

## **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:

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

The exact numbers change each year but can be seen [here](#) on our website. The school aims to remain within our quota as we would not receive governmental funding and indeed could be fined for any student that is 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 offers if we had unlimited places. For this reason, we 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 of this;
- 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?**

We rank applicants according to their interview performance. 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 in rank order according to their interview performance. 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 onto 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 interview panel's ranking and 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, and this will direct 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.

Applicants will not be notified of their position on the reserve list.

### **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 a university other than The University of Sheffield.\*

\* Applicants who have been removed from the reserve list for this reason are welcome to telephone the Dental School on A Level results day (see below) and ask to be reinstated on the reserve list if they meet the conditions for UCAS Adjustment (which requires the applicant to have met and exceeded their firm offer choice). This does not guarantee that an offer of a place will be made. More information regarding UCAS Adjustment is available at:

<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/ucas-adjustment-if-youve-done-better-expected>

### **What actions should applicants on the reserve list take?**

Applicants need take no action on being notified that they have been placed on the reserve list if they wish to remain on it. 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](mailto: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 or emailing [dental.admissions@sheffield.ac.uk](mailto:dental.admissions@sheffield.ac.uk)

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