

## Intercalated BMSC (with Honours) application form (internal)

This application form should be used by medical students **currently studying at the University of Dundee**. Applications will be allocated on the basis of academic merit.

Conditional acceptance will be dependent on:

- Pass at the first attempt in the 2MB examinations
- Acceptance by relevant course leaders

Final acceptance to the course will be dependent on:

- 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

31 January 2020	Final date for submission of application form and supporting documents to the Medical School Undergraduate Office, University of Dundee at <a href="mailto:bmsc@dundee.ac.uk">bmsc@dundee.ac.uk</a> . Please ensure that you include all relevant documents with your application form.
28 February 2020	Provisional list of students accepted on the BMSc programme.
31 May 2020	Confirmed list of students accepted on the BMSc programme.

**A. Proposed programme of study**

Programme name: **Intercalated BMSc 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. Existing contact with Dundee****(see note 1)**

Your University of Dundee student ID number:

Gender:

Current degree:

Year:

**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)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		
Name by which you would like to be known:	Previous surname:																			
<b>Term-time address:</b>																				
City:																				
Postcode / zipcode:																				
Country:																				
<b>Summer vacation address:</b>																				
City:																				
Postcode / zipcode:																				
Country:																				

**FOR UNIVERSITY USE ONLY**

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

**D. Personal statement****(see note 3)****E. 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

**F. Supporting documents****(see note 4)**

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

- ☐ Academic reference  
☐ Curriculum vitae (CV)

**G. Information Governance – Data Protection****(see note 5)**

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.

**H. Declaration****(see note 6)**

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](mailto:bmsc@dundee.ac.uk)

## Existing contact with Dundee

### Note 1

Please provide this detail as it will help us to retrieve your existing student record and to 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 = 19<sup>th</sup> 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 is 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.

## Personal statement in support of application

### Note 3

Your personal statement is an opportunity for you to tell us why you would like to study on an intercalated course. 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 4

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 5

### 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;
- 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).

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.

### 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 from your referees;
- anything you include in your personal statement or provide to the University in support of your application.

### 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 and is 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.

### 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 [BMSc@dundee.ac.uk](mailto:BMSc@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](mailto:dataprotection@dundee.ac.uk). You may also wish to contact the Information Commissioner's Office.

#### **Declaration**

#### **Note 6**

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 7**

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 your University of Dundee email addresses regularly.**