Breakout Session 1

UCAS Admissions Cycle 101

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INTERNATIONAL TEACHERS AND ADVISERS CONFERENCE 2023

What is UCAS?

UCAS is an independent charity providing information, advice and admissions services. We're there to help people discover what their next step might be.

UCAS does:

- provide information, advice, and support
- process applications
- complete fraud and verification checks
- take part in education sector engagement

UCAS doesn't:

- make decisions or offers
- set entry requirements
- advise on finance
- advise on immigration or visas for individuals



Starting your research

Register with the UCAS Hub to:

- explore careers, subjects, places, and apprenticeships
- find and favourite over 35,000 courses
- search for open days, events and virtual tours
- turn predicted grades into UCAS Tariff points
- speak to those in the know using <u>Unibuddy</u>
- speak to career, higher education, and application specialists by attending <u>Hub lives</u>
- take the UCAS Quiz to find your career matches
- start your application



Personalised tools to help



Explore your future

Discover what to do with subject, industry, and career guides; discover where to go with city, employer and accommodation information. Explore apprenticeships and course opportunities for you. Favourite as you go.

Your favourites

Search for courses, use to decide your top 5 choices, manage, keep those favourite information pages to hand. Manage and edit at any time.





Our advice and events

UCAS Hub lives

Join our <u>live</u> <u>sessions</u>hosted by expert panels.

Ask questions to help you make an informed decision about the right path for you. University, apprenticeships or the world of work.



Personal Statement Builder

Designed to help you think about what to include, and how to lay it all out. It counts how many characters you've used, so it's easy to see when you're close to the 4,000 character limit.





Completing the UCAS application









Student registers for a UCAS Hub account to carry out research and start application. Student completes all sections of the application and sends it to their school/college.

Teacher or adviser reviews the application and adds reference and predicted grades. Applications are sent to UCAS by the school or college on behalf of the student.

Universities and colleges make their decisions on the application.



Key Dates – 2024 entry



^{* 18.00} UK time

Key facts

- To start an application you need to register with **ucas.com**, you can register at any time.
- From May you'll be able to start an application.
- Universities and colleges **can't see** your other choices when you apply.
- Apply by the equal consideration date.
- You have up to five choices, unless applying to study medicine, veterinary, medicine/science, dentistry then it's four choices.
- You can't apply to BOTH Oxford and Cambridge.
- Applying costs £27.50.



2024 UNDERGRADUATE APPLICATION

Start an application

Apply to universities and colleges to study Degrees, HNDs, and HNCs

Linking to a school

- If you're applying with the help of a school, college or centre you should enter their 'buzzword' to link your application to them.
- The buzzword is a unique code set by your school, college or centre.
- By linking your application you're giving your school, college or centre permission to view and track your application.
- It also means they'll provide you with a reference, and send your application to UCAS on your behalf.

UC∧S	Further education Undergraduate Postgraduate Alternatives Careers Q Rose 💽
	Are you applying from a school, college, or centre?
	Yes
	Putter education Undergraduate Postgraduate Alternatives Careers Q Rose
	Enter the Buzzword from your school, college, or centre Buzzwords are case-sensitive and will be given to you by your school, college or centre.
	Enter Buzzword here

Application

Profile:

- Personal details
- Contact and residency details
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion*
- More about you
- * (for students with a UK home address)



Application

Experiences:

- Education
- Employment
- Extra activities*
- Personal statement
- Reference**
- Add choices up to five

*(for students with a UK home address)
**(not visible for students linked to their school/college)

Education > Four qualifications and periods of tudy	Employment > Employment, paid or unpaid, or volunteer work	Extra activities > Activities you have attended in preparation for higher education
Section in progress	Section complete	O Start this section
ersonal Statement		
ersonal Statement		
sonal Statement rsonal statement > y do you want to study this opect?		

Changing an application after it's been submitted

Which part of the application?	Can it be changed in the application post- submission?	How?
Personal details (e.g. email, phone number, postal address)	Yes	Can be changed easily by the student from within the application.
Name, date of birth. Qualifications	Yes, but there may be a delay.	By sending a form and relevant documentation to UCAS (if required).
Personal statement Reference Predicted grades	No	By contacting choices directly.



The personal statement

- The only section you have full control over
- Your only chance to market yourself as an individual
- The same for all of your choices
- A maximum of 4,000 characters, or 47 lines
- M A minimum of 1,000 characters
- \times There isn't a spelling or grammar check
- No formatting allowed

UCAS' similarity detection service: every personal statement is run through software to check for plagiarism.

Consider...

Universities and colleges will consider:

- Have you chosen the course for the right reasons?
- Can you achieve in a new learning environment?
- Do you have a range of interests and aptitudes?
- Do you have a depth of interest in the subject?
- Have you studied independently?
- Do you appear motivated and committed?
- Do you have good numeracy and literacy skills?



Why is subject based evidence important?

- Shows critical engagement with a subject.
- Shows academic skills, independent research, synthesis of information.
- Can be a discussion point at interview, expanded on in portfolios.
- Broadens subject knowledge at a higher level.
- Often referred to as **super-curricular** activities.
- Priority for competitive course application.



Personal statement resources



Writing a personal statement for multiple choices.



How to help your students write their personal statements.



Personal statements dos and don'ts



FAQs on personal statements answered by admissions staff.



How to start and how to end your personal statement.





PERSONAL STATEMENT GUIDES

🔡 Explore 🔍 Uni & colleges 📓 For you 🎔 Favourites 🔍 Search







Reference guidance support

- <u>Reference examples</u> for each section.
- A <u>reference guidance presentation</u> which can be downloaded and edited
- Additional <u>FAQs</u> which we will be adding to from the questions received at our webinars.
- Advice from admissions officers in a shareable video.



Enter a general statement about your school/college/centre.



If applicable, enter any information about extenuating circumstances which may have impacted the applicant's education and achievement.



Outline any other supportive information specific to the applicant and relevant to the course (s) applied for that you think universities/colleges should be aware of.

UCAS.COM/ADVISERS/REFERENCES2024

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UCAS.COM/ADVISERS/REFERENCES2024



Reference



Linked to Registered Centres

Centres complete references through the **adviser portal**.



Independent Applicant

Enter the details of a referee in the application. The referee will then receive a reference request by email.

See our advice and guidance on changes to undergraduate references.

Three section approach



Enter a general statement about your school/college/centre.

(mandatory for applications sent via a registered centre)



Enter any information about extenuating circumstances which may affect this applicant's performance in examinations or other assessments

(optional)



Use this section to outline any other circumstances specific to the applicant that you think universities/colleges should be aware of, or how they can support the applicant (**optional**)

References in the Adviser Portal



Decisions

Universities and colleges will review the:



personal statement



qualifications



They may also ask for:



admissions test



interview



Tracking your application

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2023 UNDERGRADUATE APPLICATION Waiting for decisions Universities or colleges are considering your application.

Providers have until dd-mm-yyyy to respond to your choices.

2023 UNDERGRADUATE APPLICATION

All decisions received

You've received a decision from all of your choices. You can now reply to your offers at any time.

Reply by dd-mm-yyyy

2023 UNDERGRADUATE APPLICATION

Waiting for confirmation

You're waiting for confirmation of your choices. If you meet the offer conditions, the university/ college will confirm your place. Send them your results if requested.

Follow your application 24/7:

- see your choices
- keep personal information up to date
- view and reply to your offers

You'll receive one of three decisions from your choices:

- unconditional offer
- conditional offer
- unsuccessful

Replies to offers

Once you have decisions on all your choices, you can choose two:

- One as a 'firm' acceptance your first choice.
- The other as an 'insurance' acceptance. This acts as a back-up if you do not get into your 'firm' choice.

Any remaining offers must be declined.

Once all your decisions and replies have been made, if you are not holding an offer, you may be able to use Extra or Clearing to find available places.





Other options

UCAS

Extra (Feb – 4 Jul)

- Used all five choices and had no offers.
- Add Extra choices for consideration one at a time.

Clearing (5 Jul – 17 Oct)

- Apply after 30 June, receive no offers, decline all offers, not met conditions.
- Find vacancies from 5 July and add a Clearing choice to your application.

UCAS Benefits of becoming a UCAS Registered Centre

- Schools, colleges, advisers or agents <u>can become registered UCAS centres</u> and get unique access to their students' higher education applications
- Help when you need it a dedicated <u>support team</u>
- Your centre is viewed as a trusted source of applications by universities and colleges
- Manage and submit your students' applications the ability to view the progress of your students' applications, review, comment, and send back to them for correction
- Unique insight and reporting post-submission real-time data to track the status of your students' applications once they've been sent: whether they've received or replied to any offers, where they've been accepted, and more. Real-time applicant status reports are also available to easily download in accessible formats
- Receive monthly newsletters from UCAS, giving you news, insight, and up-to-date information about the application process that you can pass on to your students

2024 Cycle Toolkit



FOR ENTRY TO UNIVERSITY OR COLLEGE IN 2024



www.ucas.com/advisers

Further training

	Clearing			
guide to Advisory and olicy Groups	Clearing Plus for higher education providers	Confirmation & Clearing for UK higher education staff	Getting to know the collection tool	Introducing the UCAS Outreach Evaluator
ourses	Courses	Courses	Courses	Courses
roviders	Providers	Providers	Providers	Providers
				ueb-link Terry you can also and strange applications in your courses (Core setting)
Introduction to placed applicant data (STAR(*) J)	Introduction to the Results and Applications Service	Introduction to the UCAS Verification Team	Introduction to UCAS for UK HE Providers	Introduction to web-link and offer-making
Courses	Courses	Courses	Courses	Courses
Providers	Providers	Providers	Providers	Providers

- Free online operational training
- Variety of learning styles
- Individual record of learning
- Ideal for those new to HE, or new Registered centres
- Complements your own Induction progamme



Advisers buttons to view your personal dashboard with your record of learning to download

3. Specific training becomes available within 48 hours

Your dashboard

UCAS



Your record of learning



	Courses						
	5 records shown ▼ Search by						
Courses you've	Course Title 1 contains	v		Your p	rogress	;	
enrolled on	Show more						
	Show/Hide Columns			•			
	Type Course Title 🔺	Previous Completions	Previous Completion count	Progress Enrolled	Course completion date	User's Institution	
	2023 Results embargo compliance		0	0% 7 Mar 2023			
Davidad	Confirmation & Clearing for UK higher education staff		0	33% 4 Aug 2022			
Download	Introducing the UCAS Outreach Evaluator		0	0% 30 Jun 2022			
ontions to	Introduction to web-link and offer-making		0	0% 17 Aug 2022			
	 Unpicking confirmation decision errors during the results embargo (withdrawn) 		0	100% 7 Jun 2022	13 Jun 2022		
share with							
line managers	Export as CSV CSV Export						

Keeping you informed









Adviser webinars <u>hosted</u> in one place to book and catch up on

Updates published via the <u>newsletter</u> and on <u>adviser</u> section of UCAS.com

<u>Digital training</u> to support your staff including <u>online modules</u>