Postgraduate Admissions Statement for PG Certificate (Postgraduate Certificate) Clinical Oral Surgery

University of BRISTOL

Awards available; PG Certificate (Postgraduate Certificate).

This Admissions Statement applies to applications submitted for entry to the programme between 1 October 2019 and 30 September 2020.
It should be read in association with the University Admissions Principles and Procedures for Postgraduate programmes and the relevant prospectus entry for this programme.

Faculty	
Faculty of Health Sciences, Bristol Dental School	
Admissions team and contact details Programme Administrator Bristol Dental School Lower Mauldin Street Bristol BS1 2LY	**Website** www.bristol.ac.uk/dental
	Email cos-pgcert-office@bristol.ac.uk
	Telephone +44 (0)117 3424439

Application deadline

Application deadlines can be found on the individual programme page within the University course finder

Admissions criteria

Academic requirements	Applicants must hold/achieve a minimum of; BDS (or equivalent United Kingdom General Dental Council-registerable dental qualification). At least one year's demonstrable postgraduate clinical experience.
	For information on international equivalent qualifications, please refer to our International Office website.
English language requirements	Profile B All applicants are required to have reached the required profile level of English language as specified by the University's English Language Requirements Policy prior to registration on to this programme.
Immunisation	In accordance with the requirements of the University Hospitals Bristol NHS Trust regarding students with access to patients, applicants must provide evidence by **29 September 2020** of the following immunisations before commencing clinical sessions within Trust premises.

MMR Either: - Evidence of two MMR vaccinations, or - Evidence of immunity to measles, mumps and rubella	**Tuberculosis** Either: - BCG scar, or - Proof of vaccination Overseas candidates must undergo a blood test after six weeks of arrival in the UK. Cases are assessed individually by occupational health staff.
Hepatitis B	

• Three hepatitis B vaccines • Blood test results showing immunity Five-year booster (if applicable)	**Exposure prone procedures (EPP) clearance** Negative blood test results for: • Hepatitis B • Hepatitis C • HIV
Chickenpox Either: • Verbal history of disease, or • Blood test results showing immunity, or Evidence of chickenpox vaccination within last 10 years	All students must take these blood tests in the UK, and must not have subsequently worked abroad, at least one week before commencing EPP work.

Disclosure and Barring Service (DBS)	Applicants must also undergo Disclosure and Barring Service (DBS) clearance before commencing clinical sessions within Trust premises. International applicants must provide a satisfactory police check/certificate of good conduct from their home country (with a certified English translation if necessary). This requirement will be included in the conditions of any offer that is made and must be satisfied before admission to the programme can be confirmed.
Medico-legal indemnity insurance	Applicants should have adequate medico-legal indemnity insurance
Computer skills and access	Applicants should have basic computer skills and access to a PC with internet connection
Non-standard applications	Unfortunately, we are unable to accept non-standard applications for this programme. Applicants must meet the entry requirements stated above.

Application process

Online application form

Applicants should complete the online application form, uploading all required documents directly. Further information is available on our guidance for online applications page

Applications will not be considered until **all** required documents have been uploaded. If you have already submitted an application, you can upload additional documents into the 'Post-submission uploads' section of the application form. Paper documents received by post, or electronic documents received by email, are only considered in exceptional circumstances.

Required and optional documents

✓	**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 supplied with a personal contact email address will be accepted in exceptional circumstances, which must be explained within the reference. All 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 and must be dated within the last two years. A reference template is available to show the required format.

✓	**Degree certificate(s)**	From first and subsequent degrees. We require colour scans 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.
✓	**English language certificates/other evidence**	All applicants are required to have reached the required profile level of English language as specified by the [University's English Language Requirements Policy](#)
✓	**Curriculum Vitae (CV)**	CVs might include details of other relevant work experience and qualifications to support an application.
✓	**General Dental Council registration certificate**	This certificate needs to cover the start date of this course

Selection process

Assessment of applications

All applicants are considered in line with the University's [Admissions Principles and Procedures Policy](#) and [Equality, Diversity and Inclusion policy.](#) Once a complete application has been submitted with all required supporting documents, it is considered by at least two members of staff using the following criteria:

Academic performance, English language ability, references and suitability for the course.

Interviews

Interviews do not form part of the selection process.

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 or pay a deposit, 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 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, 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 cos-pgcert-office@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 will be treated confidentially and will help us to assess your academic performance fairly considering your circumstances.

Academic Technology Approval Scheme (ATAS)

An ATAS certificate is not required for this programme.

Visa

This is a part-time programme, and, as such, Tier 4 student visas are not available for international students wishing to study on this programme. Please contact Student Visa Services for advice.

Fees and Deposits

Fees

Annual tuition fee for 2020/21 if available on the relevant prospectus entry for this programme.

Deposits

Deposits are not required for this programme.

Sponsored Students

Sponsored students will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application.