

**UCAS**

*Universities and  
Colleges Admissions  
Service  
2009*

# What is UCAS?

Central Application Agency for full-time:

- Undergraduate degree courses
- HND courses at Universities
- Full-time foundation degrees offered at UCAS member institutions (e.g. Scottish Art Colleges)

# The need for qualifications

An increasing number of careers and professions are no-go areas without a Higher Education (HE) qualification.

Examples include:

Medicine

Law

Engineering

PAMs

Architecture

Business Administration

Social Work

Teaching

# Two-stage Process

There are two main aspects to gaining a place in Higher Education:

- Thorough research and consultation
- Effective self-presentation (i.e. UCAS application)

# Factors to Consider

## Institution?

- Home or away?
- City/town/campus?
- Accommodation
- Facilities
- Transport

## Course?

- Specialised
- Modular
- Academic
- Vocational
- Length

# Sources of Information

- University websites: You must consult these frequently and carefully
  - UCAS Website [www.ucas.com](http://www.ucas.com)
  - Entry profiles
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- HE Fairs
  - Prospectuses
  - Visits
  - Websites
  - Reference Books
  - Virtual Tours

# UCAS Website

**[www.ucas.com](http://www.ucas.com)**

- Course Search (including detailed entry requirements)
- Links to university websites
- Entry Profiles
- Visits/pre-taster courses

# Key Facts about the UCAS Scheme

- Maximum of 5 choices (4 for medicine etc)
- Simultaneous consideration (except for Art and Design Route B)
- UCAS Extra
- August 2009 – confirmation of offers
- Clearing
- £17 Registration Fee (£7 for single choice)



# GWC Key Dates (1)

- **Mid-June 2008:** UCAS on-line application service (*Apply*) goes live
- **5 August 2008:** SQA results
- **20 August 2008:** Start of new session
- **27 August 2008:** Evening for Sixth Formers and parents to meet Tutors

# GWC Key Dates (2)

- **17 September 2008:** Applicants to have completed applications for Oxbridge, vet, medicine, dentistry and passed them to Tutors for approval
- **24 September 2008:** Deadline for above applications to be approved by Tutor and sent electronically to referee by applicant

# GWC Key Dates (3)

- **17 October 2008:** Applicants to have completed all other applications (except for Art & Design Route B) and passed them to Tutors for approval
- **7 November 2008:** Deadline for above applications to be approved by Tutor and sent electronically to referee by applicant

# How to apply

- **On-line application (*Apply*)**. Incorporates downloadable advice and help buttons.
- Applicant's fee - £17 (or £7 for one choice)
- Fee charged to extras account

# Getting started

- [www.ucas.com/apply](http://www.ucas.com/apply)
- 2009 entry (even if deferring)
- First time - need to register
- Buzzword is **morningside**
- Choose password and security question
- UCAS will provide a user name
- **MAKE A NOTE OF THESE DETAILS!!**

# Sources of information

- World wide web
- Particularly **www.ucas.com**
- Computer databases
- Prospectuses
- Commercial publications - e.g. Times Good University Guide, Virgin Alternative Guide

# Sources of advice

- Your Tutor
- Careers Department
- Other Guidance staff
- Admissions Officers
- Current students
- Parents/siblings/friends
- Beware!

# Art & Design applications

- It is very important that you make contact with the Careers Department and the Art Department at a very early stage in your application.
- Most of these applications (but not all) will be submitted through Route B

# Universities in England and Wales

Entry qualifications for candidates with Scottish qualifications are often not clearly stated.

You are strongly advised to make contact with Admissions Tutors at an early stage in order to clarify their requirements. Contact details can be found in prospectuses and on websites.

# **Age requirements**

Some universities in England and Wales will not offer you a place if you will be under 18 at the start of course. It is very important that you check this when making your initial enquiries.

# Extra tests

- Required for many applicants for **law, medicine, veterinary medicine or dentistry**.
- Please check websites for mention of **LNAT, BMAT or UKCAT** and check with Careers department, from whom an advice sheet is available.
- Other tests required for some Oxbridge courses - check with Mrs Thornton

# Section by section

- Work through the sections carefully and use the “help” buttons
- At each stage, take a print-out and discuss with your Tutor
- When a section is complete, click on “Section finished?” (in red)
- **When, and only when, the application is complete to the satisfaction of you and your Tutor, submit the application, which will then be locked.**

# Finance arrangements, centre number etc.

- Examination centre number: 5583632
- Fee Code: 02 LEA
- Student Support Arrangements: SAAS
- Residential category for most people: A
- Learning difficulty special arrangements:  
complete the box with arrangements which you  
have had for SQA exams and wish to continue at  
university

# Qualifications

- **Qualifications completed**

To be listed :

- All certificated qualifications e.g. Standard Grade, Intermediate 2 and Higher

- **Qualifications not yet completed**

To be listed :

- All qualifications still to be taken e.g. Highers and/or Advanced Highers

# Personal Statement (1)

- Explanation of choice of recent school studies and HE courses – how do they relate?
- Motivation, career aspirations, **commitment to the subject**
- Skills/activities/experience – **with particular emphasis on relevance to course being applied for**
- Mention any relevant personal circumstances - e.g. first family applicant for HE

# Personal Statement (2)

Avoid:

- Putting down things that you are unable to talk about at interview
- Repeating material that already appears elsewhere on the application form

# After You Have Applied

- You will receive:
  - an acknowledgement – **check it carefully and note your UCAS personal ID**
  - detailed instructions
  - details of Track service
- Universities make decisions independently but send them to you via UCAS
- They may invite you to:
  - interview before making decision
  - visit, usually after making an offer but well before you have to reply

# Tracking Service

- Allows applicant to view own record
- 24 hours 7 days per week access
- Shows choices, offers, personal information
- Password comes with the acknowledgement
- Lost password service via Web
- Use this service to reply to offers

# Responses and replies

- Unconditional offer
- Conditional offer
- Unsuccessful
- Replies can only be made when all responses have been received
- Talk from Careers Department in March 2009 about making replies

# Unconditional offer

- You have already met the academic entry requirements for that course
- This means that, **provided you complete the examination courses stated on your UCAS application**, you will get in. No particular grades will be required.

# Conditional Offer

- Means that, **if you meet the set conditions**, you will get in
- If you fall slightly short of the conditions, you **may** still get in
- May specify H or AH grades - e.g. ABB or
- UCAS tariff points score or
- a combination of both
- If in any doubt - check with Careers Department

# Points Offers

- Points offers :
  - Usually include Higher results already on UCAS form
  - are highly flexible
- Points offers may be qualified to specify:
  - minimum amount of depth e.g. 2 Highers
  - required subject(s) e.g. H Mathematics
  - specific points or grade in required subject
  - exclusion of a qualification e.g. Intermediate 2

# The UCAS tariff

- HIGHERS: A=72 B=60 C=48
- ADVANCED HIGHERS: A=120 B=100 C=80
- A LEVEL : same as AH
- Intermediate 2: A=42 B=35 C=28
- You can only count a subject at the highest level at which a pass has been obtained

# UCAS Extra

- Additional choices (one at a time) available for unplaced applicants from mid-March
- Reduces the need to rely on Clearing
- Applicants informed automatically of eligibility
- Vacancies on UCAS website

# Clearing

- Designed to fill vacancies on courses
- Gives you a final chance if you have not been placed anywhere
- Vacancy information in newspapers and on the web
- **You have to take the initiative** to contact a university which has vacancies
- **Important to be available in late August/early September**

# Help!

- UCAS provides detailed on-line advice
  - READ IT BEFORE STARTING!
- Speak to Tutor and Careers Department
- If in doubt contact UCAS Enquiries
  - Tel: 0870 1122211

# Remember

- Do your research thoroughly
- Think through your choices
- Do it right
- Do it on time
- Ask for help whenever you need to