

Postgraduate Admissions Statement

PG Certificate (Postgraduate Certificate) Clinical Oral Surgery

Programmes Covered

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

Postgraduate Certificate Clinical Oral Surgery

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

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

Faculty

Faculty of Health Sciences

Admissions team and contact details

Senior Faculty Admissions Administrator

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Admissions cycle

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

Application deadline

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

Admissions criteria

Academic requirements

To be considered for admission to this programme, applicants are required to hold/achieve a Bachelor of Dental Surgery (or equivalent United Kingdom General Dental Council-registerable dental qualification), and at least one year's demonstrable postgraduate clinical experience.

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

English language requirements for non-native English speakers

For applicants whose first language is not English, and whose full undergraduate degree was not taught in an

English-speaking country, it is necessary to hold/achieve a minimum score in an approved English language test as specified in Profile B of the [University's English Language Requirements Policy](#).

Applicants do not need to have reached the required level of English language before applying. If necessary, English language will be included as a condition of offer.

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

Additional requirements

The UHBristol NHS Trust requires that all those who are granted access to patients must have evidence of immunisation against infectious diseases and Disclosure and Barring Service (DBS) clearance prior to commencing the clinical sessions within the Trust premises. Students on this programme will require an honorary contract with the Trust.

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

Evidence of immunisations must be submitted by **29th September 2017**

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

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

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

Applicants must also have adequate medico-legal indemnity insurance.

Basic computer skills and access to a PC with adequate internet connection are required.

Application process

Online application form

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

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

Documents required

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

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

Required documents for this programme are:

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

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

- **Degree certificate(s)** from first and subsequent degrees. We require a Certified Copy of original documents and certified translations of documents issued in any language other than English.
- **Academic transcripts** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English. Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must clearly state their current average grade in the online application form.

- **Personal statement:** Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.

The personal statement should provide an explanation of why you wish to study this programme, how you feel it will benefit your development and future career.

- **English language certificates** are required from applicants for whom English is not the native language and whose full undergraduate degree was not taught in an English-speaking country (please see the [English Language Requirements](#) for a list of English-speaking countries)
- **Curriculum Vitae (CV):** CVs might include details of other relevant work experience and qualifications to support an application. Please do not include any school (pre-university) certificates, unless otherwise specified above.
- **GDC Certificate covering the start of the course**

Correspondence with applicants

Applicants will normally receive communication via email to the email address used to set up the application form account. Applicants should ensure the profile email address is kept up-to-date.

Selection process

Assessment of applications

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

Interviews

Interviews are not part of the admissions process.

The purpose of the interview is to assess whether the applicant currently has the necessary skills and capabilities to pursue the chosen postgraduate programme, and whether the programme is appropriate to the applicant's interests and aspirations.

If required, interviewees based overseas will normally be interviewed by telephone or Skype.

All interviews are conducted by two members of staff, at least one of whom is trained in fair and effective recruitment techniques. All interviews are undertaken in accordance with the University's policy on equal opportunities.

Non-standard applications

We welcome applications from those with non-standard qualifications who can demonstrate knowledge, experience and skills developed in the workplace, or elsewhere, relevant to the programme of study. Please use your personal statement to provide further details.

Non-standard applications will be considered by the Admissions Tutor(s) for the programme on a case by case basis.

Decisions

Notification of decisions

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

admission, this will be stated in the offer letter.

Offers

Offers will typically be made in line with the academic requirements set out above.

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

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

Deferrals

This programme does not normally allow deferrals unless there are exceptional circumstances. Please contact the admissions team by emailing fohs-pgadmissions@bristol.ac.uk if you would like to discuss the possibility of deferring your start date.

Additional information

Extenuating Circumstances

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

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

ATAS

An ATAS certificate is not required.

Deposits

A deposit is not required for this programme.

Visa

International students coming to the UK to study full-time must apply for a student visa. [Tier 4 student visa guidance notes](#) are available on the University website.

Sponsored Students

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