BDS Admissions Reserve List Policy

Introduction

The number of places available to study dentistry is regulated by the Government and controlled through intake targets. Each year, we make significantly more offers to applicants than we have places available to account for:

- The number of applicants who decline our offer
- The number of applicants who choose Sheffield as an insurance place
- The number of offer holders who fall short of the offer requirements at confirmation

The exact numbers change each year and can be viewed on our website. The school aims to remain within our quota, as we would not receive governmental funding and could be fined for any student registered over the quota figure.

As a result, the school is careful with the number of offers that we make. However, we do recognise that there is a group of applicants to whom we would have made an offer if we had unlimited places available. For this reason, we now operate a reserve list.

This policy document sets out:

- When and how the reserve list is constructed
- How applicants placed on the reserve list are notified
- When we remove applicants from the reserve list
- What actions applicants on the reserve list should take
- How to contact the school on A Level results day

When and how is the reserve list constructed?

Those with the strongest interview performances receive an offer of a place. Applicants whose performance was less strong, but still sufficient to allow the applicant to be

considered for dentistry, have their application deemed unsuccessful, but are placed on the reserve list. When selecting from the reserve list, we will use interview performance and UCAT score to rank. Where interview performance and UCAT are equal, the school will select applicants at random.

Applicants whose interview performance was considered insufficient to merit further consideration will have their application deemed unsuccessful and will not be placed on the reserve list.

We construct our reserve list once the interviews have concluded. Applicants on the reserve list have been unsuccessful in their application. Being on the reserve list is no guarantee that we will make the applicant an offer at a later date.

A student cannot request to be placed on the reserve list, and not all applicants meeting the entry criteria will be placed on our reserve list. The number of applicants placed on the reserve list varies each year depending on the number of offers that have been made during that application cycle.

How applicants are notified that they have been placed on the reserve list

Applicants on the reserve list are notified by email, which directs the applicant to this policy. These emails are sent directly to the applicant using the email listed in their UCAS application. Unsuccessful applications are scrutinised by the University Admissions Teams to determine whether a Change of Course Offer (for a course other than Dentistry) can be made before the school's decision is communicated via UCAS. Applicants may therefore receive email notification that they have been placed on the reserve list before they receive UCAS notification that their dentistry application has been unsuccessful.

When are applicants removed from the reserve list?

We construct our reserve lists before applicants are likely to have received decisions from all their UCAS applications. UCAS regulations mean that a university must not approach an applicant who is holding a firm or an insurance place at another institution (other than their own). This includes applicants who may be holding an offer for a course other than dentistry. Consequently, we will remove an applicant from our reserve list if:

- They withdraw their UCAS application, **OR**;
- They hold an offer to study dentistry (either firm or insurance choice) at another university, **OR**;
- They hold an offer to study a course other than dentistry at any university*

* Applicants who have been removed from the reserve list for this reason are welcome to telephone the Dental School on A Level results day and ask to be reinstated.

What actions should applicants on the reserve list take?

Applicants who wish to remain on the reserve list do not need to take any action when notified. Applicants who **do not** wish to remain on the reserve list should let the Dental School know by emailing their decision to dental.admissions@sheffield.ac.uk, quoting their UCAS ID Number.

Being on the reserve list is no guarantee that an offer of a place will be made. Consequently, we recommend that applicants on the reserve list who receive an offer of a place to study dentistry or another subject at another university should not allow their place on the reserve list to affect their decision on whether to accept or decline that offer.

Applicants on the reserve list who receive a Change of Course Offer from the University of Sheffield may accept or decline this without affecting their place on the reserve list.

There is no guarantee that we will have unfilled places available on A Level results day.

On A Level results day, applicants who are on the reserve list who have met our minimum academic entry requirements are advised to contact the Dental School to find out whether there are any places available.

How to contact the Dental School on A Level results day

Applicants on the reserve list should contact the Dental School by telephoning 0114 215 9307.

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