

Intercalated BMSC (with Honours) application form (external)

We welcome applications to our intercalated BMSc with Honours programme from students currently studying at other universities. This application form should be used by students applying from outside the University of Dundee

Places will be allocated on the basis of academic merit. Final acceptance to the course will be dependent on:

BDS Dentistry students:	Satisfactory passes in the BDS 2 examinations
MBChB (Clinical Medicine) students:	Pass at the first attempt in the 3MB examinations

Before completing this application form please read the notes on the back page. In particular, please ensure you include all the required supporting documents. Incomplete forms and enclosures may delay the processing of your application.

Please complete ALL sections of this form using a black ballpoint pen or black type in **BLOCK CAPITALS**. ALL fields are mandatory and require completion.

Application dates

1 November 2019	Applications open.
31 January 2020	Final date for submission of application form and supporting documents to the Medical School Undergraduate Office, University of Dundee at bmsc@dundee.ac.uk . Applications received beyond this date may be considered, subject to availability on the respective courses. Please ensure that you include all relevant documents with your application form.
28 February 2020	Conditional offers to students accepted on the BMSc programme.

A. Proposed programme of study

Programme name: **Intercalated BSc with Honours** (please choose one or more of the options below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Anatomy | <input type="checkbox"/> Forensic Medicine | <input type="checkbox"/> International Health |
| <input type="checkbox"/> Applied Orthopaedic Technology | <input type="checkbox"/> Genetics, Cancer and Personalised Medicine | |
| <input type="checkbox"/> Neuropharmacology and Behaviour | <input type="checkbox"/> Human Reproduction, Assisted Conception and Embryonic Stem Cells | |
| <input type="checkbox"/> Cardiovascular and Diabetes Medicine | <input type="checkbox"/> Medical Education | |
| <input type="checkbox"/> Healthcare Improvement | | |

Level of Studies: ☒ Undergraduate Intercalated

Entry Year: 2020/21

Entry Month: September

B. Previous Contact with Dundee**(see note 1)**

Are you currently, or have you previously been, a student of the University of Dundee? Yes ☐ No ☐

Student ID number:

Have you previously submitted an application to the University of Dundee? Yes ☐ No ☐

C. Personal Details – please complete all fields, as indicated**(see note 2)**

Surname / family Name:

Title :

Gender:

First / given name(s):

Date of birth
(dd / mm / yyyy)

Name by which you would like to be known:

Previous surname:

Term-time address:

City:

Postcode / zipcode:

Country:

Summer vacation address:

City:

Postcode / zipcode:

Country:

Email (personal):

Telephone
(with country and area code)

Term-time tel:
Mobile:

Vacation tel:

Nationality:

Passport number (if non-UK/EU) :

Country of birth:

Local Education Authority (UK only) :

Area of Permanent Residence:

How long have you lived in this county/country:

If you are not a UK/EU national, but have given a home address in the UK/EU, what date did you enter the UK/EU:

FOR UNIVERSITY USE ONLY

Note					
UO		SIG 1:	Date:	SIG 2:	Date:
CO					
R		Start Date:	Date Received:		

E. Additional information		(see note 3)
1	<p>Disability: The University encourages applications from students with disabilities and special needs and is keen to provide appropriate support for study. If you have a disability, special needs (including dyslexia) or medical condition, please select the appropriate box and enclose further details where necessary. Select 'A' if you have no disability or support requirements.</p> <p> <input type="checkbox"/> A. No disability or awareness of additional support requirements <input type="checkbox"/> B. You have a social/communication impairment such as Asperger's syndrome / other Autistic Spectrum Disorder <input type="checkbox"/> C. You are blind or have a serious visual impairment uncorrected by glasses <input type="checkbox"/> D. You are deaf or have a serious hearing impairment <input type="checkbox"/> E. You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy <input type="checkbox"/> F. You have a mental health condition, such as depression, schizophrenia or anxiety disorder <input type="checkbox"/> G. You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D <input type="checkbox"/> H. You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches <input type="checkbox"/> I. You have a disability, impairment or medical condition that is not listed above <input type="checkbox"/> J. You have two or more impairments and/or disabling medical conditions </p>	
2	<p>Residential Category: The University will determine whether you are categorised as 'home' or 'overseas' for Fees (applies to ALL applicants). Your Residential Category is a guide that helps us determine your fee status. If we are unsure of your fee status, we will contact you for more information. Read the full residential category definitions below and select the category that applies to you.</p> <p> <input type="checkbox"/> 1. UK Citizen or EU National You are a UK or EU national, or are the child or grandchild, or the spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period. </p> <p> <input type="checkbox"/> 2. EEA or Swiss national <u>Either:</u> You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period. <u>Or:</u> You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period. </p> <p> <input type="checkbox"/> 3. Child of a Turkish worker You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years. </p> <p> <input type="checkbox"/> 4. Refugee You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application. </p> <p> <input type="checkbox"/> 5. Humanitarian Protection or similar You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application. </p> <p> <input type="checkbox"/> 6. Settled in the UK You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is 'Other'). </p> <p> <input type="checkbox"/> 7. Other - None of the above. </p>	

F. English Language – to be completed by ALL applicants**(see note 4)**

All students studying at the University of Dundee must have an English Language qualification equivalent to GCSE / Standard Grade English Language.

Please indicate whether English is: (select one)

a) Your first language ☐ b) Your main language for education ☐ c) Learned as a foreign language ☐

UK-based English Language qualifications that satisfy the English Language requirement are, for example, O-grade, standard grade, Higher, Advanced Higher, Intermediate 2, CSYS, O-level, AO-level, AS-level, A-level, GCSE, and Communications 4.

Indicate any **UK based qualifications** that you have in English Language below:

Exam type and subject (e.g. O-grade English Language)	Score/Grade (e.g. Grade C)	Date of Award (or expected date of award)	University/College/School attended

List any **internationally recognised qualifications** gained as proof of English Language level and score/grade achieved (e.g. IELTS, TOEFL, Cambridge, IGCSE, and International O-Level).

You must attach a certified copy of your certificate.

Test type (e.g. IELTS)	Score/Grade (e.g. 6.5)	Date /Expected date of Test	IELTS TRF/ Ref Number (if applicable)

G. Employment Details**(see note 5)**

Names and addresses of recent employers	Nature of work and job title	From		To		PT/ FT
		Month	Year	Month	Year	

H. Qualification Details**(see note 6)**

Please list below qualifications completed or certified, as well as present course and year.

University/College/ School attended	Start Date	Completion Date	Award Obtained (e.g. BA, HNC, SQV3)	Subject	Grade

I. Personal Statement

(see note 7)

J. Referee details

Please list below the full details of an academic referee (i.e. Sub-Dean or Course Tutor), who may be contacted by the University.

Name of referee	Post/Occupation/ Relationship	Address	Telephone	Email

K. Supporting documents

(see note 8)

Please check the boxes below to confirm that you have enclosed these documents with your completed application form.

<input type="checkbox"/> Birth Certificate or Passport (copy)	<input type="checkbox"/> Academic Transcript
<input type="checkbox"/> Academic reference	<input type="checkbox"/> Letter from your Medical School
<input type="checkbox"/> Curriculum Vitae (CV)	

All applicants are required to upload a passport-sized photograph during online matriculation, which will be used to produce a Student ID card. You will be advised of this process by email prior to matriculation.

L. Information Governance – Data Protection

(see note 9)

The personal information provided by you on this form will be used for the purposes of processing your application. In signing this form you consent to the information which you provide being held and processed by the University of Dundee, in electronic and manual formats, for the purposes specified in our Privacy Notice.

M. Declaration

(see note 10)

I certify that the information given on this form is true, complete and accurate. If I am admitted to the University, I undertake to observe the University's Ordinances and Regulations and to ensure payment of tuition fees and other financial liabilities to the University.

Signed:**Date:**

Please return this form and all supporting documents **by email to:** bmsc@dundee.ac.uk

Previous contact with Dundee

Note 1

Please provide this detail, if appropriate, as it will help us to retrieve your previous applicant/student record, and add this application quickly.

Personal details

Note 2

Surname/ Family Name and First/Given name(s) – please make sure that you write your family name **in full** and include **all** of your given names. It should be written the same way that your name is written in your current passport, driving license or other formal document. Do not shorten or abbreviate any of your names. Use 'Name by which you would like to be known' to record shortened or alternative names.

Date of Birth – please write this in the order of day / month / year (e.g. 19/07/80 = 19th July 1980)

Previous Surname – provide this if your surname is different from that on your birth certificate or qualifications/supporting documentation

Term-Time Address – this will be the address we will use to write to you about any decisions made on your application. Please notify us if you change your permanent home address.

Summer Vacation Address – this will be the address we will use to write to you about any decisions made on your application during the summer period. Please notify us if you change your vacation address

Email – please write this very clearly, as it will be the only way we will contact you about your application at the first stage. Please include any personal email addresses and ensure that you check these regularly.

Nationality – provide your nationality as written in your current passport; if you have dual nationality, please state both nationalities clearly.

Passport Number – this is only required for applicants who have a non-UK or non-EU passport

Area of Permanent Residence – this is the home area where you normally live. If UK-based, please enter the county/city you live in (e.g. Fife or Durham, etc.). If you are not in the UK, please enter the name of the country where you currently live (e.g. New Zealand, France etc.).

Additional information – All information is kept in accordance with the Data Protection Act 1998

Note 3

Disability and Special Needs – Please mention any disability or medical condition, so that where possible appropriate support and resources can be arranged. The University encourages applications from students with disabilities, medical conditions and special needs.

English language – to be completed by ALL applicants

Note 4

Programmes at the University are taught in English, and so a minimum level of English Language is required by all applicants.

Employment details

Note 5

Please provide details of duties and responsibilities of current and previous work experience including any relevant unpaid work.

Qualification details

Note 6

Please give full details of qualifications completed to date, starting with the highest level. Where possible, list the subjects and grades obtained. You must attach copies of your certificates to support your qualifications, unless you are applying for the TQFE programme through an FE college. For all Degrees and transcripts not written in English the Certificate must be accompanied by a fully certified translation by a professional translator/translation company. This translation must include: details of the translator/translation company's credentials; confirmation that it is an accurate translation of the original document; the translator/translation company's contact details and it must also be dated and include the original signature of the translator or an authorised official of the translation company.

Personal statement in support of application

Note 7

Your personal statement is an opportunity for you to tell us why you would like to study at the University of Dundee. Please also rank your choice of courses if you have applied for more than one. This statement should be approximately between 250-500 words.

Supporting documents

Note 8

Please provide copies of your birth/passport and qualifications certificates in support of this application. Please do not include original documents, although we reserve the right to ask to see these at a later date if necessary. When providing other supporting documentation, ensure that your full name is clearly written or visible on each additional sheet.

We also require you to provide copies of the following documents:

- An academic reference in support of your application
- A transcript of your results including any mid-session marks for Year 2 (2MB) and an average ranking in your current year
- A brief CV
- a formal letter from your Medical School confirming you are allowed to intercalate at the University of Dundee

Information Governance – Data Protection

Note 9

How we use your information

This privacy notice sets out how the University of Dundee collects, uses and protects any information that you give us during the course of submitting an application for study at the University of Dundee, the subsequent processing and assessment of your application and, if successful in being offered a place, managing the process of your admission.

Your personal data is used to:

- consider and evaluate your application for study;
- contact you with any questions we may have, to offer you an interview or correspond with you concerning your application;
- engage with you and send you information on the University, the city and the experience of studying here to help you when making your decision on your future studies and place of study;
- contact you to request feedback regarding your experience with us as an applicant.

If you are successful in securing a place with the University, your personal data forms the basis of your student record (see separate privacy notice for students). We will use your information to invite you to apply for a place in University accommodation and send you pre-enrolment information from the University. We will also pass your contact information to Dundee University Students' Association (DUSA) so that they can send you information on the support, facilities and social events available to you from them during your time as a student in Dundee.

If you are unsuccessful in your application, we will normally retain your data for one full admissions cycle so that if you choose to reapply we can help with that process. We may also retain your data beyond that period, but it is only used for planning and reporting purposes and will not be published or used in a way that identifies or makes decisions about you.

The University makes certain statutory disclosures of information, for example to the Higher Education Statistics Agency (HESA) and the funding councils. Your data will be used for those purposes.

In accordance with the University's obligations under UK Visa and Immigration rules we will ask you to provide information concerning your nationality and residency.

Personal data

The personal data normally required during application is:

- your identification details such as your full name, date of birth, gender, telephone numbers, email address and home/term-time address.
- information concerning your qualifications, previous educational institutions, employment or other life experiences relevant to your application;
- information from your referees;
- anything you include in your personal statement or provide to the University in support of your application.
- in accordance with UK Visa and Immigration rules the University will ask for information regarding nationality and residency.

Sensitive (special categories) of personal data

We may have information concerning any disability you disclose during your application so that we can make appropriate adjustments. This is not used when assessing your application.

Data controller

The data controller for your data is the University of Dundee. Your data will be processed by the University of Dundee's nominated agents such as software or service providers.

The University's student management system is SITS:Vision. Our University accommodation booking software is Room Service. These are hosted on the University's servers. SITS:Vision is used throughout the management of applications. The University uses Microsoft Office 365 as its main productivity and communications software, and Box.com for secure file sharing. Both these systems are provided in the cloud and both providers have adopted binding corporate rules to safeguard your data.

As an applicant you are given a University email address and access to our Microsoft Office 365 environment. We will use this account to communicate with you. We will also give you access to relevant areas within our Virtual Learning Environment – Blackboard through your University login.

Blackboard ConnectTxt is used along with SITS:Vision to send you SMS messages to alert you to important communications related to your application.

Lawful processing

The lawful grounds for processing personal data for these purposes are normally:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

The lawful grounds for processing special categories of personal data for these purposes are normally:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

Your rights

The University respects your rights and preferences in relation to your data. If you wish to update, access, erase, or limit the use of your information, please let us know by emailing BMS@dundee.ac.uk. Please note that the University will respect your right to prevent your information being used for marketing.

Where you wish to restrict the use of your personal data for the purposes outlined above, please note that we may need to retain some limited data to facilitate this request.

If you wish to complain about the use of your information please email dataprotection@dundee.ac.uk. You may also wish to contact the Information Commissioner's Office.

Declaration

Note 10

You must sign the application form. By signing the form, you are declaring that, to the best of your knowledge, you have included correct, complete and accurate information. The information will be used for processing your application.

What happens next?

Note 11

We will acknowledge receipt of your application by email. If your application is complete we will then email you with our decision, which will be one of the following: an unconditional offer of a place; a conditional offer of a place (requiring you to meet certain requirements first); a rejection (usually indicating why you have been unsuccessful). **Please ensure you check the email addresses that you have provided on this application form regularly.**