



# University of Melbourne Doctor of Dental Surgery (DDS)

## Admissions Guide 2025

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### Application Dates:

Applications for domestic students open on 1 May 2024 and close on **31 May 2024 at 5pm AEST / 3pm AWST**

**NO LATE APPLICATIONS ACCEPTED - Please note the closing time is 5pm AEST / 3pm AWST**





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## Timeline – 2024 for 2025 Intake

<p><b>MARCH 2024</b></p>	<p><b>APRIL</b></p> <p>Ensure you have original academic transcripts if you attended (at any time) an institution NOT participating in ARTS.</p> <p>This includes overseas and exchange transcripts.</p>	<p><b>MAY</b></p> <p><b>1 May</b> – Doctor of Dental Surgery Applications open</p> <p><b>3 May</b> University of Melbourne timely prerequisite assessment submissions due</p> <p><b>31 May (5pm AEST)</b> – Doctor of Dental Surgery GEMSAS applications close</p> <p><b>31 May (5pm AEST)</b> – University of Melbourne Graduate Access Melbourne including supporting documents and Guaranteed Entry online applications close.</p>	<p><b>JUNE</b></p> <p><b>17 June</b> – Deadline to upload original transcripts from non-ARTS institutions to GEMSAS, if you have already completed your degree.</p>
<p><b>JULY</b></p> <p><b>17 July</b> – Deadline to upload original transcripts from non-ARTS institutions (including 1<sup>st</sup> Semester results and 2<sup>nd</sup> Semester enrolled subjects) to GEMSAS, if you will be completing your undergraduate studies in 2024.</p>	<p><b>AUGUST</b></p>	<p><b>SEPTEMBER</b></p>	<p><b>OCTOBER</b></p>
<p><b>NOVEMBER</b></p> <p><b>Early November</b> – First Round Offers of places for Doctor of Dental Surgery are released</p> <p><b>Mid-November</b> – Waiting list and unsuccessful letters are released</p>	<p><b>DECEMBER</b></p> <p>Additional offers made to fill vacancies</p> <p><b>2 December</b> – Enrolment deadline for domestic applicants with non-conditional offers</p> <p><b>13 December</b> Deadline to upload non-University of Melbourne transcripts online as instructed in offer letters. Final 2024 results include any single subject prerequisite studies for applicants with conditional offers.</p>	<p><b>JANUARY 2025</b></p> <p>Additional offers made to fill vacancies</p> <p><b>5 January</b> Enrolment deadline for domestic applicants with conditional offers.</p> <p><b>19-20 January</b> DDS compulsory orientation (indicative only and subject to change).</p> <p><b>23 January</b> DDS classes begin (indicative only and subject to change)</p>	<p><b>FEBRUARY 2025</b></p> <p><b>Mid February</b> Waiting list applicants receive final outcome.</p>



## Please read this entire guide carefully

The following information is provided as general guidance for applicants to the Doctor of Dental Surgery (DDS) at the University of Melbourne. All applicants should routinely check the University of Melbourne Dental School website (<https://study.unimelb.edu.au/find/courses/graduate/doctor-of-dental-surgery/>) for admission updates.

## How GEMSAS will contact you



Email will be the primary means of contact between GEMSAS and applicants.

It is essential that **you provide a current email address** which will be valid from April 2024 to February 2025 and that you regularly check your emails, including your junk or spam folders.

**Some email messages may not be accepted or may be flagged as spam by some email providers (e.g. Hotmail or Yahoo).**

Applicants are advised to provide an email address other than their current university address (unless it will be available until February 2025), Hotmail or Yahoo email addresses.

Neither GEMSAS nor the University of Melbourne will be held responsible for undeliverable or unread email communication.

Should you need to change your email or postal address, please do so in your GEMSAS user account.

Please save the following email addresses to your safe sender list:

[info@gemsas.edu.au](mailto:info@gemsas.edu.au), [GEMSAS-noreply@vtac.edu.au](mailto:GEMSAS-noreply@vtac.edu.au), [noreply@gemsas.edu.au](mailto:noreply@gemsas.edu.au)

**The My Emails page in your GEMSAS account should be checked regularly.**

The following GEMSAS emails will be visible on the My Emails page:

- Confirmation of Registration, Submitted, Payment emails
- Emails from the Assessment team re: academic documents and/or education study claims
- Undeclared study and outcome emails
- Courtesy reminders

The following emails will **NOT** be visible on the My Emails page:

- Place Offer notifications, as the offer/unsuccessful/waitlist email is sent directly from the University of Melbourne
- Any email correspondence sent directly from the University of Melbourne
- Email correspondence from [info@gemsas.edu.au](mailto:info@gemsas.edu.au) and [GEMSAS.academic@vtac.edu.au](mailto:GEMSAS.academic@vtac.edu.au)



## Contact details for further enquiries



If you have further queries regarding the general application process, please contact GEMSAS: [info@gemsas.edu.au](mailto:info@gemsas.edu.au). Please check the GEMSAS website for details and FAQs before submitting your query:

<http://www.gemsas.edu.au>

All GPA queries should be addressed to GEMSAS. Please check the GEMSAS website GPA FAQs before submitting your query.

<http://www.gemsas.edu.au/gpa-calculations>

For detailed information on the Doctor of Dental Surgery, as well as university-specific entry requirements, you should first check the University of Melbourne Dental School and University of Melbourne handbook website:

<https://study.unimelb.edu.au/find/courses/graduate/doctor-of-dental-surgery/entry-requirements/>

<https://handbook.unimelb.edu.au/courses/mc-ddensur/>



## Admission policies

### Offers

Successful applicants will be given a firm date by which to accept an offer of a place and offers not accepted by that date, according to the school's instructions, will lapse.

*Commonwealth Supported Places (CSPs) are offered on the basis of academic merit. If an applicant declines an offer of a Domestic Full Fee Place, or allows the offer to lapse, they will not be considered for a Commonwealth Supported Place.*

*If you have been offered a place in another course and you intend to accept that place, then please be considerate of fellow applicants and **withdraw** your application as soon as possible.*

### Deferral

Deferments are not granted.

### Exclusion

An applicant who has been excluded from any university must indicate this when they apply. The school may contact applicants for further detail.

### Admission and application irregularities

Applicants should be aware that the presentation of forged documents is a criminal offence in Australia and that the University may take appropriate action in such cases. Applicants who submit fraudulent documents or otherwise seek to gain an advantage by fraudulent means may be banned from future applications through GEMSAS.

**All tertiary study must be declared in the application. For the purpose of university admission, the withholding of information and the submission of incorrect or misleading information are deemed fraudulent. Actions taken in such cases may include cancellation of an application for admission, withdrawal of an offer of admission, or cancellation of an enrolment.**

**Only your first submitted application will be processed, regardless of which application has been paid for.**

### Misconduct policy

Please see our [website](#) for further information.

### Refund policy

The application fee is not refundable unless required by law. Therefore, you remain liable to pay the application fee even if you withdraw your application after having paid the fee, are not offered a place in a course, or you decline an offer of a place. The Australian Consumer Law, set out in Schedule 2 of the Competition and Consumer Act 2010 (Cth), provides consumers with a number of protections including guarantees that cannot be excluded, restricted, or modified. This refund policy does not exclude, restrict or modify the rights you may have under the Australian Consumer Law or any other applicable laws. If you believe you have a right to claim a refund, please contact [info@gemsas.edu.au](mailto:info@gemsas.edu.au).



## **Appeals process**

You are encouraged to commence your application as soon as possible, even if you do not have all the required documentation. You will be able to log back in and amend your application until you either submit your application or until the application closing date (at which time your application must be submitted). You are not considered an applicant until you have created your application online (i.e. registered and selected dentistry, within the application period of 1 to 31 May of the current year), and have received a valid GEMSAS VTAC ID. GEMSAS Policies, including the GEMSAS Extenuating Circumstances Policy and Procedure, and the GEMSAS Appeals Policy and Procedure, only apply to dentistry applicants with a valid current year GEMSAS VTAC ID.

### Queries

If you have a query regarding your application, please contact [info@gemsas.edu.au](mailto:info@gemsas.edu.au) in the first instance.

### Appeals

If you wish to appeal a decision made by GEMSAS or VTAC relating to the processing of your application, please consult the [GEMSAS Appeals Policy and Procedure](#) for details.

Email the details of your appeal and any required accompanying documentation to [gemsasappeals@gempass.org.au](mailto:gemsasappeals@gempass.org.au) with the subject heading "GEMSAS Appeal". Prior to submission, please ensure you have read the Policy and Procedure document and understand the decisions that can be appealed.

Please note that this Committee can only hear appeals against decisions made in the processing of your application. Appeals against decisions made by participating universities must be made to the individual university concerned.

### Extenuating Circumstances

If you wish to request the extension of a deadline due to extenuating circumstances, please consult the [GEMSAS Extenuating Circumstances Policy and Procedure](#) for details.

Email the details of your request and any required accompanying documentation to [info@gemsas.edu.au](mailto:info@gemsas.edu.au) with the subject heading of "Extenuating circumstances" and your Name and GAMSAT ID.

Please note that this only applies to requests relating to GEMSAS or VTAC deadlines. Requests relating to deadlines imposed by the Australian Council for Educational Research (ACER) or universities must be made to the organisation concerned.





## Application Process

GEMSAS and the University of Melbourne make every effort to ensure the accuracy of information provided in this Admissions Guide at the time of publication. Applicants must consult the university website for more detailed and specific information and for updates.

### There are three components of the application process:

#### ❶ GAMSAT (<https://gamsat.acer.org/>)

The GAMSAT validity period has been changed from 2 years to 4 years. GAMSAT results obtained from different sittings are directly comparable and can be used when applying to universities for up to four consecutive years in Australia.

To apply in 2024 for entry in 2025, ONLY the following results can be used: September 2020, March 2021, September 2021, March 2022, September 2022, March 2023, September 2023 and March 2024.

All applicants for Commonwealth Supported Places and Domestic Full Fee places in the University of Melbourne's Doctor of Dental Surgery (i.e. citizens/permanent residents/permanent humanitarian visa holders of Australia and citizens of New Zealand) must have a current score on the Graduate Australian Medical School Admissions Test (GAMSAT).

GAMSAT results are valid for four years. If you sit the September test in 2024 you may use the results obtained to apply in 2025, 2026, 2027 and 2028, for a graduate entry course commencing 2026, 2027, 2028 and 2029 respectively.

Helpful information can be found on the GAMSAT website that shows the validity of all the GAMSAT tests.

<https://gamsat.acer.org/results/currency-of-results>

The University of Melbourne uses an average GAMSAT Score. You can evaluate your standing in relation to other candidates who sat GAMSAT in the same year as you did, by consulting the chart included with your Statement of Results. Please note that neither GEMSAS nor ACER staff have the authority to review individual transcripts or GAMSAT results or to offer advice on the likelihood of selection.

***Registration for the GAMSAT and application for admission to the Doctor of Dental Surgery are separate processes.***

#### ❷ Application

Applications are made on-line through the [ApplyGEMSAS.edu.au](https://ApplyGEMSAS.edu.au) website. There is a link to this on the home page of the [GEMSAS.edu.au](https://GEMSAS.edu.au) website.

Doctor of Dental Surgery candidates are responsible for determining their eligibility to apply. Applicants are selected for offer of a place based on the following criteria:

- performance in GAMSAT;
- performance in an undergraduate degree (GPA);
- successful completion of approved prerequisite subjects.





### ③ Supporting documentation

**GEMSAS will not be accepting any hardcopy documentation. Applicants are required to upload supporting documentation directly to GEMSAS.**

If you studied at an ARTS institution (see Appendix A of this Guide), you do NOT need to send any academic transcripts for that study. Please note that we do not use hard copy transcripts where results are available via ARTS, and we will not accept transcripts provided as clarification regarding study not shown in ARTS. For all study at non-ARTS institutions, upload your official academic transcripts.

**Note that if you have also applied for Medicine at any of the GEMSAS medical schools or Optometry at the University of Melbourne, you will only need to upload one set of transcripts. We can use these for all your GEMSAS applications.**

When you complete your Application Form, you will be presented with relevant documentation requirement information which you must read carefully. Follow the instructions on the **Documentation** page of the Application to submit your academic transcripts and English Language Competency documentation (if required).

You can view the documentation requirements, that you will be required to submit with supporting documentation, on the **Documentation** page in the application but will only be able to access the upload function once you have submitted and paid for your application.

Please submit **only** those documents that have been specifically requested and are in accordance with the new documentation guidelines and follow the instructions on the **Documentation** page. Failure to include all requested documents may disadvantage you.

There are different deadlines for uploading academic transcripts dependent on the completion date of your undergraduate degree or receipt of a conditional offer.

Upload your official academic transcript(s) (and separate grading schemes if they are not included on the reverse of your transcript) as soon as possible after submitting your application or completing your study. Your transcripts must be uploaded no later than the deadlines below:

**Completed undergraduate studies at non-ARTS institutions.** If you have an existing completed undergraduate degree, upload your transcript(s), including information about your degree completion, for all non-ARTS study no later than 17<sup>th</sup> June 2024.

**Current undergraduate studies (2024 completion) at non-ARTS institutions.** If you will be completing an undergraduate degree in semester two 2024, upload your transcript(s) for all non-ARTS study including semester one results and semester two enrolled subjects, no later than 17<sup>th</sup> July 2024.

Note that transcripts for study at non-ARTS institutions will be required for all Bachelor and/or Honours and/or postgraduate study and you must also include transcripts for exchange study and study for which you may have received credit towards another degree.

The University of Notre Dame is now an ARTS institution, so if you have studied at Notre Dame GEMSAS will attempt to retrieve your results electronically, even if you previously provided documentation in the past. You will only need to provide transcripts if specifically requested by GEMSAS staff during the assessment process.



Any qualification undertaken in a language other than English must be documented by the original transcript, accompanied by an officially translated original (by a NAATI translator), in English.

Scans of **original hard copy** translations (featuring the translator's original stamp and signature on every page) can be uploaded in your account. Please see the *Academic Document Submission Guidelines* for instructions on supplying digital translation documents (which feature a digitally inserted stamp or QR code).



Extra documentation requirements for study in China and India:

China:

- Original Transcript in both Chinese and English Language
- Original Degree Certificate that is "Awarded according to the Regulations Concerning Academic Degrees in the People's Republic of China (中华人民共和国学位条例)" - both in English and Chinese Language
- If you have completed a Masters degree we will need original documentation (either official degree certificate or graduation certificate) that shows you completed/defended your thesis - both in English and Chinese Language. In addition to the above.

\*English Translations must either be issued by your school or NAATI Translations.

\*Please note if you do not provide **all of the above** it may delay the assessment of your application.

India:

- Unconsolidated Marksheets including any backlogs - Marksheets must be issued by the awarding University NOT the college.
- Official finalised completion certificate (not provisional) as issued by the awarding university (in addition to the marksheets/transcripts).

\*Please note if you do not provide **all of the above** it may delay the assessment of your application.

**Current undergraduate studies (Conditional Offer)** - If you have been made a conditional offer and have completed a non-University of Melbourne undergraduate degree or any non-University of Melbourne single subject prerequisite studies in 2024, upload final official transcripts directly to the University of Melbourne <https://students.unimelb.edu.au/new-students/get-started/coursework-domestic> by Friday 13<sup>th</sup> December 2024.

If you have completed your degrees or prerequisite subjects from the University of Melbourne, you are not required to upload transcripts as staff from the University of Melbourne will be able to access your results directly through their system in December.

Any student who has accepted a conditional offer but cannot provide transcripts by this date is encouraged to contact Melbourne Dental School.

If you have met the conditions, you will receive an unconditional offer letter from the University of Melbourne and instructions on how to enrol before the enrolment lapse date.



## Bachelor degree

All applicants must have completed, or be in the final year, of an undergraduate degree (including honours year if applicable). Undergraduate Australian degrees must be from a Commonwealth-accredited institution as listed by TEQSA (see <http://www.teqsa.gov.au/national-register>). Overseas degrees must be recognised by the Australian Department of Education (DE) (previously AEI-NOOSR) or UK ENIC (previously UK NARIC) as comparable to an Australian Bachelor degree. Your qualifications will be assessed for comparability as part of your application process.



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Please do not contact the Australian Department of Education (DE) for assessment of your degree.

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For those in the final year of study, satisfactory completion of the degree in 2024 will be a condition of entry. Note that if you cannot complete and provide evidence of completion of your degree in the 2024 calendar year, any offer you have received that is conditional upon completion of your current degree may be withdrawn.

Normally a Bachelor degree of 3 years full time equivalent (FTE) study is required, this study can be part-time study and does not need to be completed on a full-time basis. However, accelerated entry and conversion degrees may be accepted, depending on the level and extent of credited study, at the discretion of the selection committee.

## Grade Point Average (GPA)

GEMSAS will calculate a Grade Point Average (GPA) from electronic copies of academic transcripts (from ARTS institutions) or transcripts provided by the applicant. Scans of original hard-copy transcripts or an official and secure electronic copy of your transcript will be needed if you have completed your degree or any part of your qualifying degree at an overseas university or any university not included in the list of ARTS institutions in Appendix A.

Please note that GEMSAS does not use hard copy transcripts where results are available via ARTS, and we will not accept transcripts provided as clarification regarding study not shown in ARTS.

Applicants may wish to calculate their GPA according to the instructions on the GEMSAS website ([www.gemsas.edu.au/gpa-calculations](http://www.gemsas.edu.au/gpa-calculations)). A [GPA calculator](#) is available on the application page for use. Please note that any GPA calculated by an applicant will be an estimated GPA and used only for the information of the applicant.

The GPA indicates the level of performance in the qualifying degree. There is no differentiation of GPA between institutions or courses. It should be emphasised that a science major is not a prerequisite, and that academic excellence in other areas, such as the humanities and social sciences, is encouraged and recognised.

Dentistry at the University of Melbourne has considered options for changing GPA methodology, recognising the impact of COVID-19 on 2020 study.

Please note that results for 2020 subjects completed before the COVID-19 pandemic (i.e. January 2020 to March 2020) will be included in entry score calculations (All entry pathways). Results for honours completed in 2020 will be included in entry score calculations for 2022 and all future intakes (excluded for Guaranteed Entry Pathway). Please note Honours results are not included in WAM calculations for the Guaranteed Entry Pathway. All other 2020 subject results (i.e. completed from April 2020 to December 2020) will be excluded from entry score calculations for 2022 and all future intakes (All entry pathways). For the avoidance of doubt, subjects from all other study periods will be included in entry score calculations (All entry pathways).



The above relates to all pathways, including the standard pathway and Indigenous pathway that use GPA for entry and the Guaranteed Entry pathway which uses WAM for entry.

## Prerequisite Subjects

Applicants to the Doctor of Dental Surgery at the University of Melbourne must have successfully completed (within the last 10 years of commencement of the Doctor of Dental Surgery) approved prerequisite studies:

- A second-year subject (or equivalent) in anatomy; plus
- A second-year subject (or equivalent) in biochemistry; plus
- A second-year subject (or equivalent) in physiology

More information can be found at <https://mdhs.unimelb.edu.au/study/prerequisites>

## Interviews

There are no interviews for the 2025 intake of the Doctor of Dental Surgery. This may change for future intakes.

## Offers

Selection into the Doctor of Dental Surgery is based on three criteria:

- performance in GAMSAT;
- performance in an undergraduate degree (including honours year if applicable), (GPA);
- successful completion of approved prerequisite subjects

If you have been offered a place in another course or by an institution not participating in GEMSAS and you intend to accept that place, then please be considerate of fellow applicants and withdraw your application for all GEMPASS Australia courses as soon as possible.



## How to Apply

### ❶ Complete the online application form

The online application opens 1 May 2024. We recommend that you register and begin the application as soon as possible after this date. To apply for admission to the Doctor of Dental Surgery commencing in 2025, you must complete and submit the online Application Form – on the GEMSAS website – by no later than:

- **5pm AEST/3pm AWST Friday 31<sup>st</sup> May 2024**

Please do not leave submission until the last minute as many others will also do this and system overloading can impact your ability to meet the deadline.

**Late applications will NOT be accepted.**

The application fee is paid by credit card, when completing the online application form. You do not need to complete your payment at the time of submission but must do so by **5pm AEST 7<sup>th</sup> June**.

In 2024, for 2025 entry, the application fee for University of Melbourne Doctor of Dental Surgery is **AUD \$264**.

Don't forget to include [info@gemsas.edu.au](mailto:info@gemsas.edu.au), [GEMSAS-noreply@vtac.edu.au](mailto:GEMSAS-noreply@vtac.edu.au), [noreply@gemsas.edu.au](mailto:noreply@gemsas.edu.au) in your "Safe Senders" list and email address book, to ensure messages from the GEMSAS team are not treated as spam and sent to your Junk folder. We cannot be held responsible for any email not reaching or not being read by you.

**Special Entry Schemes** If you are applying through the Graduate Access Melbourne, the Indigenous or Guaranteed Entry pathways, you will need to complete the University of Melbourne online application in addition to your GEMSAS online application. **Refer to pages 16 to 18 for more information.**

### ❷ Upload your original transcripts from non-ARTS institutions only.

After completing and submitting the online Application Form and making your payment, you need to upload your official **transcripts** from non-ARTS institutions. All documentation must be uploaded **by the dates listed below**. Wherever possible documents should be uploaded earlier.

**Completed Undergraduate studies: Uploaded no later than 5.00pm AEST on 17<sup>th</sup> June 2024**

**Current Undergraduate studies (2024 completion): Uploaded no later than 5.00pm AEST on 17<sup>th</sup> July 2024**

If any of your tertiary studies were undertaken at a university not listed in Appendix A (as an institution whose results can be retrieved through ARTS), you **MUST** upload your official academic transcripts for all such studies. The University of Notre Dame is now an ARTS institution, so if you have studied at Notre Dame GEMSAS will attempt to retrieve your results electronically, even if you previously provided documentation in the past. You will only need to provide transcripts if specifically requested by GEMSAS staff during the assessment process.

Note: supporting documents for any study at Diploma level and below are only required if that study has contributed to a Bachelor level or higher qualification. You can upload your transcripts in your GEMSAS account once you have submitted and paid for your application.

- Only **one** set of transcripts is required to complete your GEMSAS application, even if you are applying for multiple applications across Medicine, Dentistry and Optometry.
- If there has been no change to your education history and you applied through GEMSAS **within the last two years** you do not need to provide GEMSAS with your academic documents again. You will be contacted should GEMSAS require any further academic documentation.
- Uploaded documents must be a high-quality colour scan of the transcript and/or completion certificate or a secure official digital copy.
- Documentation must be in PDF or JPEG file only and a limit of 15MB.
- Please scan each document **separately** and include **both sides** (front and back) if applicable. Transcripts received from the same qualification can be combined into one file.
- Please refer to the full Academic Document Guide.

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Any qualification undertaken in a language other than English must be documented by the original transcript, accompanied by an officially translated original (by a NAATI translator), in English.

Scans of **original hard copy** translations (featuring the translator's original stamp and signature on every page) can be uploaded in your account. Please see the *Academic Document Submission Guidelines* for instructions on supplying digital translation documents (which feature a digitally inserted stamp or QR code).

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#### **Extra documentation requirements for study in China and India:**

China:

- Original Transcript in both Chinese and English Language
- Original Degree Certificate that is "Awarded according to the Regulations Concerning Academic Degrees in the People's Republic of China (中华人民共和国学位条例)" - both in English and Chinese Language
- If you have completed a Masters degree we will need original documentation (either official degree certificate or graduation certificate) that shows you completed/defended your thesis - both in English and Chinese Language, in addition to the above.

\*English Translations must either be issued by your school or NAATI Translations.

\*Please note if you do not provide **all of the above** it may delay the assessment of your application.

India:

- Unconsolidated Marksheets including any backlogs - Marksheets must be issued by the awarding University NOT the college.
- Official finalised completion certificate (not provisional) as issued by the awarding university (in addition to the marksheets/transcripts)

\*Please note if you do not provide **all of the above** it may delay the assessment of your application.

#### **ADDITIONAL DOCUMENTATION AND CORRESPONDENCE**

Please submit only those documents that have been specifically requested. Address all general correspondence or enquiry via email to [info@gemsas.edu.au](mailto:info@gemsas.edu.au). No additional documentation or general correspondence can be accepted by GEMSAS Operations.



The University of Melbourne Doctor of Dental Surgery	
<b>Contact details:</b>	
Enquiries	<a href="https://go.unimelb.edu.au/9p3i">https://go.unimelb.edu.au/9p3i</a>
Web	<a href="https://study.unimelb.edu.au/find/courses/graduate/doctor-of-dental-surgery/entry-requirements/">https://study.unimelb.edu.au/find/courses/graduate/doctor-of-dental-surgery/entry-requirements/</a>
<b>Places Available for 2025 intake*</b>	Approximately 98 of Commonwealth Supported Places, Full Fee Places and International full fee places.
Bachelor Degree/ GPA/ GAMSAT	<p><b>A minimum GPA or GAMSAT is not set for the Doctor of Dental Surgery (DDS).</b></p> <p>Applicants are ranked on the weighted GPA and the GAMSAT score (where each of the sections is weighted equally) to provide a rank list of applicants for selection.</p> <p>As a result of using this method there are no discrete cut-off marks for either GPA or GAMSAT.</p> <p>The Grade Point Average (GPA) will be measured by considering the last 3 years of the applicant's undergraduate coursework studies (including Honours, where applicable). Weightings will be applied by weighting the first of the final three years by 1, the second year by 2 and the final year by 2.</p> <p>Please note that results for 2020 subjects completed before the COVID-19 pandemic (i.e. January 2020 to March 2020) will be included in entry score calculations (All entry pathways). Results for honours completed in 2020 will be included in entry score calculations for 2022 and all future intakes (excluded for Guaranteed Entry Pathway). Please note Honours results are not included in WAM calculations for the Guaranteed Entry Pathway. All other 2020 subject results (i.e. completed from April 2020 to December 2020) will be excluded from entry score calculations for 2022 and all future intakes (All entry pathways). For the avoidance of doubt, subjects from all other study periods will be included in entry score calculations (All entry pathways).</p> <p>The above relates to all pathways, including the standard pathway and Indigenous pathway that use GPA for entry and the Guaranteed Entry pathway which uses WAM for entry.</p>
Currency of qualification	<p>Degree: undergraduate degree to have been completed within 10 years of commencing the Doctor of Dental Surgery, or for applicants whose most recently completed undergraduate degree was completed 10 or more years before 1 January 2025, an Honours Degree, Graduate Diploma, Master or PhD degree or equivalent completed within 10 years before 1 January 2025.</p> <p>Prerequisites: subjects must be successfully completed within 10 years of commencing the Doctor of Dental Surgery.</p> <p>For example, if applying for the 2025 intake, prerequisite subjects must be completed from 2015 onwards.</p>
DAT/BMAT	Only international students who are resident outside Australia may apply using a DAT/BMAT score. No minimum DAT/BMAT cut-off has been set.



<p>Aboriginal and/or Torres Strait Islander</p>	<p>Applicants of Aboriginal and/or Torres Strait Islander descent can apply for the Doctor of Dental Surgery via one of two ways:</p> <ul style="list-style-type: none"> <li>• The standard pathway – applications submitted via GEMSAS</li> <li>• The University of Melbourne Indigenous pathway* – applications submitted direct to the University of Melbourne</li> </ul> <p>*Aboriginal and/or Torres Strait Islander applicants are given priority access to the Doctor of Dental Surgery at the University of Melbourne via the University of Melbourne Indigenous pathway.</p> <p>Indigenous applicants are strongly encouraged to get in touch with our Indigenous Student Support Officer at <a href="mailto:mdhs-indigenous-admissions@unimelb.edu.au">mdhs-indigenous-admissions@unimelb.edu.au</a> if they have questions about applying for the Doctor of Dental Surgery.</p> <p><b>Applying via GEMSAS</b></p> <p>Aboriginal and/or Torres Strait Islander applicants applying via GEMSAS will go through the same process as all other domestic applicants who are also applying via the standard pathway including being required to supply a valid GAMSAT result and being ranked against other applicants.</p> <p><b>Applying via the University of Melbourne Indigenous Pathway</b></p> <p>Applicants applying via the University of Melbourne Indigenous pathway will have priority access. These applicants will:</p> <ol style="list-style-type: none"> <li>1. Need to still meet the <a href="#">entry requirements of the Doctor of Dental Surgery</a> however are not required to undertake GAMSAT if applying via this pathway</li> <li>2. Need to meet the eligibility requirements for this pathway including supplying a <a href="#">Confirmation of Identity</a> to <a href="mailto:mdhs-indigenous-admissions@unimelb.edu.au">mdhs-indigenous-admissions@unimelb.edu.au</a></li> <li>3. Not be included in the ranking system as is the case for those applicants applying via the standard pathway through GEMSAS. Instead eligible applicants applying via the Indigenous pathway will be admitted to the Doctor of Dental Surgery if the selection committee decides that the applicant is likely to succeed in the program.</li> </ol> <p>To apply via the University of Melbourne Indigenous Pathway applicants must ensure they:</p> <ol style="list-style-type: none"> <li>1. Submit a Doctor of Dental Surgery course application directly via <a href="https://go.unimelb.edu.au/7dy6">https://go.unimelb.edu.au/7dy6</a> making sure the Graduate Access Melbourne section is completed.</li> <li>2. Submit a <a href="#">Confirmation of Identity</a> to <a href="mailto:mdhs-indigenous-admissions@unimelb.edu.au">mdhs-indigenous-admissions@unimelb.edu.au</a></li> </ol>
<p>Special entry schemes</p>	<p><b>Graduate Access Melbourne</b></p> <p>Graduate Access Melbourne (GAM) provides access to applicants whose personal circumstances have had a sustained adverse effect on their academic achievement at undergraduate level or who are members of a specified group known to be under-represented in higher education. Applicants approved for the Graduate Access Melbourne scheme may be re-ranked based on their level of disadvantage.</p>

Only applicants who have experienced disadvantage during their undergraduate degree, or who are members of specific recognized groups, are eligible to apply for Graduate Access Melbourne (GAM). Further information about eligibility can be found at <https://go.unimelb.edu.au/yxy6>

#### **How to apply for GAM**

##### **For applicants applying via GEMSAS**

- GAM applications are made separately to your course application and must be submitted directly to the University of Melbourne at <https://go.unimelb.edu.au/dvj8>
- All supporting documentation must be attached to the online form at the time of submission. Incomplete applications are not able to be considered.
- The closing date for GAM applications for the 2025 intake is Friday 31 May 2024
- Only eligible applicants should apply.

##### **For applicants applying via the Indigenous or the Guaranteed Entry Pathways**

- GAM applications must be completed and submitted with their main course application via [The University of Melbourne - Online Application System Registration/Login - Admissions Web Role \(t1cloud.com\)](#)
- All supporting documentation must be attached to the online form at the time of submission. Incomplete applications are not able to be considered.
- The closing date for GAM applications for the 2025 intake is Friday 31 May 2024
- Only eligible applicants should apply.

#### **University of Melbourne Indigenous Pathway**

For more information, please refer to page 16.

#### **Guaranteed Entry Pathway**

This pathway is available to two cohorts of students who are completing their undergraduate degree at the University of Melbourne.

- Chancellors Scholars (current University of Melbourne students who entered their undergraduate degree at the University of Melbourne with an ATAR of 99.90 or above). More information at <https://go.unimelb.edu.au/u726>
- Guaranteed Full Fee Entry (current University of Melbourne students who entered their undergraduate degree at the University of Melbourne with an ATAR of 99.00 or above). More information at <https://go.unimelb.edu.au/q5mi>

#### **How to Apply under the Guaranteed Entry Pathway**

- Applications must be submitted directly to the University of Melbourne at <https://go.unimelb.edu.au/7dy6>
- Applications must be submitted by 5:00pm AEST on Friday 31 May 2024

Please note:

- Applicants eligible for guaranteed entry will not be required to complete the Graduate Australian Medical School Admissions Test (GAMSAT).

	<ul style="list-style-type: none"> <li>• Full-Fee Guaranteed Entry applicants must meet course Weighted Average Mark of 75 or above. Please note, Honours results are not included in WAM calculation for the Guaranteed Entry Pathway.</li> <li>• Full-Fee Guaranteed Entry applicants who wish to be considered for other fee type places must apply via the standard GEMSAS process. These applications will be considered separately.</li> <li>• Applicants have up to 18 months following the completion of their undergraduate study at the University of Melbourne to commence the graduate professional entry degree, as long as no other graduate study is undertaken during this time (except honours at the University of Melbourne).</li> </ul>
Offers	Offers will be made on the basis of a combined ranked list where ranks by GPA, GAMSAT are given equal weighting.
Conditional Offers	<p>If an offer is made where a degree or prerequisite subjects are not yet complete, the offer will be conditional. When final results are received the final GPA will be calculated. Applicants will be expected to maintain or exceed the GPA used.</p> <p>Applicants who, in the event of receiving a course offer, intend to take an early exit from a combined degree (bachelor/bachelor double degree) and complete a single degree must declare this when submitting their application.</p> <p>Successful applicants are required to meet conditions by Wednesday, 18th December 2024.</p>
Prerequisite subjects and equivalents	<p>The three prerequisite subjects are anatomy, physiology and biochemistry successfully undertaken at 2nd year level (or equivalent). A table of approved prerequisite equivalent subjects can be found at <a href="http://mdhs-study.unimelb.edu.au/prerequisites">http://mdhs-study.unimelb.edu.au/prerequisites</a></p> <p>If the subjects you have studied are not included in the published lists, please review the instructions on how to have your subjects assessed at the prerequisite website. Applicants who submit complete documentation by Friday 3<sup>rd</sup> May 2024 will be advised of the subject equivalence before the closing date for applications. Submissions received after this date will take three weeks to be processed.</p> <p>Applicants who have not submitted documentation for assessment OR have not demonstrated equivalence as part of their GEMSAS application (e.g. evidence of relevant completed subjects) will be deemed to have failed the prerequisite requirements and will not be eligible for selection into the Doctor of Dental Surgery course.</p> <p>If you are going to enrol in one or more subjects from the list of approved prerequisites subjects in semester two in the year of application, you are still eligible to apply for the Doctor of Dental Surgery. However, you must enrol in your prerequisites subjects by the end of July in the year of application, and you must list the subjects you intend to enrol in, when you complete the <b>Education section</b> of the GEMSAS online Application Form. GEMSAS will be able to retrieve your enrolment records through the Automated Results Transfer System (if your institutions use ARTS) at that time but can only do so if you have listed them in the application or advised GEMSAS at <a href="mailto:info@gemsas.edu.au">info@gemsas.edu.au</a> by 31<sup>st</sup> July.</p>

	<p>Applicants enrolling in prerequisite subjects in 2024 must have results available by 13<sup>th</sup> December 2024. Applicants should confirm with their enrolling institution that results will be available by this date.</p> <p>Subjects must have been completed within 10 years of commencing the Doctor of Dental Surgery.</p> <p>For example, if applying for the 2025 intake the prerequisite subjects must be completed from 2015 onwards.</p>
<p>Selection Criteria</p>	<p>For detailed selection criteria, refer to the University of Melbourne website and handbook links below:</p> <ul style="list-style-type: none"> <li>• <a href="https://study.unimelb.edu.au/find/courses/graduate/doctor-of-dental-surgery/#entry-requirements">https://study.unimelb.edu.au/find/courses/graduate/doctor-of-dental-surgery/#entry-requirements</a></li> <li>• <a href="https://handbook.unimelb.edu.au/courses/mc-ddensur/">https://handbook.unimelb.edu.au/courses/mc-ddensur/</a></li> </ul>
<p>English Language Proficiency</p>	<p>Applicants who have completed their undergraduate degree, or a graduate degree of at least two years duration, where the degree was taught and assessed entirely in English<sup>^</sup>, may satisfy the University’s English requirements if you fulfil the following:</p> <p>If the degree was completed:</p> <ul style="list-style-type: none"> <li>• <b>within two years</b> of your commencement to study at the University of Melbourne, no additional evidence of English language proficiency is required</li> <li>• <b>between two and five years</b> of your commencement to study at the University of Melbourne, evidence of work<sup>**</sup> in an English-speaking environment is required</li> <li>• <b>more than five years</b> of your commencement to study at the University of Melbourne, evidence that sustained work<sup>**</sup> in a designated country<sup>1,2</sup>, in an English-speaking environment, has been undertaken since completing the degree will be required.</li> </ul> <p><b>Applicants who have completed a graduate degree of at least 1 years duration</b></p> <p>For graduate applicants who have satisfactorily completed a graduate degree of at least one years’ duration, where the degree was taught and assessed entirely in English<sup>^</sup> and the English language entry standard for the completed degree was at least IELTS (Academic) overall band score 6.5 or equivalent.</p> <p>If the degree was completed:</p> <ul style="list-style-type: none"> <li>• <b>Within two years</b> of your commencement to study at the University of Melbourne, no additional evidence of English language proficiency is required</li> <li>• <b>Between two and five years</b> of your commencement to study at the University of Melbourne, evidence of work<sup>**</sup> in an English-speaking environment is required</li> <li>• <b>More than five years</b> of your commencement to study at the University of Melbourne, evidence that sustained work<sup>**</sup> in a designated country<sup>1,2</sup>, in an English-speaking environment, has been undertaken since completing the degree will be required.</li> </ul> <p>To find out English language tests scores required for entry to graduate courses, see <a href="#">course-specific requirements</a>.</p>

	<p>If you don't meet these requirements, there are additional English programs and tests you can take. See <a href="#">Other ways to satisfy English language requirements</a>.</p> <p><sup>1</sup> English speaking countries: Antigua + Barbuda, Australia, Bahamas, Barbados, Belize, Canada (excluding Quebec), Cook Islands, Dominica, Federal States of Micronesia, Fiji, Grenada, Guyana, Jamaica, Kiribati, Marshall Islands, New Zealand, Papua New Guinea, Republic of Ireland, Singapore, Solomon Islands, St Kitts and Nevis, St Lucia, Tonga, Trinidad and Tobago, United Kingdom (England, Northern Ireland, Scotland, Wales), United States of America</p> <p><sup>2</sup> Predominantly English-speaking countries: Botswana, Canada (Quebec), Ethiopia, Ghana, Hong Kong, Israel, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Namibia, Nauru, Nigeria, Palau, Philippines, Samoa, Sierra Leone, South Africa, Swaziland, Tanzania, The Gambia, Uganda, Zambia, Zimbabwe</p> <p>***Evidence of work: sufficient documentation includes an up-to-date resume</p> <p>^ This option is not available if the institution is in China, India, Nepal or Pakistan.</p> <p>Applicants who <b>have not completed undergraduate studies in English</b> can satisfy the English Language Requirements in a number of ways and must provide evidence to support this upon receipt of an offer at the University of Melbourne.</p> <p><a href="#">Find out more about English language requirements</a></p>
International students	<p>International applicants should refer to the following references when applying for the Doctor of Dental Surgery:</p> <ul style="list-style-type: none"> <li>• The University of Melbourne's International Admissions Guide found at: <a href="https://go.unimelb.edu.au/7dy6">https://go.unimelb.edu.au/7dy6</a></li> <li>• <a href="https://study.unimelb.edu.au/how-to-apply/graduate-coursework-study/international-applications">https://study.unimelb.edu.au/how-to-apply/graduate-coursework-study/international-applications</a></li> </ul> <p>Note:</p> <ol style="list-style-type: none"> <li>1. International students must submit their application directly to the University of Melbourne at <a href="https://go.unimelb.edu.au/7dy6">https://go.unimelb.edu.au/7dy6</a></li> <li>2. Applications must be submitted by 5:00pm AEST on Wednesday 31 July 2024</li> <li>3. International students may apply for the Doctor of Dental Surgery with either the United States DAT (Dental Admission Test) or the Canadian DAT (Dental Aptitude Test) or the GAMSAT (the Graduate Australian Medical School Admissions Test) or the UK BMAT (Biomedical Admissions Test). Note: <ul style="list-style-type: none"> <li>• DAT/BMAT results can only be used by international applicants who are not residing in Australia at the time of application.</li> <li>• All international applicants residing in Australia at the time of application must sit the GAMSAT.</li> <li>• MCAT has been removed as an acceptable test for international applicants' 2016 intake and beyond.</li> </ul> </li> <li>4. Applicants who have undertaken their undergraduate studies in a language other than English should consult the University of Melbourne's website for information about minimum English language requirements. <a href="#">Find out more about English language requirements</a>.</li> </ol>



<p>Open Days and Information Sessions</p>	<p>You can find out more about the University of Melbourne’s Doctor of Dental Surgery at Open Day and through Information Sessions run throughout the year.</p> <p><a href="#">Register for Open Day</a></p> <p><a href="#">Register for upcoming information sessions</a></p>
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## FAQs about the application process and GPA Calculations

### How do I choose between valid GAMSAT results?

The GAMSAT validity period has been changed from 2 years to 4 years. GAMSAT results obtained from different sittings are directly comparable and can be used when applying to universities for up to four consecutive years in Australia.

To apply in 2024 for entry in 2025, ONLY the following results can be used: September 2020, March 2021, September 2021, March 2022, September 2022, March 2023, September 2023 and March 2024. Because the University of Melbourne uses an average GAMSAT Score you should select the set of results for the year that gives you the best average GAMSAT Score. Whichever GAMSAT year you choose will be the only GAMSAT result that will be provided to GEMSAS for your DDS application. It is not possible to mix individual section scores from different years.

Simply record in the Application Form the appropriate candidate identification number and year of sitting for the test you wish to use for selection.

### What GAMSAT scores are acceptable for entry to GEMPASS Australia medical schools?

GAMSAT results are valid for four years. To apply in 2024 for entry in 2025, ONLY the following results can be used: September 2020, March 2021, September 2021, March 2022, September 2022, March 2023, September 2023 and March 2024.

The GAMSAT is held in March and September, however results from the September sitting in the year of GEMSAS application cannot be used for that intake - it may only be used for designated future intakes:

Which GAMSAT results can be used?		
GAMSAT session	2025 Intake	2026 Intake
September 2020	✓	✗
March 2021	✓	✗
September 2021	✓	✓
March 2022	✓	✓
September 2022	✓	✓
March 2023	✓	✓
September 2023	✓	✓
March 2024	✓	✓
September 2024	✗	✓
March 2025		✓

Helpful information can be found on the GAMSAT website that shows the validity of all the GAMSAT tests. <https://gamsat.acer.org/results/currency-of-results>.

### My degree is more than 10 years old, am I still eligible to apply?

Bachelor degrees that were awarded more than 10 years prior to the anticipated commencement date are not acceptable for entry to the Doctor of Dental Surgery. If your undergraduate degree was completed 10 or more years before January 1, 2025, you can meet the requirement for having a degree less than 10 years old by completion of an Honours Degree, Graduate Diploma, Master or PhD degree (or equivalent) within 10 years before 1 January 2025.





### **How do I allocate subjects to years to calculate my GPA?**

First, read the documents at [www.gemsas.edu.au/gpa-calculations](http://www.gemsas.edu.au/gpa-calculations).

The GPA is calculated from the last three 'GPA years' of the key degree/s, where a 'GPA year' is the equivalent of one year of full-time study. This may not necessarily be the same as a calendar year or all the units at one level of study. You must determine the standard full-time load per year for your institution. One way to determine this is to take the number of credits required for degree completion and divide that by the standard duration of the program. This will give you the required credits to assign to each GPA year. We allocate by the order in which subjects were taken and not by the level of the subjects. The most recent study is attributed to Final year before working back to F-1 and F-2 GPA years until 3FTE of study is included in the GPA.

#### **Example:**

Assume that all the units you did were of equal credit point value.

If the normal program requirement is to do 24 units in a 3-year degree you would allocate 8 units a year.

Working backwards chronologically take the most recently-completed 8 units and allocate them to the Final GPA Year. Then take the next 8 units and allocate them to the Final-minus-1 GPA Year and the remaining 8 units will be the Final-minus-2 GPA Year.

A GPA calculator is available for use on our [application page](#).

Dentistry at the University of Melbourne has considered options for changing GPA methodology, recognising the impact of COVID-19 on 2020 study.

Please note that results for 2020 subjects completed before the COVID-19 pandemic (i.e. January 2020 to March 2020) will be included in entry score calculations (All entry pathways). Results for honours completed in 2020 will be included in entry score calculations for 2022 and all future intakes (excluded for Guaranteed Entry Pathway). Please note Honours results are not included in WAM calculations for the Guaranteed Entry Pathway. All other 2020 subject results (i.e. completed from April 2020 to December 2020) will be excluded from entry score calculations for 2022 and all future intakes (All entry pathways). For the avoidance of doubt, subjects from all other study periods will be included in entry score calculations (All entry pathways).

The above relates to all pathways, including the standard pathway and Indigenous pathway that use GPA for entry and the Guaranteed Entry pathway which uses WAM for entry.

### **How are subjects allocated to the GPA years if I have non-standard semesters?**

Subjects are still allocated chronologically in the year they were taken. If you have undertaken any non-standard teaching periods outside of the standard Semester 1 and Semester 2 teaching periods offered at most institutions, where possible the dates of these teaching periods will inform how they are incorporated into your GPA calculation. You may be contacted for further clarification via email by the GEMSAS assessment team. If you do receive an email you will be required to attach evidence from your Institution that shows the order in which the subjects were taken (e.g. unofficial transcript or enrolment record) via email to [info@gemsas.edu.au](mailto:info@gemsas.edu.au)

### **How are credits from prior study used in the GPA calculation?**

For more details please see the GPA section on our website - [GPA guidelines](#).

If results for specified credit are shown and they were studied within an eligible key degree, they will be included in GPA calculations. However, specified credit, as per the definition, requires the key degree record to show the subject



codes, names, weightings and results. Most results retrieved through ARTS do not show this information. If prior credit does not meet this definition, it is treated as unspecified credit, i.e. we will use the most recent eligible prior study up to the number of credit points awarded as credit for prior study. Please note that GEMSAS does not use hard copy transcripts where results are available via ARTS, and we will not accept transcripts provided as clarification regarding specified credit not shown in ARTS.

University of Melbourne will not use study from AQF 8 and above in the GPA as credit to an AQF 7 program. Programs below AQF Level 7 (such as Diplomas, Advanced Diplomas, and Associate Degrees) are typically not factored into GPA calculations.

### **What is the definition of an Honours Degree, in terms of GEMSAS GPA calculations?**

An Honours Degree is a research-intense award pegged at Level 8 in the AQF. One-year honours programs are a specialised year of study undertaken as an extension to an undergraduate degree – this is a ‘standalone’ Honours award. Some four-year (or more) undergraduate programs have honours embedded within their structure, this is an ‘embedded’ Honours award.

### **I have completed an Honours Year. Will this be used for selection?**

We include Honours results in GPA calculations.

### **I’ve done a postgraduate degree; do I calculate my GPA on that or on my Bachelor?**

For the Doctor of Dental Surgery your GPA will be calculated only on your qualifying undergraduate degree (including Honours year if applicable).

### **How will GEMSAS determine comparability of overseas qualification/s to the Australian Qualification Framework?**

GEMSAS assessors will review all overseas documents that are received and determine the comparison level of the qualification under the [Australian Qualifications Framework](#) (AQF). Often, this means confirming that a Bachelor degree studied overseas is comparable in educational level to a Bachelor degree completed in Australia. However, GEMSAS will also assess other types of post-secondary overseas qualifications claimed by applicants, such as postgraduate studies and exchange programs.

For all overseas assessments GEMSAS uses the Australian government’s [Department of Education \(DE\)](#) (previously known as NOOSR/AEI NOOSR) guidelines and UK ENIC (previously UK NARIC) for verification and level comparability. Where GEMSAS is unable to determine the comparison level of a qualification using these guidelines, the assessment is passed to the institution to which the applicant has applied.

### **How will my overseas study be converted to an Australian comparable scale?**

GEMSAS uses an Australian 7-point grade point average scale to calculate GPAs. As many other countries use a different grading system, we may need to convert applicants’ grades to a 7-point GPA scale before their GEMSAS GPA can be calculated.

GEMSAS will take the actual results from applicants’ overseas university transcripts and use the institution grading information provided on the transcript to convert these grades to a 7-point GPA scale. To do this, we need to know the minimum required pass marks and the maximum achievable mark. GEMSAS will generally use the percentage mark where a transcript shows both an exact percentage mark and a letter grade.



If there is no information on a transcript regarding the grading scale, GEMSAS assessors may take further steps, such as researching the institution and checking the grading system on the institution's official website, or using guidelines provided by The Department of Education (DE). In some cases, we may request applicants provide further documentation that confirms the grading system used by their institution.

If you know the minimum and maximum marks you can use the [GPA Calculator](#) on the GEMSAS website.

**I have received a conditional offer, where do I send my final results and when is the deadline?**

You must upload an original official academic transcript (except transcripts for any study completed at the University of Melbourne) for any undergraduate degree or single subject prerequisite subjects studied in 2024 to the University of Melbourne online website (<https://students.unimelb.edu.au/new-students/get-started/coursework-domestic>) by Friday 13<sup>th</sup> December 2024. Any student who has accepted a conditional offer but cannot provide transcripts by this date is encouraged to contact Melbourne Dental School.



## FAQs about completing your application

### What is the USI number and is it a mandatory requirement?

A USI is a reference number made up of ten numbers and letters. It creates an online record of your nationally recognised training and qualifications attained in Australia. Yes, it is a mandatory requirement to provide your USI number in the application. For more information see <http://www.usi.gov.au/>

### I didn't receive confirmation of my submitted application or my payment

After completing the Application Form you will need to SUBMIT your application (once done you will receive an email from GEMSAS confirming your application has been submitted). You will then be taken to the payment system to make your payment. Once your payment has been made successfully you will be shown a receipt screen and you will receive an email from GEMSAS.



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If you do not receive either email, please log into your GEMSAS account and check your My Emails page. If the successful submission and payment emails are not visible, please email [info@gemsas.edu.au](mailto:info@gemsas.edu.au) ASAP. Your application is not valid until it has been successfully submitted and paid for.

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### I have previously applied through GEMSAS

If you have previously applied through GEMSAS, you are still required to register anew online and complete and submit a new application.

**Very Important:** If there has been no change to your education history and you applied through GEMSAS *within the last two years* you **do not** need to provide GEMSAS with your academic documents again. You will be contacted should GEMSAS require any further academic documentation.

### I have studied at the University of Notre Dame. How will the change to using ARTS results from Notre Dame impact my application?

Starting in 2024, the University of Notre Dame is adopting the ARTS process. This means if you're a current or former student, we'll attempt to access your academic results directly from the university electronically. You won't need to submit transcripts unless requested by GEMSAS staff. In case of any discrepancies, ARTS records will be used for GPA calculation and eligibility assessments.

### I can't see the documentation requirements for submitting supporting documentation

Documentation requirements are generated according to your selections and responses. As your application progresses, the **Documentation** page, with documentation requirements for academic transcripts and English Language Competency documentation, will appear on the left of your screen. You will only have access to the upload document function once you have submitted and paid for your application. To access your documentation requirements, after you have submitted and paid for your application, log into your application and select the **Documentation** button on the My Applications page.

If you cannot upload any of the documents mentioned above, please email [info@gemsas.edu.au](mailto:info@gemsas.edu.au) and include your GAMSAT ID.



### **How do I upload my supporting documentation (Education transcripts and/or English Language Competency)?**

The documentation requirements page will describe in detail where to upload your supporting documentation, deadlines for uploading the documentation and what type of documents can be accepted. It is very important that you read this page carefully. Any incorrect documentation provided may delay the processing of your application.

### **Are there any restrictions on the types of academic documentation accepted?**

Yes, we will only accept PDF or JPEG file formats, max 15MB. Word documents (.doc, docs, .rtf) are not accepted. For Australian and New Zealand qualifications digital documents issued by My eEquals are accepted, provided they meet the My eEquals guidelines. You must download a PDF of your document from the My eEquals portal which is digitally signed by your institution and has the required security features including the certificate key or blue banner verification. Sharing links for download via My eEquals is not permitted. For example, certified documents viewed in Adobe Acrobat Reader have a blue ribbon above the document stating: *"Certified by the issuing education provider... all signatures are valid"*. Please note that the blue ribbon/certification may not be visible in some web browsers and non-Adobe applications.

For overseas qualifications colour scans of official hard copy documents or institution-issued secure PDF documents are accepted. Scans **must** be fully legible, including any notes, codes, logos and legends. Whether security features on a PDF meet GEMSAS requirements is at the discretion of GEMSAS Assessment. Documents which do not meet security requirements, may be rejected, or may be only conditionally accepted.

Scan each document separately and include both sides (front and back) if applicable. If your academic documents have information on both sides (even if it is generic information rather than your academic results), please ensure that you scan both sides of the document. Transcripts received from the same qualification can be combined into one file.

It is very important you read the information on the Documentation requirements page as any incorrect documentation may delay the processing of your application.

### **I don't have a scanner. How can I send my documents?**

Phone applications can be used to scan your documents (e.g. Cam Scanner, Adobe Scan) but askew or poorly focused scans will not be accepted. Ensure that the entire document is scanned, without scanning external surround such as tabletops or a frame or your fingers. The document needs to fill the entire space and all edges of the document must be visible. The documents must not look warped by the scan.

### **I don't have an original transcript; can I submit a certified copy?**

No, **only official transcript/s or digitally secure PDFs** will be accepted. Screenshots, photos, certified copies, unofficial results and online printouts are not accepted.

A Statement of Results is not acceptable and is not considered in place of a full transcript, nor is a printout of an academic record.

If you are required to provide documentation, detailed guidelines will be available in the **Documentation** page in the GEMSAS application portal.

### **My transcript is not in English; should I provide a translation?**

Any qualification undertaken in a language other than English must be documented by the original transcript, accompanied by an officially translated original (by a NAATI translator), in English.



Scans of **original hard copy** translations (featuring the translator's original stamp and signature on every page) can be uploaded in your account. Please see the *Academic Document Submission Guidelines* for instructions on supplying digital translation documents (which feature a digitally inserted stamp or QR code).

### **I'm still studying this year; do I need to submit a 2024 transcript?**

Yes. Applicants completing their qualifying/key degree in 2024 will be assessed on the basis of the information available at the time of application.

If your results are from an ARTS university, your Semester 1, 2024 results will be electronically retrieved during June and July. If you have any unpaid fees at your university we will not be able to retrieve your results until these have been attended to. **Please do this ASAP.**

Please note that GEMSAS does not use hard copy transcripts where results are available via ARTS, and we will not accept transcripts provided as clarification regarding study not shown in ARTS.

For study at a non-ARTS university, in Semester 1, 2024 please upload your official transcript as soon as possible. Please upload the required transcripts and/or completion certificate by **17 July 2024.**

### **I'm currently studying and plan on taking an Early Exit, what do I do?**

If you are currently studying a program and intend on taking an Early Exit or Alternative Award at the end of the year, you **must** declare this in your application. You should select the actual year you are due to complete your study, list that the completion status is *"I am currently studying, but will not complete the qualification this year"* and complete the early exit question that will generate.

If after you submit your application, you decide you will be taking an early exit, you must inform [info@gemsas.edu.au](mailto:info@gemsas.edu.au) as soon as possible, so your account and study details can be updated. It is the applicant's responsibility to ensure, if taking an early or alternative exit, this exit meets the entry requirements of their preferences and to inform GEMSAS, in a timely manner, of the early/alternative exit.

Examples of combined programs that could lead to an early exit are:

Bachelor/Bachelor

Bachelor/Master

Bachelor/Postgraduate Diploma

Bachelor with Embedded Honours

For example, if you are currently studying a Bachelor of Science/Bachelor of Arts and at the end of the year plan to complete and be awarded the Bachelor of Science, this should be declared as an early exit on your application.

Similarly, if you are currently studying a Bachelor/Masters program, and plan on taking an early exit to be awarded the single Bachelor degree then this should also be declared.

### **Exchange studies and transcripts**

Exchange studies are part of your degree and therefore we use the results from those studies in calculating your GPA. Exchange studies may appear on your home university transcript as pass/fail subjects, but we use the attained results from the exchange institution's transcript to calculate your GPA.



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**You must obtain and supply an official transcript for any exchange studies you have done.**



Any qualification undertaken in a language other than English must be documented by the original transcript, accompanied by an officially translated original (by a NAATI translator), in English.

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Scans of **original hard copy** translations (featuring the translator's original stamp and signature on every page) can be uploaded in your account. Please see the *Academic Document Submission Guidelines* for instructions on supplying digital translation documents (which feature a digitally inserted stamp or QR code).

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### **My declared study and/or results have changed. What should I do?**

Ensure you inform GEMSAS ASAP if there is any change to your study, especially your key degree.

Ensure you inform GEMSAS ASAP if there is an update to a Semester 1 or Semester 2 result or if there is a delay in obtaining a Semester 1 or Semester 2 result (e.g. sitting a special/supplementary or deferred exam), so GEMSAS is made aware of the need to retrieve these results.



Note that ARTS results are retrieved on request and unless you notify us of updates, we will not request ARTS results outside of the scheduled times.

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### **What study should I declare in the application?**

**ALL tertiary studies** (including postgraduate studies, exchange studies, cross institutional studies, non-award single subject studies) are to be declared (this includes completed and incomplete study), whether relevant or not to your key degree.

### **I have lodged through GEMSAS two or more applications for dentistry**

Only your **first submitted** application will be processed, regardless of which application has been paid for.

### **What information/emails, that have been sent to my email address, will be visible on the My Emails page in my GEMSAS account?**

The My Emails page in your GEMSAS account should be checked regularly.

The following GEMSAS emails will be visible on the My Emails page:

- Confirmation of Registration, Submitted, Payment emails
- Emails from the Assessment team re: academic documents and/or education study claims
- Undeclared study and outcome emails
- Courtesy reminders

The following emails will **NOT** be visible on the My Emails page:

- Place Offer notifications, as the offer/unsuccessful/waitlist email is sent directly from the University of Melbourne
- Any email correspondence sent directly from the University of Melbourne
- Email correspondence from [info@gemsas.edu.au](mailto:info@gemsas.edu.au) and [GEMSAS.academic@vtac.edu.au](mailto:GEMSAS.academic@vtac.edu.au)





### **How do I know if my documents have been accepted?**

If you have uploaded your documentation, you will be able to view the documents that have been accepted in the **Documentation** button on the My Applications page of your application. If anything further is required, or the documents were not up to the acceptable guidelines you will be notified via email.

### **How can I update my personal details after I have submitted my application?**

After you have completed your application you can update your gender, phone number, email, postal and/or residential addresses by logging back in to your application at [applygemsas.edu.au](https://applygemsas.edu.au) and updating details in the Account, Personal Details and Contact Details sections.

If you need to advise GEMSAS of an error in your date of birth, or a change to your current name or citizenship details, please email [info@gemsas.edu.au](mailto:info@gemsas.edu.au) and include your GAMSAT ID along with the updated information.

## **How to calculate your GPA**

For information on Grade point averages and how to calculate your GPA please view the documents on our website:

<http://www.gemsas.edu.au/gpa-calculations>

A GPA calculator is available for use on our application page at <https://applygemsas.edu.au/gemsas/#/home>.

Before you calculate your GPA, you should read the 'How to Apply' section on page 13 of this guide.

Dentistry at the University of Melbourne has considered options for changing GPA methodology, recognising the impact of COVID-19 on 2020 study.

Please note that results for 2020 subjects completed before the COVID-19 pandemic (i.e. January 2020 to March 2020) will be included in entry score calculations (All entry pathways). Results for honours completed in 2020 will be included in entry score calculations for 2022 and all future intakes (excluded for Guaranteed Entry Pathway). Please note Honours results are not included in WAM calculations for the Guaranteed Entry Pathway. All other 2020 subject results (i.e. completed from April 2020 to December 2020) will be excluded from entry score calculations for 2022 and all future intakes (All entry pathways). For the avoidance of doubt, subjects from all other study periods will be included in entry score calculations (All entry pathways).

The above relates to all pathways, including the standard pathway and Indigenous pathway that use GPA for entry and the Guaranteed Entry pathway which uses WAM for entry.



## Appendix A: Institutions Participating in ARTS (Automated Results Transfer System)

You do NOT need to provide academic transcripts for studies undertaken at the following institutions:

### AUSTRALIAN CAPITAL TERRITORY

Australian National University	Canberra CAE	University of Canberra
Australian Catholic University	Canberra Institute of the Arts	

### NEW SOUTH WALES

Australian Catholic University	University of Wollongong	University of New South Wales
Sydney College of the Arts	Western Sydney University (University of Western Sydney)	Charles Sturt University
University of New England	New South Wales Institute of Technology	Macquarie University
University of Newcastle	Southern Cross University	University of Sydney
University of Technology, Sydney	CQ University	University of Notre Dame, Australia

### NORTHERN TERRITORY

Charles Darwin University (formerly Northern Territory University)		
Darwin Institute of Technology		

### QUEENSLAND

Australian Catholic University	Griffith University	Queensland Institute of Technology
Bond University	James Cook University	CQ University
Queensland University of Technology	Darling Downs IAE	University of Queensland, The (UQ)
Gold Coast CAE	University of Southern Queensland	Queensland Agricultural CAE
Queensland Institute of Technology (Capricornia)	University of the Sunshine Coast	

### SOUTH AUSTRALIA

The University of Adelaide	University of South Australia	Flinders University of South Australia
CQ University		

## TASMANIA

Australian Maritime College

Tasmanian CAE

Tasmanian State Institute of Technology

University of Tasmania

## VICTORIA

Australian Catholic University	CQ University	Victoria College - all campuses 1985 onwards
La Trobe University	Swinburne University of Technology	Victoria University (formerly Victoria University of Technology)
Deakin University	University of Melbourne	Federation University Australia (formerly University of Ballarat)
Victorian College of the Arts	Monash University	RMIT University
Warrnambool IAE	Caulfield Institute of Technology	Royal Melbourne Institute of Technology

## WESTERN AUSTRALIA

Edith Cowan University	Curtin University (Curtin University of Technology)	The University of Western Australia
Western Australian CAE	Murdoch University	Western Australian Institute of Technology
University of Notre Dame, Australia		

## AUSTRALIA

Open Universities Australia



PLEASE NOTE: Any qualification undertaken in a language other than English must be documented by the original transcript, accompanied by an officially translated original (by a NAATI translator), in English.

Scans of **original hard copy** translations (featuring the translator's original stamp and signature on every page) can be uploaded in your account. Please see the *Academic Document Submission Guidelines* for instructions on supplying digital translation documents (which feature a digitally inserted stamp or QR code).



## Appendix B: Grading System Conversion Table

A	Subject GPA	B	C	D	E	F	G	H
100	7							
99	7							
98	7							
97	7							
96	7							
95	7							
94	7	HD/7	HD	HD	HD/≥7/A	H1	≥8	A+/A/A-
93	7	7	7	7	7	7	7	7
92	7							
91	7							
90	7							
89	7							
88	7							
87	7							
86	7							
85	7							
84	7							
83	7							
82	7							
81	7							
80	7	D/6	D	D				
79	6.5	6.75	6.75	6.75				
78	6.5							
77	6.5					H2A		B+
76	6.5					6.5		6.5
75	6.5				D/DI/6/B/DN		7	
74	6				6.25		6.25	
73	6							
72	6					H2B		B
71	6					6		6
70	6							
69	5.5	CR/5	CR	C				
68	5.5	5.75	5.75	5.5				
67	5.5					H3		B-
66	5.5					5.5		5.5
65	5.5				CR/5/C		6	
64	5				5.25		5.25	
63	5							
62	5							C+
61	5							5
60	5							
59	4.5	P/4	Pass Div I					
58	4.5	4.5	4.75			P		
57	4.5			P	P/PA/4/D	4.5		C
56	4.5			4.25	4.25		5	4.5
55	4.5						4.25	
54	4							
53	4							
52	4		Pass Div II					C-
51	4		4					4
50	4							
49	0							
48	0							
47	0	UP/CQ/PC/3		PC	CP/NC/PC/C*/NI		PC	D*
46	0	3.5		3.5	3.5		3.5	3.5
45	0							
<44	0	F/N/<3	F/N	F	F/2/1/N/N2/3	F/N	F	E
		0	0	0	0	0	0	0

\* Conceded pass, faculty pass, etc. – GPA grade of 3.5. Otherwise GPA of zero



# If you have a percentage mark where the minimum for an unrestricted pass grade is 50 per cent, use column A to read off the corresponding GPA grade.

All supplementary passes will be awarded a GPA value of 4.

This conversion table is only relevant for Australian and New Zealand Universities listed below. For all other institutions (non-ARTS and Overseas) your transcript grading schema will be used to convert your grades to the 7-point equivalent grading scale. If your official transcript displays percentage marks column A will be used.

**Conversion Table Code (only where no subject results are available)**

Column	
A	Use Column A if you have an official record of your mark (percentage)
B	ACU, Adelaide, Bond, Canberra, Central Queensland, Charles Sturt, Flinders, Griffith, James Cook, Macquarie, Newcastle, New England, NSW, Queensland, QUT, Southern Cross, Southern Queensland, Sunshine Coast, Swinburne Pre-2014, Sydney, UTS, Western Sydney, Wollongong, Charles Darwin 2013 onwards
C	South Australia
D	Charles Darwin Pre 2013
E	ANU, Federation Uni, Ballarat, Deakin, Edith Cowan, La Trobe, Monash, Murdoch, Notre Dame, Open Universities Australia, RMIT, Swinburne 2014 onwards, Tasmania, Victoria, Western Australia
F	Melbourne
G	Curtin
H	New Zealand universities and Polytechnics

**Australian Honours degree award**

**Honours degree**

Award	GPA Grade
First	7.0
2A	6.0
2B	5.0
Third	4.0



## Contact Details

### General enquiries GEMSAS

(for all general application and processing enquiries)



[info@gemsas.edu.au](mailto:info@gemsas.edu.au)



[www.gemsas.edu.au](http://www.gemsas.edu.au)

### ACER (for GAMSAT enquiries only)



[gamsat@acer.org](mailto:gamsat@acer.org)



[www.gamsat.acer.org](http://www.gamsat.acer.org)

**The University of Melbourne**  
Medicine, Dentistry and Health Sciences

Doctor of Dental Surgery Enquiries can be directed to: <https://go.unimelb.edu.au/9p3i>