

To: Directors of Teaching; Teaching Organisation Administrators
From: Dr David Williams, Head of Academic Affairs, College Office
Date: 1 August 2008

Entry with Advanced Standing

This memo contains details of the procedures whereby students are authorised to enter with Advanced Standing. Please can you pass this information to DoSs in your School?

Background

As in previous years, DoSs must not themselves authorise direct entry into years 2 or 3, nor make changes to the year of entry on WISARD. The School (either directly by the DoS or via the Teaching Organisation) must submit for approval by the College Admissions Office all requests for direct entry in years 2 or 3.

Incoming students are no longer automatically advised that they have met the requirements for POE2 (point of entry into year 2), where they have applied to POE1. As you know, information about the requirements for POE2 entry is available to students at the point of application, either through the UCAS website or the University's own prospectus. The option of entry directly into Year 2 is clearly attractive to some students, particularly from England, Wales and Northern Ireland, and we do receive applications for entry directly into Year 2. In addition the Admissions Office has dealt with a large number of requests from applicants, throughout the year, to be considered for advanced entry and these have all been dealt with. Applicants who have asked for POE3, usually on the basis of prior University study, have been assessed on an individual basis. Experience has shown that students who have not already expressed interest in year 2 entry will often discuss it in their initial meeting with their DoS, and there have been instances where students have been accepted for advanced entry although their qualifications do not meet published requirements.

Action required

After the initial meetings of new students with their DoSs, each School must advise the Admissions Office of any students requesting POE2/3 entry, though they have applied to POE1. This may be done directly by individual DoSs, or collated via the Teaching Organisation; in either case, the request should be made in writing (email) with "**Request for POE2/3 entry**" given as the subject. All requests for direct entry in years 2 or 3 should be made to the College Office by **Friday 19 September**, to allow enrolment for the correct courses at the beginning of teaching. It will be possible to make requests for a further week after that, but DoSs should bear in mind that students will need to be registered in good time to commence appropriate classes by the third week of teaching at the latest..

The College Recruitment and Admissions team will deal with these requests as a priority, aiming to turn decisions round within two working days. Recruitment and Admissions will inform the DoS and the student of the final decision by email. The College Office will then forward a list of students, who have been accepted for entry into year 2/3, to Registry, ensuring that they receive the appropriate credit.

The contact details for sending requests, and for any enquiries you may have on these procedures are:

Admissions and Recruitment Team:
sciengug@ed.ac.uk 505756