1 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 Attainment 8 score at GCSE
- 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.

(Any specific subjects required for a course will still be included in any offer made and may not receive a reduction.)

Access to Leeds students are eligible for consideration 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 GCSE 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. Please see the [Access to Leeds webpage](#) for more information.

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 entry 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 and making the University of Leeds their firm choice 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 GCSE 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. We encourage such applicants to make use of the personal statement section of the application form to explain their reasons for taking 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. Please contact the school admissions team for details. English language qualifications must also be valid at the 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 admissions team.

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. The School 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. In such cases evidence must be provided prior to application. Consideration for a further application is at the discretion of the Admissions Tutor, and is not guaranteed.

Applicants who wish to reapply should contact the School of Dentistry prior to making an application. 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 application form.

3.6 Listing qualifications

Applicants should ensure that all qualifications and grades are listed clearly on the relevant section of the application form. This allows admissions staff to gain an understanding of the applicant's full profile and make a holistic decision on the application.

We recognise that many 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 courses at the University of Leeds. Anyone wishing to study a dentistry course will be required to apply directly for year one. The standard academic entry requirements must have been met as found on [Coursefinder](#), and the same level of information must be provided as on a normal UCAS application. The same application deadlines apply.

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.

3.10 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution.

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related course of study, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons e.g. ill health, financial reasons, will not be subject to this condition. When assessing applications from former students all relevant factors will be considered, including previous study, and applications will be considered on a case by case basis.

Applications from candidates who have been permanently excluded (expelled) from the University for disciplinary reasons, those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline will be rejected. Applicants should contact the school for further information.

Applicants who require a Tier 4 (General) Student Visa and have previously studied at the University under Tier 4 sponsorship will be subject to academic progression checks to ensure UKVI compliance. Please see section 3.14 for further information.

3.11 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 courses offered by the University of Leeds please refer to our [Coursefinder webpage](#).

3.12 Extended degrees

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 degrees with foundation year. Please see the [Lifelong Learning Centre website](#) for details.

3.13 English language requirements

Teaching, assessment and student support will take place in English, unless otherwise stated. For this reason the University and the academic school must be confident that candidates have the proficiency in English language necessary to succeed on the chosen course and that, where relevant, they meet the UKVI minimum requirements to obtain a Tier 4 visa.

Proof of English Language proficiency will be required and minimum levels and approved tests for The School of Dentistry are detailed below:

- **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 iBT:** 100 overall with no less than 24 in listening, 21 in reading, 22 in writing and 26 in speaking.
- **GCSE:** Overseas Boards – Grade C or better.

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants may require an additional English language qualification to gain entry to the University of Leeds. Such applicants 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-sessional English language courses. A list of applicants who are not required to undertake further English language tests can be found in appendix B of the University's undergraduate admissions policy.

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies.

3.14 CAS statement, ATAS and Tier 4 visa

Applicants who require a Tier 4 (General) Student Visa and have previously studied in the UK will need to provide documentary evidence detailing any periods of study on a Tier 4 (General) Student Visa (or on a Student Visa if the study in the UK was before 2009) in order for the University to be able to carry out checks to ensure compliance with the UKVI's Points Based System. Applicants are encouraged to include documents such as previous CAS, copies of passport pages containing visas or copies of Biometric Residence Permits with their application to assist in processing. Any information that is not included in the application will be requested when the application is considered, or the University may need to request the applicant's permission to check their UK immigration history directly with the UKVI.

Please note where the UKVI allows exceptions to its policy, the University reserves the right to make its own assessment on whether these are applied.

Applicants from outside the European Economic Area may require an Academic Technology Approval Scheme (ATAS) certificate in order to undertake postgraduate study in certain subject areas. Those who require ATAS clearance must obtain the ATAS certificate before applying for the Tier 4 visa. More information about [ATAS](#) can be found on the University website.

For more information please visit the [Visas and Immigration](#) section of the University website.

3.15 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 application procedure (see section 3.1). Applicants are assessed on the basis of their application 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 courses 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.

3.16 Part-time applicants

The School of Dentistry does not offer courses on a part-time basis.

3.17 Age and Safeguarding

The University recognises that someone's age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see the University [Safeguarding Policy](#).

UKVI guidance states that under Tier 4 (General), students must be 16 or over. Accordingly, the University cannot assign a CAS for anyone under 16, and those reliant on a Tier 4 (General) visa must be aged 16 or over in order to be considered for sponsorship.

The General Dental Council stipulates that the lower age limit to practice clinical dentistry is 21. Therefore the School of Dentistry is not able to admit any students below the age of 16 at the commencement of study.

3.18 Disabled applicants

The School of Dentistry welcomes applications from disabled people¹. The nature of a degree in Dentistry, and regulation by the General Dental Council mean that

¹ The 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.

patient care and the best interests of the patient are at the centre of the course (<https://www.gdc-uk.org/professionals/standards>).

All students must demonstrate that they meet the professional standards underpinning our clinical courses. The School of Dentistry will work with Disability Services and disabled applicants/students to identify and implement appropriate support and reasonable adjustments, as required.

All applications to study on one of the School of Dentistry's clinical courses are considered initially on academic merit alone, without discussion of disability. Where a disabled applicant fulfils the criteria set out in the admissions process, further discussion regarding the impact of disability on study and clinical practice may be required before an offer can be confirmed. This is to ensure that the applicant/student is able to meet the core competence standards required by the course (with appropriate adjustments), and to establish how the School can best support the student on their chosen course of study.

Prospective disabled applicants are welcome to contact the Admissions Team, the [School's Disability Contact](#) and/or the [University's Disability Service](#) for further advice and guidance.

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 4.15 of the [University's Undergraduate admissions policy](#).

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the [University's Equality Policy Unit](#).

3.19 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.

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 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 the applicant is 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.

² Which are not classed as a disability.

3.20 Guidance for trans applicants

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a course of study but require their status to be changed should contact study@leeds.ac.uk and the team will be able to support the applicant through the process. The University will be required to carry out identity checks as part of the registration process, and/or taught admissions staff may be required to advise the relevant Faculty Admissions Manager of a status change in order to facilitate removal of any previous documentation. This process will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

3.21 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 the [Equality Policy Unit website](#)), applicants who are pregnant are advised to inform their Admissions Tutor/Officer at an early stage. This is so that consideration can be given to appropriate support being available from the start of their course.

3.22 Criminal convictions

The University has a [policy statement on students with criminal records](#). This policy includes applicants seeking admission. It should be noted that if an applicant or offer-holder 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, their offer being withdrawn or, if they have registered as a student, to their registration at the University being revoked. Having a prior criminal record will not necessarily prevent an applicant from joining the University; 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 or offer-holder's criminal record.

Where indicated in the prospectus or on the University's website, specific courses 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 a further 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 of Dentistry is obliged to refuse admission to applicants for certain courses which are regulated by national or statutory bodies where enhanced Disclosure and Barring Service (DBS) checks reveal prior criminal behaviour giving rise to concern for the protection of the public.

A full outline of the School of Dentistry's policy in relation to criminal records is available in the [School's Criminal Records Policy](#) document.

Section 4: Admissions requirements

4.1 Admissions intake

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

Dental Surgery course: 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 and Dental Therapy course: Government (HEFCE and SIFT) funding currently allows an intake of 25 home students, including mature students and those from the European Union. This degree is not currently available for international students.

4.2 Competition for places

Courses within the School of Dentistry are generally very popular and we receive in excess of 500 applications for the 72 places available for Dental Surgery. We receive in excess of 400 applications for 25 places available for the Dental Hygiene and Dental Therapy degree. Most of our applicants have an excellent academic record, typically A*AA-ABB with 7 or more GCSEs at grade 5 or B and above.

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 consider will enable them to become successful students on our degree courses. Applicants will be considered holistically to ascertain the likelihood of them benefitting from academic opportunities offered at the University, and their potential to succeed on their chosen course. Contextual factors, such as educational or socio-economic background, may be considered in this process.

We operate a 'gathered field' system when considering applications to the Dental Hygiene and Dental Therapy BSc and Dental Surgery Dental Surgery/BChD Oral Surgery BSc courses. This means that the majority of applicants are notified of the outcome of their application following the application deadline. In cases where an applicant does not meet the minimum entry requirements notification may be received before the deadline. Please refer to [Coursefinder](#) for detailed entry requirements.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; sex; gender

reassignment; 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 [Equality Policy Unit website](#).

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 <https://medicinehealth.leeds.ac.uk/dentistry-undergraduate> for the course list, typical entry requirements, and accepted qualifications. BTEC qualifications are not accepted. GCSE requirements must be met at the point of application. The School of Dentistry formulates offers based on the profile presented and holistic consideration of the individual. Requirements may vary from the minimum/guideline qualification equivalencies set out in Appendix A of the University Admissions Policy to ensure candidates are suitably prepared for study on their chosen course.

We recognise the value, effort and enthusiasm applicants make in the Extended Project and will only use it positively during the confirmation and clearing process.

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

The School of Dentistry does not accept Level 2 Functional Skills English in lieu of GCSE English.

Information for international applicants can be found on the University of [Leeds International Students webpages](#) and our [international admissions qualifications webpage](#).

4.4.1 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..

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.

4.4.2 Non Academic criteria

In some cases if the predicted/achieved academic performance of the applicant meet or exceed the entry requirements, non-academic criteria will also be scored. Please see Section 4.5 Personal Statement Advice for more information.

4.4.3 Biomedical Admissions Test (BMAT)

All applicants for the Dental Surgery MChD/BChD, Oral Surgery BSc are required to sit **BMAT** in August or October. Where an applicant takes the test in both sittings, only their first attempt will be considered. **Any applicants who do not sit the test will be rejected automatically.**

Please note that **BMAT** is not required for the Dental Hygiene and Dental Therapy BSc.

4.5 Personal statement advice

The personal statement of the application form helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. Further information is available **on our website**.

4.6 Interviews

All applicants for the Dental Surgery MChD/BChD, Oral Surgery BSc and Dental Hygiene and Dental Therapy BSc will be asked to attend an interview. We will interview in the region of 350-500 applicants during the period 13-21 February 2020. Dental Hygiene and Dental Therapy students are normally interviewed on 20 and 21 February. The interview allows us to further assess the personal qualities that have been demonstrated by successful students on our courses. 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 or MMIs. 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 courses. 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 the period 13-21 February 2020, but this cannot be guaranteed.

Some applicants, such as those who are disabled or those who are pregnant may require adjustments to their interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. The School is responsible for making reasonable adjustments where possible. The University's Disability Services team should be consulted for further advice or information regarding disability related adjustments (email disability@leeds.ac.uk) and the Equality Policy Unit for advice on other adjustments (email equality@leeds.ac.uk).

4.7 References

The reference section of the application is carefully considered by the School of Dentistry and is an important part of the selection process. Details of any extenuating circumstances should be highlighted in the reference. There is more information on writing the reference available via **UCAS**.

4.8 Fitness to Practice – Other Requirements for Entry

4.8.1 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/>

4.8.2 Blood borne viruses

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

4.8.3 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 course.

4.8.4 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.

Section 5: Offers

Offers 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 course. Offers are made based on the information supplied on the application form and performance at interview where applicable (see section above). The University of Leeds **Undergraduate Admissions Policy** gives further detail on the type of offers that are made.

5.1 Confirmation

Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 19 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year. Applicants whose results will not be sent to the

University via UCAS are encouraged to send evidence of their results to the school admissions office as soon as possible.

5.2 Course start date and arrival

University teaching periods can be found on the [University's Almanac](#), however students may be expected to arrive prior to this date in order to undertake key induction activity. The University reserves the right to refuse admission to those offer holders who arrive after the required start date. Should there be any possibility of a delay to arrival, offer holders should seek advice from The School of Dentistry before travelling.

5.3 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 reapply.

5.4 Deferred applicants

Where a deferred applicant does not meet the conditions of their offer they may not have their place confirmed.

5.5 Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. The application forms of applicants who are unsuccessful in gaining a place on their chosen course may be passed to the admissions teams for other courses in which the applicant may be interested.

5.6 Feedback

The School of Dentistry provides feedback to all unsuccessful applicants and does not respond to direct requests.

5.7 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 write to [Louise Tomenson, Faculty Admissions Manager – Medicine and Health](#), detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision. Complaints made on behalf of an applicant cannot usually be processed and therefore applicants are advised to contact the Admissions Manager directly wherever possible. 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](#).

6.2 Applicant visit days

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

Section 7: Scholarships and funding

The University of Leeds currently offers a wide range of scholarships and bursaries that provide funding for students to undertake undergraduate study at the University. Further details can be found on our [webpages](#).

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 Admissions Enquiries Team

Admissions Enquiries
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:

Undergraduate Admissions office
Student Education Office
School of Dentistry
Clarendon Way
Leeds LS2 9LU
Telephone: +44 (0)113 343 9922
Email: denadmissions@leeds.ac.uk

Updated by Carrie van der Zee, Taught Admissions Team Leader – School of Dentistry, August 2019
Last updated by Anya Wright, October 2019

Date of amendment	Change detail	Section
01/10/2019	Update to Access to Leeds eligibility criteria	3.2.1