

NEWCASTLE UNIVERSITY
SCHOOL OF DENTAL SCIENCES
BDS ADMISSIONS POLICY FOR 2012 ENTRY

1) Introduction

The Bachelor of Dental Sciences (BDS) course admissions process is supervised by the Senior Tutor for BDS Admissions, acting on behalf of the Dean of Undergraduate Studies and the BDS Admissions Panel. The Admissions Policy is intended to ensure that the process of student selection is free from discrimination of any kind. It is based on guidelines from the Council of Heads of Dental Schools produced in consultation with the Equality Commission. In considering all applicants, the School of Dental Sciences will take into account the General Dental Council's (GDC's) guidelines on Fitness to Practise; and the requirements of the Dentists Act 1984. Under the terms of the Act no person under the age of 21 may be granted a degree or licence in dentistry.

As a member of the United Kingdom Clinical Aptitude Test (UKCAT) consortium Newcastle University requires UKCAT scores as part of the entry requirements for the BDS course.

The School of Dental Sciences is committed to the University's widening access policy and admits appropriately qualified graduates and mature applicants with other suitable academic qualifications, students from overseas and applicants through the PARTNERS and Realising Opportunities programmes.

The BDS Admissions Panel takes a strategic overview of the admissions policy and ensures that the policy is applied consistently to BDS admissions within the School of Dental Sciences. Since the policy document is made freely available via the World Wide Web and other sources, and in order to ensure that all applications are dealt with on the same basis, changes are not made part-way through the admissions cycle.

2) Equal Opportunities Statement

The University's aim is to ensure equality of opportunity for applicants and for all its students in teaching, learning and assessment, and in the provision of services. The University aims to create conditions whereby students are treated solely on the basis of their academic achievement, ability and potential, regardless of age, religion or belief, ethnicity, gender, marital or family status, sexual orientation, or disability. However, selection for a dental degree course implies selection for the dental profession and all applicants must have the potential to fulfil the duties of a dentist as stated by the GDC in their document *The First Five Years*.

Admissions selectors include representatives from both healthcare and scientific backgrounds. All selectors and staff involved in the selection exercise are aware of their responsibility to implement the University's policies on equal opportunities and have participated in training sessions. Any selector who is found to be in breach of the Admissions Policy will be required to stand down from office.

Additional factors that will **not** determine the assessment of the UCAS application for dentistry include being related to a dentist, or being related to a member of the Alumni or staff of either the University or the Health Service; type of school or college attended, and political belief.

3) Disability

The University is committed to the principle of equal treatment of disabled persons and the application of the Disability Discrimination Act. Thus, an applicant who is judged academically suitable will, subject to the provisions of the Act, be neither treated less favourably nor placed at a substantial disadvantage on the grounds of disability unless this can be justified within the provisions of the Disability Discrimination Act. It is important for applicants to contact the School of Dental Sciences and/or disability support unit to discuss the course requirements, and any concerns they may have. For all applicants/students, issues of fitness to practise are taken into account at admission and throughout the degree programme. Applicants should be aware that such requirements change from time to time in line with evolving good practice and prevailing legislation.

Selectors assess individuals on their personal and academic merits without reference to any declared disability.

Any applicant who (a) meets the academic requirements, (b) is called for interview, and (c) has declared a disability on the UCAS application form, may be contacted by the University's Disability Support Service where the applicant can discuss his/her support requirements, and in certain circumstances be invited for an information visit to ascertain if there are any access issues. On receiving an offer to study at Newcastle School of Dental Sciences applicants will be automatically contacted by the University's Disability Support Service to discuss support requirements. Applications from disabled people are welcomed and applicants are encouraged to disclose their disabilities, of whatever nature, on their application.

A 'Request for Medical Assessment for Dental Student Applicant' form will be completed for those candidates holding an offer and indicating a disability. The completed form will be passed to the Occupational Health Unit at Newcastle General Hospital to arrange an interview to establish Fitness to Practise (See Occupational Health section below).

4) Health Requirements for Admissions and Continuing Practice

The School of Dental Sciences has an overriding duty of care to the public with whom students come into close contact. In accordance with the current Department of Health Guidelines document *Health Clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New healthcare workers* (http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_074_981.pdf) all applicants who are made an offer of a place on the course will be required to complete 'additional health clearance' (a screening process for blood borne viruses) as a condition of their offer. All successful applicants must produce satisfactory evidence of immunisation against Hepatitis B (or evidence of non-infectivity) and evidence of non-infectivity for HIV and Hepatitis C virus prior to confirmation of a place and becoming registered as a dental student. Furthermore, they will be required to provide evidence of immunisation against Polio, Heaf test/BCG, Rubella, Tetanus, Diphtheria and Varicella. In addition all applicants who take up an offer from Newcastle University are required to complete a NHS Occupational Health questionnaire. From the information provided, the Occupational Health Service will assess their immunisation status and students will be required to fulfil any stipulated requirements identified from this assessment. Any required immunisations will be provided by the university Occupational Health Service.

5) Occupational Health

In certain circumstances, it may also be necessary for applicants to undergo an Occupational Health Assessment with an NHS Occupational Health Consultant in the Newcastle Hospitals Trust before we are able to confirm their offer of a place. This assessment is designed to help us ensure that applicants are not only able to undertake the rigours of the BDS programme, especially with respect to working with patients in the clinical setting, and meet its outcomes in line with the statutory requirements of the General Dental Council, but also to ensure that we provide any reasonable support necessary.

6) Fitness to Practise

For all applicants/students issues of fitness to practise are taken into account at admission and throughout the degree programme.

The University is under a duty in the public interest to ensure that students following degrees leading to professional health care qualification meet relevant professional standards for fitness to practise. The University is responsible for protecting patients and taking appropriate steps to minimise any risk of harm to anyone as a result of the training of their dental students. In discharging these duties, the welfare and safety of actual or potential patients is the University's chief concern. In addition, the University has a duty of care to its students, and must ensure that any decisions are made with the best interests of the student at heart, as part of its support and welfare strategy. This includes being sure, as far as possible, that a student is fit to undertake the rigours of a demanding programme of study and a demanding profession.

The Faculty of Medical Sciences has a procedure in place designed to ensure the Fitness to Practise of its students. This procedure has been drawn up with specific reference to the guidance provided by appropriate health care professional bodies.

7) Criminal Records Bureau Disclosure

All dental schools are required to ensure that their students, who will have a high level of unsupervised contact with children or vulnerable adults, undergo a Criminal Records Bureau (CRB) Enhanced Disclosure check to ensure they are 'fit to practise'. The School of Dental Sciences reserves the right to discontinue a student's studies on receipt of an unsatisfactory disclosure. At the time of publication of the current

document (May 2011) the Independent Safeguarding Authority scheme has been halted and is under review by the government, so this situation may change. For further information visit www.isa-gov.org.uk

8) Providing False or Misleading Information

Applicants suspected of providing, or found to have provided, false information shall be referred to UCAS. 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. An offer will not be made to applicants where falsification of information is discovered at interview by selectors.

9) The Admissions Process: Overview

Quotas

Our quota of places for home/EU applicants is 74; and for overseas applicants the quota is 5. These comprise two separate competitions for BDS course places. We receive on average nine times the quota numbers of applications each year (i.e. approximately 700 applications for home/EU places), and therefore competition is intense.

Applications and UCAS

Applications for admission can only be received through the UK University & Colleges Admissions Service (UCAS), the submission period being from mid September to 15th October. We do not normally consider applications which have been received by UCAS after the 15th October deadline. Hard copies are received in the School of Dental Sciences by the beginning of November, and details are available to us at all times through the UCAS website. Written acknowledgements of receipt of application will not be issued by the School of Dental Sciences, but applicants are welcome to contact us if they have any concerns.

Clearing/UCAS Extra

Clearing/UCAS Extra applicants will be considered by the Senior Tutor for BDS Admissions only in the very unlikely event that vacancies arise late in the admissions cycle. This has not happened within the past decade.

Applications through the PARTNERS Programme

Eligible applicants will be considered through Newcastle University's PARTNERS Programme which operates in partnership with schools and colleges throughout the Northern region. Applicants wishing to be considered through this route must check that their school or college participates in this programme. The applicant must ensure they meet the PARTNERS eligibility criteria before they apply to the A206 programme through UCAS. Further information is available at www.ncl.ac.uk/PARTNERS, or email: PARTNERS@ncl.ac.uk. See also Section 12 below.

Examination Resit Applicants

We will consider resit applicants **only** where they have (i) formerly been made an offer by Newcastle School of Dental Sciences; (ii) have accepted our offer as conditional first choice (CF), and (iii) have then failed to achieve the conditions of the offer.

Except for mature applicants offering entry examinations different from school-leaving, such as HEFC, Access or BSc, we do not normally consider applications from candidates who are retaking or who have previously retaken examinations in order to improve their grades to meet entry requirements. In particular, where 3 years have elapsed between taking GCSE and sitting A-levels/IB and the additional year is not adequately explained, we will assume the applicant to be resitting and therefore reject the application. Resitting of individual modules within the A-level/IB syllabus is permissible so long as the overall course is not extended beyond the normal 2-year period. Resit applications from candidates presenting evidence of serious extenuating circumstances (such as hospitalisation or close family bereavement, near to or over the time of first examination), and supported by letter from the applicant's school or GP, will be considered individually as special cases.

UKCAT

We require all applicants (except overseas applicants from exempt countries, and applicants who hold an exemption from the UKCAT Administrator) to have taken the United Kingdom Clinical Aptitude Test

(UKCAT) for the current application year. Under the terms of our contract with the UKCAT Consortium we cannot accept applications unless presented with current UKCAT scores. Candidates reapplying must retake the UKCAT. Applicants with extenuating circumstances who arrange to sit the extended test (UKCATSEN) will be required to provide the University with the relevant evidence or assessment reports to support their extenuating circumstances. Assessment reports submitted to support UKCATSEN must have been written by a Psychologist or Education Psychologist when the applicant was 16 or over. More information including a list of exempt countries is available at www.ukcat.ac.uk

Dental Work Experience

We expect all applicants to have undertaken a minimum of 10 days dental work experience, preferably in a General Dental Practice. To accept a place on a BDS course is to commit to becoming a professional dentist. We believe this length of work experience is necessary in order for applicants to have made an informed decision to become dentists.

Deferred Entry

We will consider applications from candidates who wish to defer entry by a year provided they intend to use their gap-year time constructively.

Transfers from other Dental Schools

Due to the varyingly-integrated nature of dental degree programmes, we do not normally consider students wishing to transfer from another dental school into a comparable stage of our course. Applicants seeking to relocate must apply through UCAS for entry onto our entire 5-year programme.

10) The Admissions Process: Selection

With regard to Home/EU admissions we are currently the UK's most popular Dental School regarding our conversion rate for offers becoming applicant first choice: the average for entries 2010 and 2011 was 69%. Typically we receive about 700 applications for our 74 Home/EU places. We also receive about 30 to 40 applications annually for our 5 Overseas places (see also Section 12 below). We are therefore obliged to be highly selective when making offers.

The selection process involves three stages: short listing, selective interview of shortlisted candidates, and making offers.

Shortlisting

Application forms are assessed to check the acceptability of achieved qualifications and further qualifications yet to be taken; that predicted grades are in line with requirements; that the most recent examination results are broadly in line with predictions; and that the UKCAT scores are above whatever cut-off figures are being used. The applicant personal statement is checked for evidence that the dental work experience expectation has been fulfilled, and for appropriateness (for example, applicants applying primarily for medicine, or undecided between medicine and dentistry, are rejected at this stage being deemed insufficiently motivated to become dentists). The referee statement is scanned for any negativity. Applications are then graded: 5 grades are used, with the first being very highly desirable and the last being immediate rejection. Within each grade, applications are sorted into descending order of UKCAT score, which completes the shortlisting process. Applicants will then be invited for interview over a 5-month period (December through to end of April), starting with the highest UKCAT scorer in the first category, and finishing when sufficient offers have been made.

Candidates who have been unsuccessful at the shortlisting stage will normally be rejected, through UCAS, by the end of March. Absence of news indicates that the application is still in process.

Selective interviews

Once called for interview, an applicant's academic ability to cope with the course is not in question. Interview sessions are normally conducted in an afternoon, prior to which the candidates (up to 8 per session) are taken on a tour of the Dental School by clinical student volunteers. The individual interviews will normally be conducted by two Selectors over a 20-minute period. At the conclusion of the interview each selector will grade the candidate's performance and complete an assessment form, which is

subsequently passed to the Senior Tutor for BDS Admissions. Selectors will not convey their recommendations to the candidates at the time of the interview.

There is no 'prescribed format' nor any 'set questions' with regard to the interview. Selectors will read the UCAS forms for all applicants prior to the interviewing session, and the interview will focus around the experiences, achievements, interests and philosophy of each applicant. Selectors will establish the accuracy of the information given in the personal statement, and will probe for motivation and insight into a dental career with a basic understanding of the NHS; evidence of commitment to caring for others, team working with leadership skills, and professional attitudes. By including discussion of less-stressful non-academic interests and achievements mentioned on the personal statement, selectors will seek to gain an impression of interpersonal skills and ability to engage. Ultimately they will decide whether in their opinion the candidate has the aptitude, motivation and personal qualities to succeed as a dental student in Newcastle and as a dentist in the future. In making their judgement, selectors will expect applicants to show evidence of insight into their personal attributes, the reflective learning that has resulted from their experiences, and an understanding of the relevance of these factors to a dental career.

Making offers

Offers of places on the BDS course are normally made only to candidates who have been interviewed. The interview assessment forms are used by the Senior Tutor for BDS Admissions as the basis for the decision (i) to offer, (ii) to pool, or (iii) to reject unsuccessful applicants.

- (i) Offer. For 'outstanding' applicants the Senior Tutor will check the qualifications already achieved and those being offered by upcoming examinations, and authorise an immediate offer to be made. This will be either unconditional (where entry requirements are already met) or conditional (dependent upon a specific outcome from upcoming examinations). The conditions already met or to be set will normally be in line with the entry requirements listed below (Section 11), but may be varied in any 'special case' scenarios. Successful applicants will be informed by letter from the School that an offer is to be made: this is normally within one week of the date of interview. The letter will not state any conditions of the offer: these will be relayed to the candidate only through UCAS.
- (ii) Pool. Very good applicants falling short of 'outstanding' will be informed by letter, normally within one week of the interview date, that they are to be 'pooled'. Pooled applications will be reviewed together at the end of the interviewing cycle in April, at which time the exact number of offers still needing to be made will be known. These remaining offers will then be made to the best applicants from within the pool, and the rest will be told they have been unsuccessful. Letters will be sent immediately to all pooled applicants informing them of the outcome of the final review.
- (iii) Unsuccessful. All applicants shortlisted for interview at Newcastle School of Dental Sciences are academically strong; but inevitably, given competition for places, some will not receive offers or be pooled. These unsuccessful applicants will be informed by letter, normally within 1 week of the interview date, and instruction to reject will be sent to UCAS.

11) Entry Requirements

All candidates are required to have taken the UKCAT for the current applications cycle. We operate a cut-off figure, below which applicants are not normally considered. This may vary from year to year: for entry 2011 the UKCAT cut-off figure was an average score of 600 on each of the 4 components.

Candidates whose first language is not English are required to take an English Language proficiency test. We accept the International English Language Testing System (IELTS) language test for which we require a minimum overall score of 7.0 with not less than 6.5 in any of its component parts (reading, writing, listening and speaking). We also accept the Pearson Test of English (PTE Academic) for which we require an overall score of 69.

We look for a minimum of 10 days dental work experience to be undertaken prior to submission of the application to UCAS. This cannot be enforced as a requirement at the present time since many applicants do not give sufficient detail of duration of work experience on the personal statement. Our approach is therefore flexible, but priority in grading is made to applicants where this information is given.

Academic requirements by category are as follows:

Advanced Levels

School-leavers offering Advanced Level examinations must have at least AAAAA at GCSE, IGCSE or equivalent examinations to include Biology and Chemistry, or to include AA in the 'Science dual award' ('Science' plus 'Additional Science'); and must be taking Advanced Level within 2 academic years of passing GCSE (if more, see Section 9: Examination Resit Applicants). The Advanced Level requirement is then AAA to include Biology and Chemistry. We do not accept two AS Levels in place of the third subject; but any third A Level subject is acceptable except for General Studies, Critical Thinking, and a language other than English if that language is the applicant's first language. This is because A Level languages other than English Language are designed for English speakers taking the language as a foreign language. No priority is given to Physics or Mathematics as the third subject; and other academic subjects including PE, Music, Art, Classical Civilisation, Business Studies etc are equally acceptable. We value diversity of academic background within our student population.

International Baccalaureate (IB)

School-leavers offering IB examinations must have at least AAAAA at GCSE, IGCSE or equivalent examinations to include Biology and Chemistry, or to include AA in the 'Science dual award' ('Science' plus 'Additional Science'); and must be taking IB within 2 academic years of passing GCSE. The requirement is then 35 points to include at least 6 in each of higher level Biology and higher level Chemistry.

Scottish (SEA) Highers and Advanced Highers (H and AH)

Scottish school-leavers must have AAAAA at Higher level normally to include Biology and Chemistry. Where both Biology and Chemistry are then offered at Advanced Higher level our requirement will be AB at AH out of Biology and Chemistry; and where only one out of Biology and Chemistry is offered together with other subjects at AH we require A at AH in the science together with B in another AH. For applicants with AAAAA at Higher but including only one out of Biology and Chemistry, and offering one at AH with the other science fast-tracked at Higher in the final year examinations, then our requirement is A at Higher plus A at AH.

Irish Leaving Certificate

For school-leavers offering the Irish Leaving Certificate our requirement is AAAAAB at Higher Level, including Biology, Chemistry, English and Mathematics and excluding Irish.

European Baccalaureate (EB)

For EU applicants offering the EB our requirement is a minimum 90% as the final mark, and subjects must include Biology and Chemistry.

Other school-leaving qualifications

We welcome applications from candidates with school-leaving qualifications other than the ones described above, including a full range of European and international qualifications; and these will be considered on an individual basis. Prospective candidates are encouraged to check with us whether their qualifications will be acceptable, or at what level they would be required.

Higher Education Foundation Courses (HEFC)

Mature applicants following a Higher Education Foundation Diploma programme must have undertaken a minimum 2 academic years of full time employment after undertaking school-leaving examinations (A levels, IB etc) before commencing the HEFC. The programme must include Human Biology, Chemistry and a third academic subject at Level 3, and our requirement is completion of the Diploma with 45 Level 3 Credits achieved at Distinction grade.

Access to Higher Education (Medicine and Dentistry) Diploma

Mature applicants offering an approved Access to HE Diploma course must have undertaken a minimum 2 years full time employment after undertaking school-leaving examinations (A levels, IB etc) before commencing the course. Approved courses are those which are awarded by an Authorised Validating Agency (AVA) licensed by the Quality Assurance Agency for Higher Education (QAA). The Access to HE

course must include at least 15 Level 3 credits in each of Biology and Chemistry, together with a further academic subject or subjects at Level 3. Our requirement is completion of the Diploma with 45 Level 3 Credits achieved at Distinction grade.

Diploma or Degree in Dental Hygiene

We welcome applications from candidates who have gained a Diploma or Degree in Dental Hygiene or Dental Hygiene & Therapy. These will be considered on an individual basis by the Senior Tutor for BDS Admissions in consultation with the Diploma in Hygiene & Therapy Programme Director, and applicants should make clear the route by which they have gained these qualifications, detailing other qualifications and related work experience.

B.Sc. Medicine and Veterinary Science Degrees

We welcome applications from graduates and students in their final year of a degree programme or graduated. In considering such applications, previous underperformance in school-leaving examinations will be disregarded. The degree offered must be in an appropriate science-based discipline with emphasis on Biology and Chemistry. UK and equivalent standard Medical and Veterinary Science degrees are acceptable. Our requirement for acceptable B.Sc. degrees (see below) is an Upper Second Class Honours degree (B.Sc. Hons at 2.1) from United Kingdom universities, or the equivalent standard from elsewhere. For degrees from the USA the equivalent standard is GPA or grade of 3.5; and from Canada point 8, or 81%+, or grade A.

Acceptable B.Sc. degree subjects include Biomedical Sciences, Biochemistry, Human Biology, Pharmacology, Physiological Sciences and Microbiology & Immunology. We accept several degrees in applied subjects which commence with preclinical medical or veterinary sciences. We accept B.Sc. Biology where modules important to medical sciences have been taken (e.g. Cell Biology, Physiology, Molecular Biology, Genetics, Biochemistry, Immunology); but we do not accept Biology where the main areas of study are systematic or behavioural (e.g. Freshwater Biology, Marine Biology, Parasitology, Entomology, Palaeontology, Evolution, Taxonomy, Behaviour etc) unless supported with an A-grade in A level Chemistry or equivalent. We do not accept B.Sc. Chemistry unless supported with an A-grade in A level Biology or equivalent. We do not accept B.Sc. Optometry or B.Sc. Dental Technology. We do not accept an M.Sc. degree for the purposes of raising a B.Sc. from 2.2 to 2.1.

Medical graduates and APL

Graduate medical applicants registered with the GMC or with overseas equivalent bodies, and seeking to qualify also in Dentistry (e.g. seeking a career move into Maxillofacial Surgery), can normally be granted Accreditation of Prior Learning (APL) and allowed direct entry into the second year of the BDS course. Consent for this reduction of the course to 4 years is granted by the Director of Academic Studies in consultation with the Director of Dental Studies, and can be established before an application is made. Interested potential applicants are encouraged to send a CV and supporting letter to the Senior Tutor for BDS Admissions. Acceptance of APL for reduction of the course is not a guarantee of the offer of a place, and applicants must apply in the normal way through UCAS for the full 5-year course (A206).

12) Particular Groups

Applications through the Partners Programme

We welcome applications through the Partners Programme. Applications are processed using exactly the same criteria as described above, but with an allowance of one grade lower per academic subject. Successful applicants will be offered places conditional upon passing the Partners Summer School, and attaining BBB in A level Biology, Chemistry and an acceptable third subject.

Applications through the Realising Opportunities Programme

We welcome applications through the Realising Opportunities Programme. Applications are processed using exactly the same criteria as above. Successful applicants will receive a dual offer: **either** the standard offer for their category of school-leaving qualification (as above); **or** successful completion of the Realising Opportunities Programme together with AA in A level biology and chemistry plus B in a third subject, or IB with 32 points including 6 in each of higher level biology and higher level chemistry.

International (Overseas) applicants

We welcome applications from candidates not qualifying for UK or EU status, who would thus be liable for Overseas Student fees. There is a separate quota of 5 places for international students. Applications are processed and assessed separately but by the same method and with the same academic, work experience and UKCAT requirements as for home/EU students described above.

An interview is a necessary part of the selection process. We will inform shortlisted applicants as early as possible, and we will work with candidates selected for interview who may have busy schedules involving numerous UK interviews. We are able to arrange special one-off interview sessions for such people to fit in with their travel schedules. We strongly recommend overseas visitors to allow a little time to visit the School and the city of Newcastle. There are excellent reasons why Newcastle is currently the most popular Dental School within the UK regarding conversion to applicant first choice of offers to home student applicants; and candidates are encouraged to discover for themselves the benefits of coming to Newcastle.

For applicants in Malaysia, Singapore and surrounding countries we are able to interview in Kuala Lumpur, generally in February. Whereas this facility is relatively inexpensive for such applicants, they are none-the-less encouraged to visit the UK including Newcastle, and we will be very happy to arrange a tour of the School.

Candidates whose first language is not English are required to take the International English Language Testing System (IELTS) language proficiency test. We require a minimum overall score of 7.0 with not less than 6.5 in any of its component parts (reading, writing, listening and speaking). Equivalent English language tests will be considered on an individual basis.

13) Scholarships

A range of scholarships are available from Newcastle University. For further information see our web site: <http://www.ncl.ac.uk/undergraduate/finance/>

New students applying to study dentistry at Newcastle who live in the Tyne and Wear and Northumberland areas may also be eligible for Patch Fund Bursary for Dentistry. Three bursaries of approximately £800 will be available to new students for each of the first four years of their course. Patch Fund Bursaries will be awarded on the basis of various criteria and must be used to offset tuition fee costs.

14) Feedback

The School of Dental Sciences will give feedback to unsuccessful applicants upon written request. Please enquire online at michelle.smith@ncl.ac.uk from the email address given on your UCAS application form. In accordance with the Data Protection Act 1998 such feedback can only be given to the applicant. Specific feedback can only be provided to a third party when written consent has been provided by the applicant. Newcastle University will not enter into discussions relating to the academic judgement underlying the decisions relating to individual applications.

15) Contact details

For general enquiries about admissions policy, progress of an application, visiting the School of Dental Sciences, arrangements for interviews and submission of documentation, please contact the Admissions Secretary Mrs Michelle Smith online at michelle.smith@ncl.ac.uk or by telephone on 0191 222 8347.

For detailed advice regarding admissions requirements in special case scenarios, non-UK qualifications etc, please contact the Senior Tutor for BDS Admissions Dr David Brown online at d.s.brown@ncl.ac.uk or by telephone on 0191 222 8392.

Applicants who feel they have grounds to Complain/Appeal about the administration of the BDS Admissions Policy may obtain a copy of the Undergraduate Admissions Complaints and Appeals Procedure. Please telephone 0191 2083333 or enquire online at www.ncl.ac.uk/enquiries.