



University of
St Andrews

Admissions Policy

Document type	Policy
Scope (applies to)	All students
Applicability date	31/08/2019
Review / Expiry date	30/08/2020
Approved date	13/12/2019
Approver	Professor
Document owner	Deputy Director of Admissions
School / unit	Admissions
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Student administration/Admissions
Purpose	The Admissions policy is a governance document that covers all relevant aspects of the application process to allow all applicants from all cohorts to clearly understand the parameters within which they are applying.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Updating draft	Submit for publication	Dean of Arts	31-10-19

Admissions policy 2019-2020

1. Purpose

1.1. The University of St Andrews' admissions policy (the Policy) is in place to ensure fairness for all applicants. We are committed to reducing barriers to entry for students with the potential to succeed at the University. We aim to make St Andrews a beacon for diversity and to pursue the most effective ways to make a St Andrews education accessible to all who may benefit from it. We encourage all students to demonstrate their potential, regardless of social or economic background, whether this is related to their place of education, family background, or residence. The University is committed to providing clear and accurate pre-entry information and support to prospective students so they can apply to programmes appropriate to their interests while gauging their academic achievements and potential against the University's requirements. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and support for applicants to enable them to make informed decisions about applying to study at the University of St Andrews. We want to encourage the best applicants to apply, however competition is extremely high. This policy and associated procedures comply with relevant legislation and are aligned with the guiding principles of the QAA [Expectations and Practices for Admissions, Recruitment and Widening Access](#). The Policy is developed and monitored by Admissions on behalf of the University and is approved by the Admissions Committee.

2. Scope of the Policy

2.1. This Policy applies to all applicants to foundation, undergraduate and postgraduate taught courses at the University. The Policy is supported by other University policies, which are referenced at the end of the Policy.

2.2. Any questions relating to the admissions policy can be addressed in writing to the Director of Admissions.

3. Material information to an application

3.1. It is the responsibility of the applicant to provide full and accurate information in support of their application.

3.2. The University regards the following details as material to an application:

Course choice;

Fee status assessment; and the information provided in order to make the assessment;

Intended year of entry;

Academic record: qualifications or grades achieved and predicted grades and marks;

Evidence supporting grades achieved and predicted grades and marks including any non-standard education experience and extenuating circumstances;

Academic references;

Personal statement or requested sample of written work;

Contextual data information, which is additional information related to an applicant's background as described in the ['use of contextual data'](#) policy;

Evidence of English language proficiency, where required;

Performance at interview, where appropriate; and

External aptitude tests, where appropriate.

4. Course information provided by the University before applying

4.1. The University produces the prospectus in two formats – digital and print. The [online prospectus](#) represents the definitive offering that forms the basis for the contract between the student and the University. The printed prospectus, [which can be accessed by PDF](#), is a guide to what is intended but not a formal commitment by the University. The printed prospectus is developed 18 months in advance of the start of the intended academic year and therefore the information reflects the courses as they are at that time of going to print.

5. Undergraduate applications made through Universities and Colleges Admissions Service (“UCAS”)

5.1. The UCAS application is a contract between an applicant and UCAS. When an applicant accepts an offer from the University there will be a separate contract between the applicant and the University. No other party can enforce any part of these respective contracts under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

6. Tuition fees

6.1. The University will clarify to an applicant at the time of the offer the compulsory fees and charges it requires any student to pay at the time of offer. The offer will also clarify conditions for any variation of fees. [The University’s approach to fee setting is described online.](#)

7. Fee status assessment

7.1. The tuition fee is determined by the applicant’s fee status, mode of attendance and degree course. The University makes offers on the basis of fee status and may withdraw the offer if the fee status changes. It is the University’s responsibility to assess an applicant’s fee status. Fee status is determined using the regulations approved by the Scottish Parliament, the Education (Fees) (Scotland) Regulations 2011 and our [Fee Status Policy](#). If the University considers an applicant’s fee status to be unclear from the information provided in the application, the applicant will be asked for further information. It is the applicant’s responsibility to provide any additional information required in a timely and accurate manner.

7.2. Final decisions on applications cannot be made until the fee status is set. Any incorrect or incomplete information may delay decision making and may affect an applicant’s opportunity for securing a place. More detailed information is available in our [Fee Status Policy](#).

8. How to apply

8.1. Undergraduate applications

8.1.1. Depending on the [applicant’s fee status](#), an applicant can apply to the University through one of the application types below:

[UCAS](#) – available to all applicants;

[Common Application](#) – available only to Overseas applicants and all applicants applying to the BA (International Honours) joint degree between the University of St Andrews and the College of William & Mary.

[St Andrews Direct Application](#) – available only to Overseas applicants and all applicants applying to the BA (International Honours) joint degree between the University of St Andrews and the College of William & Mary.

[Part-time Direct Application](#) – available for those applying for MA Combined Studies and applicants wishing to study on a part-time basis at the University of St Andrews. This application can only be used for part-time entry and decisions made based on this form are only for part-time study. Those studying part-time at the University who wish change to full time study will be required to complete the UCAS application form within the appropriate time frame.

- 8.1.2. All applications will be given equal consideration, provided that the applicant meets the deadline stated for each application route. The University uses published deadlines for applications, as a mechanism for managing and considering applications in a fair and timely manner. The published deadlines do not prevent applications from being considered before that deadline; it merely ensures no application received within that period will be rejected purely on the grounds it was received after others in that period.
- 8.1.3. The application deadline sets expectations for all parties involved in applying to, advising on and selecting for entry to courses at the University.
- 8.1.4. Undergraduate application deadlines are [published annually online](#).

8.2. Postgraduate taught applications

- 8.2.1. Applications for postgraduate taught courses should be made through the St Andrews Direct [application form](#). If an applicant requires an alternative arrangement, they should contact the University directly at pgt.application@st-andrews.ac.uk
- 8.2.2. Deadlines are course specific and are [published annually online](#) by course.

8.3. International Foundation Programme applications

- 8.3.1. Applications for International Foundation Programmes should be made through the St Andrews Direct [application form](#). Application dates and deadlines are published [online](#) annually by course.

9. How applications are assessed

9.1. Undergraduate applications

- 9.1.1. The responsibility for setting out entrance requirements and the criteria for assessing the strength of applications resides with Admissions and the academic Schools. The responsibility for making decisions on applications rests with Admissions in coordination with the Associate Deans and the academic Schools.

9.2. Basis for undergraduate decisions

- 9.2.1. The University is looking for applicants with the academic potential and ability to thrive in a competitive academic environment. This search may be different to how other universities make their final decisions for admission purposes.
- 9.2.2. All applications are initially assessed against the agreed academic selection criteria for the relevant course and the general entrance requirements. The selection criteria for individual courses and the general entrance requirements are available on the online prospectus subject pages online.
- 9.2.3. Meeting the selection criteria and the general entrance requirements for a course will not guarantee a place at the University, as competition for places can be high. When assessing applications, the University uses all

material information requested and submitted. We will not assess supplementary information that has not been requested. Applications are assessed relative to other applications for the same course, and within a specific cohort determined by fee status, based upon the quality of the academic achievement to date, personal statement or written work, interview (where required) and considered future potential.

9.3. **Contextual data**

9.3.1. The University considers additional information to provide a more complete picture of the educational and social circumstances that underpin any individual application and an applicants' performance in our decision-making processes. Details of how these data are used is available in our [statement on the use of contextual data](#).

9.3.2. Where appropriate, we will request and consider alternative evidence to that referenced in 9.3.1 above.

9.4. **How postgraduate taught course applications are assessed**

9.4.1. All applications for postgraduate taught courses are assessed by the academic School to which an applicant has applied. All applicants will be expected to meet the entrance requirements and any additional selection criteria outlined on the website for the course to which they are applying. Meeting a course's selection criteria and the entrance requirements will not guarantee an offer, as competition for places can be high.

9.4.2. When assessing applications, the University uses the following information:

academic record(s) and academic transcripts;

academic or work-related references;

personal statement or sample of written work, where required;

evidence of English language proficiency, where required; and

relevant work or other experience, where appropriate.

9.4.3. Postgraduate taught applications are assessed on the quality of the academic and work-related achievement to date and future potential, relative to other applications for the same course, and within a specific cohort determined by fee status.

10. **How International Foundation Programmes applications are assessed**

10.1. The responsibility for setting out entrance requirements and the broader criteria for assessing the strength of applications for International Foundation Programmes rests with the Director of International Education Institute (IEI). The responsibility for making decisions on applications ultimately rests with the Director of IEI, although this may be delegated to IEI's Director of Foundation Studies or individual programme Directors.

11. **Prior learning**

11.1. The University recognises prior learning that has taken place elsewhere after formal assessment, and this may be used to facilitate admission to a degree course and to provide advanced standing on a named degree course. Our [Recognition of prior learning](#) policy provides relevant detail.

12. **Applicants who will be 16 years old at the point of entry to the University**

12.1. The University welcomes applications from people of all ages and applications will be considered on their individual merits. If an offer of a place is made to an applicant who will be under the age of 18 at the time of enrolment, certain Scots Law and UK legislative procedures may be necessary in order to fulfil the University's duty of care to students. Scots Law recognises that despite having full legal capacity at 16, young people aged 16 can be vulnerable in certain situations. For applicants under 18 at the point of acceptance of offer, the applicant's parent or guardian will be required to sign a declaration which outlines the University's responsibilities. Applicants aged under 16 at the point of enrolment will be considered on an individual basis and are likely to be required to be accompanied by a parent or guardian. Guidance to applicants under 18 can be found online: [Young Student Information Sheet](#).

13. **Applicants with disabilities**

13.1. Where an applicant has declared a disability on their application form, this information is passed to the University's [Disabilities' Team](#) to make an initial assessment of the declared information and follow up where appropriate. The disability assessment is completed separately from the admissions decision-making process. The University will make reasonable adjustments in line with its legal duties to meet the needs of applicants with disabilities.

14. **Applicants to Medicine courses - disclosure of criminal convictions**

14.1. Applicants to Medical degree courses at the University are required to declare any criminal involvement on their application. Applications from students who have declared a criminal conviction are subject to the same academic selection process as all applications and will be assessed using the admissions process outlined in the University's admissions policy.

14.2. Entrants to Medicine will be required to undertake satisfactory criminal record screening as part of the non-academic conditions of their offer. This involves joining the Protecting Vulnerable Groups (PVG) Scheme, which provides the applicant and the university with a live update of the person's fitness to work with regulated adults or children.

14.2.1. For more information please see the entry requirements section in each of the [relevant medicine degree courses](#).

15. **Communication of an admission decision outcome**

15.1.1. Following the assessment of a completed application, applicants will receive one of the following decisions:

An unconditional offer – this means that the applicant has met all of the entrance conditions and selection criteria for the course and the University is holding a secured place for the applicant.

A conditional offer – the University wishes to make the applicant an offer provided that certain conditions (for example, a particular standard in future examinations) are met.

A rejection – the University does not make you an offer.

15.1.2. Where an applicant has evidence that a mistake in the terms of the offer has been made, they should contact myapplication@st-andrews.ac.uk within 14 days. This may include, for example, an offer that is based on a qualification which the applicant is not currently undertaking.

16. **Confirming conditions of the offer**

16.1. Where an applicant holding a conditional offer meets the terms of that offer, they are automatically confirmed as having secured a place to study at the University.

- 16.2. The deadline for conditional offer holders to meet the conditions of their offer is 31 August in the year of entry. The University is not obliged to wait for the result of a remark or exam board appeal, as a reject decision will already have been recorded on the University applicant record (or through UCAS Track for undergraduate UCAS applicants).
- 16.3. If an applicant subsequently meets the terms of their offer as the result of a successful appeal to the relevant qualification or exam board, the University will consider the applicant in the year that they applied if possible. If the University is unable to provide a place in such circumstances in the year of application, the place will automatically be deferred to the following year of entry.
- 16.4. The University is under no obligation to honour a conditional offer to applicants who have not met the conditions of their offer by the stipulated deadline.

17. **What to expect when an applicant receives an offer of a place from the University**

- 17.1. When an applicant receives an offer of a place from the University, the University will provide the applicant with information to help make an informed decision. This includes key information about the course and modules, visa information (where required), tuition fees and any other relevant costs for the course and attendance, arrangements for making payments to the University, the University's complaints-handling process, and details of the applicant's right to cancel the contract.
- 17.2. The University will provide applicants with information about the terms, rules and regulations relating to student conduct, which explain the applicant's and student's rights and obligations to the University, as well as the University's obligations to the applicant and student.
- 17.3. Applicants should read and understand this information before deciding whether to accept their offer.
- 17.4. If an applicant does not receive the required information, or if an applicant is not clear about anything relating to an offer of a place and the information provided, the applicant should contact the University directly to ask for further advice by writing to myapplication@st-andrews.ac.uk

18. **Accepting the offer and terms of contract**

- 18.1. The formal offer of a place at the University sets out any conditions that must be met to have this place confirmed and asks whether the applicant wishes to accept the offer.
- 18.2. It is important that applicants identify any issues prior to accepting an offer, as changes to material information could lead to the offer being withdrawn by the University.
- 18.3. Once an applicant has accepted the offer to study at the University, the applicant enters into a contractual agreement with the University.
- 18.4. Further information can be found in the [further particulars of offers](#) which is sent to an applicant with the offer package and is published online.

19. **Declaring criminal convictions when accepting an offer of a place**

19.1. **Applicants with criminal convictions**

- 19.1.1. The University aims to maintain a safe environment for students and takes appropriate steps to protect all members of the University community. For this reason, the University collects and records information on

relevant offences committed by offer holders or students, unless these convictions are defined as 'spent' under the Rehabilitation of Offenders Act 1974 or its equivalent.

- 19.1.2. This policy covers relevant, unspent criminal convictions received by offer-holders and students in any country.
- 19.1.3. In addition, where an offer-holder or student is under investigation by the Police or where criminal proceedings have been initiated, it is the responsibility of the offer-holder or student to report this to the University. To facilitate this at the point that an offer is made, we will ask the applicant to declare any relevant information relating to unspent convictions, proceedings or investigations, as detailed below.
- 19.1.4. For the purposes of this policy, relevant offences include the following non-exhaustive list of offences and/or the equivalents in other worldwide jurisdictions:

Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;

Offences listed in the Sexual Offences Act 2003 or the Sexual Offences (Scotland) Act 2009;

The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;

Offences involving firearms;

Offences involving arson;

Offences involving fraud or embezzlement;

Offences involving theft;

Offences listed in the Terrorism Act 2006;

Offences listed in Schedule 1 to the Protection of Vulnerable Groups (Scotland) Act 2007;

Offences listed in the Bribery Act 2010;

Offences listed in the Criminal Finances Act 2017;

Offences listed in the Computer Misuse Act 1990;

Any information received from declarations will be used to undertake a risk assessment to understand if any mitigating measures need to be put in place during the period of the student's studies. This will also allow the University to put appropriate support in place. Where appropriate support cannot be put in place the University may withdraw an offer.

- 19.2. The requirement to declare relevant convictions as outlined above applies to all applicants and students at the University, except those studying Medicine.
- 19.3. Students studying Medicine at the University of St Andrews are required to disclose criminal convictions in accordance with the regulations set on the Disclosure Scotland website. Please see 14.1. above.

20. **Pre-payment requirements stated within the offer letter**

- 20.1. The offer letter will clearly state if an applicant is required to make a pre-payment to accept and secure an offer of a place and provide a deadline. The pre-payment will be deducted from the total amount of tuition fees.
- 20.2. For applicants who require a Tier 4 (General) student visa to study in the UK, the total amount paid including any pre-payment made, will be displayed on the Confirmation of Acceptance for Studies (CAS) when received prior to the issuance of the CAS.
- 20.3. If a pre-payment remains unpaid beyond the deadline, this will be taken as an indication that the applicant no longer wishes to take up their offer of a place at the University and the offer of a place will be declined by default.

21. **Requests for changes to courses after an application is submitted**

21.1. **Undergraduate requests for changes to courses**

21.1.1. Any undergraduate applicant considering such a change should consider carefully their reasons for doing so. Each request will be considered on a case-by-case basis by an admissions panel consisting of Deputy Directors of Admissions and the relevant Faculty Associate Deans. In doing so the University will follow the decision-making process outlined in the Admissions Policy. The new course requested could impact on the competitiveness of the application, particularly if the requested course is significantly different from that on which an offer has been made. In some cases, to have a chance of securing an offer on the new course, it is possible that the applicant will be required to reapply in the following application cycle.

21.1.2. All applicants should also be aware that entrant students are not permitted to change their course before the end of their first year of studies, which is outlined in the [Changes to Studies policy](#).

21.2. **Applicants assessed as Home and Rest of UK – undergraduate requests for changes to course**

21.2.1. Applicants assessed as Home and Rest of UK (RUK) are required to submit any requests to change course to myapplication@st-andrews.ac.uk before 15 January in their year of entry. Requests received after 15 January will not be considered. The University is under no obligation to grant such a request.

21.3. **Applicants assessed as Overseas - requests for changes to a course**

21.3.1. Undergraduate applicants assessed as Overseas are required to submit any requests to change course to myapplication@st-andrews.ac.uk before 30 June in their year of entry. Requests received after 30 June will not be considered. Changes to the course will not be considered once the Confirmation of Acceptance for Study (CAS) has been issued. The CAS is a unique number created by the United Kingdom Visa and Immigration (UKVI) office and requested on behalf of the admitted student by the University. The CAS number includes information about the course of study, fees due, fees paid, how an applicant was assessed as eligible to enter the University, and the University's details.

21.4. **Medicine undergraduate requests for changes to courses**

21.4.1. The School of Medicine will not consider requests for a change of course from applicants who have applied to another subject. Medicine applicants assessed as Overseas for fee purposes may request to change from BSc Hons Medicine to the Scottish-Canadian Medical Programme (or vice versa) if all the conditions of the new course are met. This can be done at any point during the admissions cycle, but the request must be made before an offer has been issued.

21.5. **Postgraduate taught courses requests for changes to course**

- 21.5.1. Applicants wishing to change to another course within the same academic School to which they have already applied, should contact that School directly to discuss the possibility of changing.
- 21.5.2. Postgraduate applicants are required to submit any requests to change course to pgt.application@st-andrews.ac.uk
- 21.6. **International Foundation Programme requests for changes to courses**
- 21.6.1. Applicants wishing to request a change of International Foundation Programme should contact ifp@st-andrews.ac.uk. Course changes will only be allowed with the approval of the relevant programmes Directors within the programmes offered by the International Foundation Programme.
22. **Deferred applications**
- 22.1. **Deferring an undergraduate application**
- 22.1.1. The University will accept applications for deferred entry as outlined below. Deferred entry refers to applicants who, having applied in one admissions cycle, delay their entry into the following admissions cycle.
- 22.1.2. It is the University's position that applicants apply in the academic cycle immediately prior to the start date they wish to commence their studies at the University. University [dates are published online](#). For example, applicants intending to start their studies in September 2020 would apply during the admissions cycle that opens in September 2019 applicants intending to take a gap year or a year off studies, are recommended to apply during the gap year. This allows applicants to demonstrate as part of their application how their activities during the gap year are relevant to the course(s) to which they are applying. This information will be considered as part of the decision-making process.
- 22.1.3. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for.
- 22.1.4. Applicants who meet the conditions of an offer who are subsequently required to undertake national military service will have their offers upheld until conclusion of their service. Applicants should ensure that they contact myapplication@st-andrews.ac.uk as soon as they are aware of any commitments to such military service and provide supporting documentation.
- 22.1.5. Applicants who choose to apply for deferred entry for the subsequent academic year should ensure that their personal statement includes information on:
- reasons why they wish to defer;
- what they will be doing that is relevant to the subject(s) to which they are applying during the year before entry;
- and how such activities will benefit the strength of their application.
- 22.1.6. Applicants who wish to request deferred entry after receiving an offer, should put their request in writing to myapplication@st-andrews.ac.uk as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by an admissions panel consisting of Deputy Directors of Admissions and the relevant Faculty Associate Dean.

22.1.7. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on [scholarships](#) and [accommodation](#) for further information.

23. **Accepting and securing a deferred offer – undergraduate**

23.1. Applicants assessed as Overseas for fee purposes holding an unconditional offer who have been granted deferred entry will be required to make a pre-payment before their deferred entry will be confirmed. The pre-payment will be deducted from the total of the first-year tuition fee. Failure to submit the pre-payment will be taken as an indication that the applicant no longer wishes to take up the offer of a place to study at the University and the offer of a place will be declined by default.

23.2. Further information about the required pre-payment will be included in the applicant's offer letter.

24. **Deferring an undergraduate application to Medicine courses**

24.1. Applications for deferred entry to the School of Medicine are not considered unless express permission has been granted from the School of Medicine. Any questions regarding deferred entry to Medicine should be directed to medical.admissions@st-andrews.ac.uk

24.2. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

25. **Deferring a postgraduate taught course application**

25.1. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to pgt.application@st-andrews.ac.uk as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by the Director of Postgraduate Studies within the relevant academic School.

25.2. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the admissions cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

26. **Accepting and securing a deferred offer – postgraduate taught courses**

26.1. Applicants for postgraduate taught courses will be required to make a pre-payment to accept and secure a place to study. The offer letter an applicant receives will indicate if this is required. While the decision on whether or not to grant a request for deferred entry is taken by the relevant academic School, any such offer for deferred entry will only be confirmed if the applicant has made any pre-payments as required in the offer letter.

- 26.2. Further information about the required pre-payment will be included in the postgraduate applicant's offer letter.
27. **Deferring an application to an International Foundation Programme**
- 27.1. Applications for deferred entry to International Foundation Programmes are not considered unless expressed permission has been granted by the Director of International Education Institute. Any questions regarding deferred entry to International Foundation Programmes should be directed to ifp@st-andrews.ac.uk
- 27.2. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.
28. **Applicants with extenuating circumstances**
- 28.1. **Undergraduate applications with extenuating circumstances**
- 28.1.1. The University aims to ensure that all applicants have an equal chance to prove their academic potential when applying to their chosen course. We accept that in some cases there may be circumstances which significantly impact upon an applicant's ability to perform to their potential. As an example, such circumstances could include, but are not limited to: an ongoing acute or chronic medical condition; a recent family bereavement or serious illness; ongoing significant caring responsibilities; or other disruptions to educational teaching at a school or college outside of the applicant's control.
- 28.1.2. We expect that in the first instance applicants with extenuating circumstances will inform their examination board of their situation. This includes both those applicants with long-term extenuating circumstances and those with short-term circumstances that may have impacted unexpectedly upon examination performance.
- 28.1.3. At any point within the application cycle, applicants may submit information on extenuating circumstances to the University as part of their application by emailing myapplication@st-andrews.ac.uk
- 28.1.4. It is important that an applicant includes as much information as possible relating to their particular circumstance, including, where appropriate, submissions from medical or educational professionals. The applicant must also clearly indicate whether the examination board has been informed of the situation, and what action has been taken as a result, including any appeals that may have been made and any further details the applicant considers to be relevant. If this information is not included, the University will assume that the examination board has been informed, and that the applicant's academic achievements reflect this. In some circumstances we may contact applicants or referees.
- 28.1.5. The University will not normally offer applicants a place if they do not meet the stated entrance requirements for their course. Each case of extenuating circumstances will be considered on a case-by-case basis, according to the information provided by the applicant by an admissions panel consisting of Deputy Directors of Admissions and the relevant Faculty Associate Dean.
29. **Medicine undergraduate applications with extenuating circumstances**
- 29.1. Applicants to study Medicine who have extenuating circumstances (including those associated with UCAT and interview) should consult the [School of Medicine's policy on extenuating circumstances](#).

30. **Postgraduate taught course applications with extenuating circumstances**

30.1. Applicants for postgraduate taught courses should submit any evidence of extenuating circumstances to the academic School as part of their application. The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the relevant academic School Director of Postgraduate Studies.

31. **International Foundation Programme applications with extenuating circumstances**

31.1. Applicants for International Foundation Programmes who have extenuating circumstances should submit evidence of these to ifp@st-andrews.ac.uk. The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the Director of International Education Institute (IEI) or their designate.

32. **Agents**

32.1. This section only applies to an individual or organisation ('agent') applying on behalf of someone else. Before submitting an application on behalf of someone else, an agent must:

have all necessary authority to complete and submit the application on behalf of the applicant; and ensure the applicant has sufficient time to read and understand the applicant declaration, our website terms and conditions, and our privacy policy.

32.2. The University retains the right to cancel an application if the University determines, having carried out the necessary checks and due diligence, or has reason to believe, that an agent has not fully complied with these requirements. The University will write to the applicant by email so that the applicant has an opportunity to respond.

33. **How we verify the information an applicant provides to the University**

33.1. If an application contains misleading information or has left out any relevant information this may lead us to question the validity of the information provided to the University.

33.2. The University may take any necessary steps to check with the applicant and other parties declared on the application, including previous schools, colleges, and examination and awarding bodies whether the information provided is accurate or complete.

33.3. The University retains the right to cancel an application or rescind an offer without refunding an application fee if the University has determined, having carried out any necessary checks and due diligence, or has reasonable belief, that an application contains false information.

33.4. If an applicant has any reason to believe that information the University holds about an applicant is not true, complete or accurate, the applicant must tell us by writing to myapplication@st-andrews.ac.uk

33.5. If the University needs to verify an applicant's identity, the University may check details in the application by using any official, publicly available or commercially available identity checking services. If any adverse information is revealed about an applicant, the University will write to the applicant by email so that the applicant has an opportunity to respond.

34. **Fraudulent or plagiarised applications**

34.1. The University will not admit individuals based on fraudulent or plagiarised applications or documents and will investigate any persons found to have submitted any fraudulent material as part of their application, even when this information comes to light after an offer has been made or an individual has matriculated. In such instances the University would investigate under the Non-academic Misconduct Policy (see Section 35 below).

35. **UCAS plagiarised personal statements**

35.1. All personal statements from UCAS applicants are run through the UCAS Similarity Detection Service on submission. Any personal statement showing a level of similarity of 10% or greater are flagged by UCAS and the University and the applicant is notified. The University will investigate all instances of similarity that are notified from UCAS and an application may be rejected where the University finds there are reasonable grounds to suspect a statement has been plagiarised.

36. **Non-academic misconduct**

36.1. Any cases of non-academic misconduct will be addressed through the [University's Non-academic Misconduct Policy](#). The University will take appropriate action up to and including the withdrawal of an offer or place.

37. **Feedback on admissions decisions for undergraduate course applications**

37.1. An applicant for an undergraduate course who is unsuccessful will receive formal notification detailing the University's decision including details for the rejection. It should be noted that the University is a highly competitive institution, and each year many applicants who apply having either met or exceeded the minimum entrance requirements, or who are predicted to do so, will not receive an offer.

37.2. The University will provide feedback on an application if requested. This feedback will in the main be contextual, pertaining to the relevant application pool. Unsuccessful applicants seeking further feedback should contact myapplication@st-andrews.ac.uk in writing within 14 days of being notified of the outcome of their application. The University will aim to provide feedback within 30 days of receipt of the request. While the University aims to provide informative feedback that is helpful to enable applicants to reflect on their progress through the application process, it may not always be possible to provide additional highly specific or tailored advice.

37.3. The University is only able to provide feedback to the applicant, except where written consent has been previously given to allow us to communicate throughout the application process with a nominated third party.

38. **Part-time undergraduate applications**

38.1. The University will provide feedback to part-time undergraduate applicants up to 14 days of being notified of the outcome of their application. Applicants can apply for further feedback by writing to lifelonglearning@st-andrews.ac.uk. The University aims to respond to such requests within 30 days of receipt.

39. **Feedback on admissions decisions for postgraduate taught course applications**

39.1. An applicant for a postgraduate course who is unsuccessful will receive a letter detailing the University's decision. Applicants can apply for further feedback by writing to pgt.applications@st-andrews.ac.uk within 14 days of being notified of the outcome of their application. The University aims to respond to such requests within 30 days of receipt.

40. **Complaints**

40.1. Grounds for raising complaints surrounding the Admissions Policy are limited to issues of concern in connection with procedural error or irregularities in the application of the Admissions Policy. Complaints will be managed according to the framework laid out in the [University Complaint Handling Procedure](#), and in the first instance, issues of complaint should normally be addressed to the Director of Admissions. Unless maladministration against an admissions decision is claimed, the University will not investigate complaints that question an admissions decision, which the University is entitled to make.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Updating draft	Submit for publication	Dean of Arts	31-10-19