



UCAS Applications

for undergraduate students joining us in 2023 and 2024

#BUOpenDay
#BelongAtBU

Please note: The detail, dates and fees stated around the UCAS applications process are correct at the time of delivery (Summer 2023) and may be subject to change.

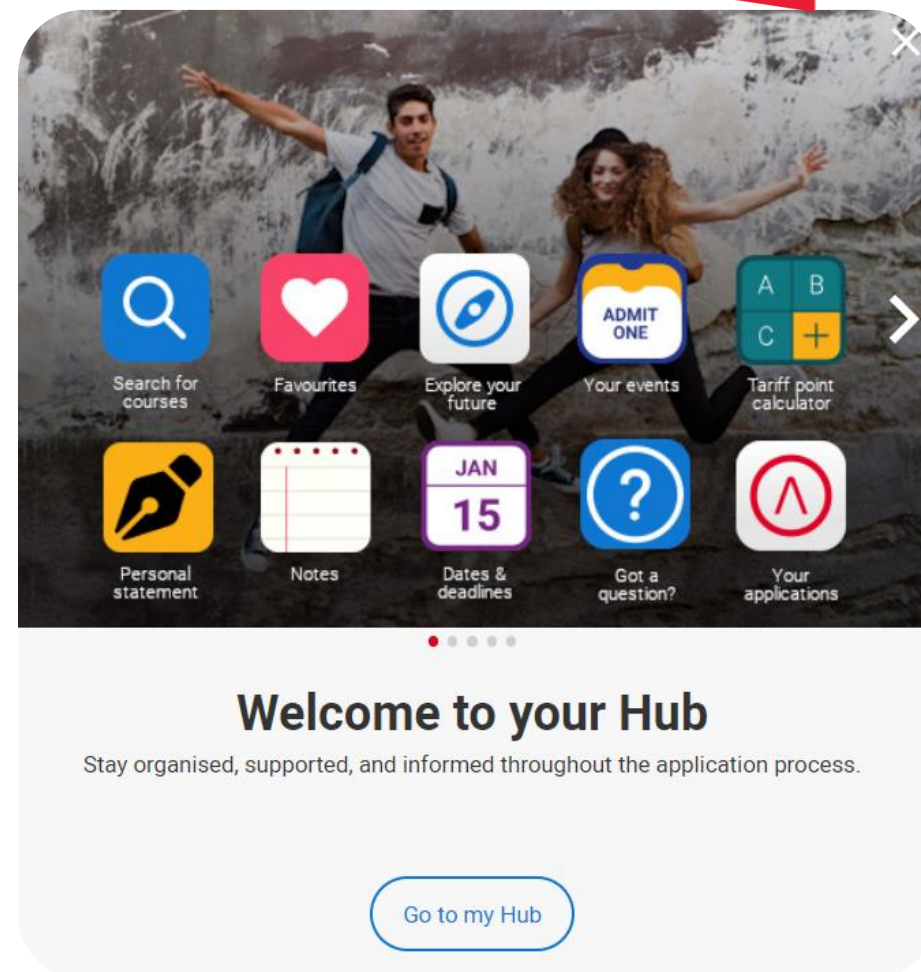


At the heart of
connecting people
to higher education

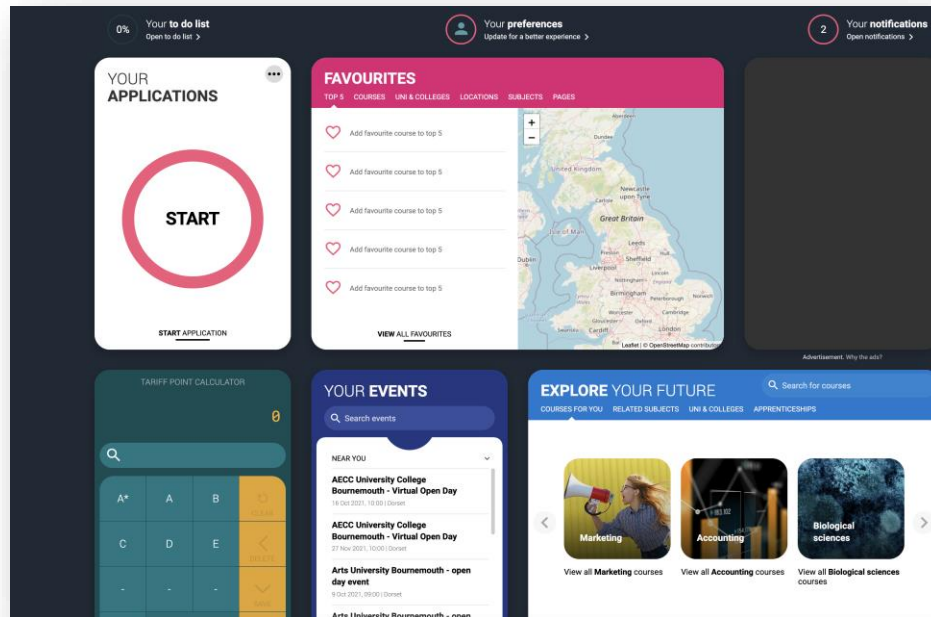
- All applications for Undergraduate courses in the UK go through UCAS
- Universities and Colleges Admissions Service

www.ucas.com

Where possible, apply using your
personal email address rather
than a school/college one



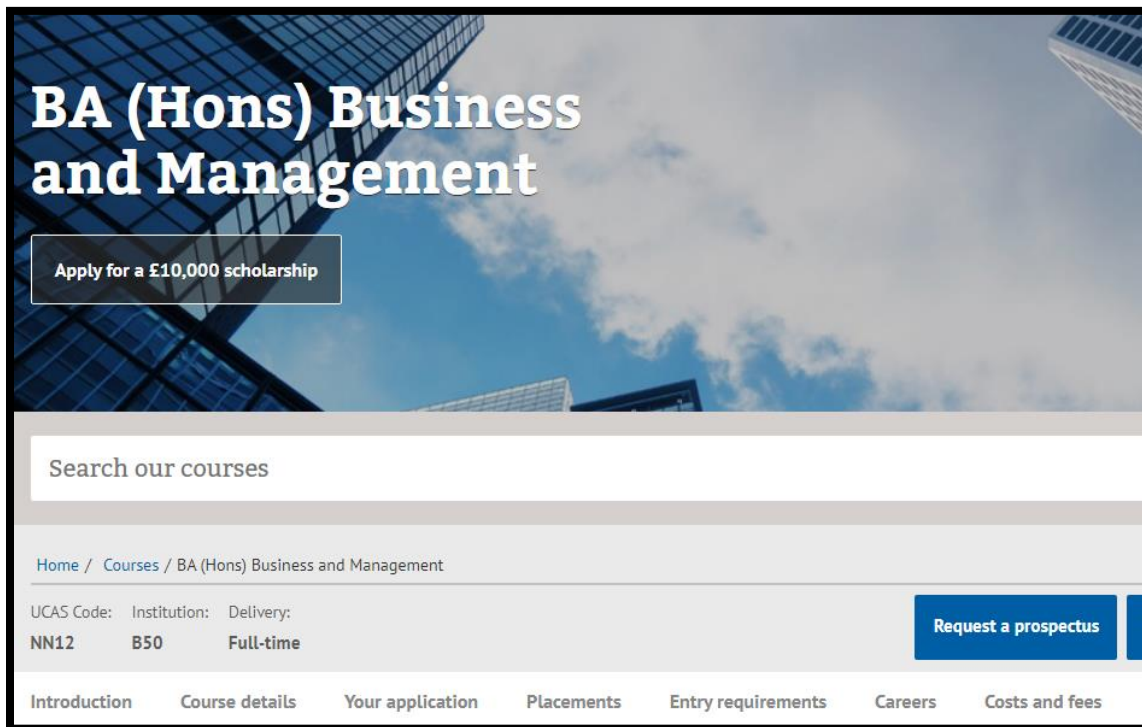
Your personalised hub for organising everything including your application in one place



Where to search for information

BU website

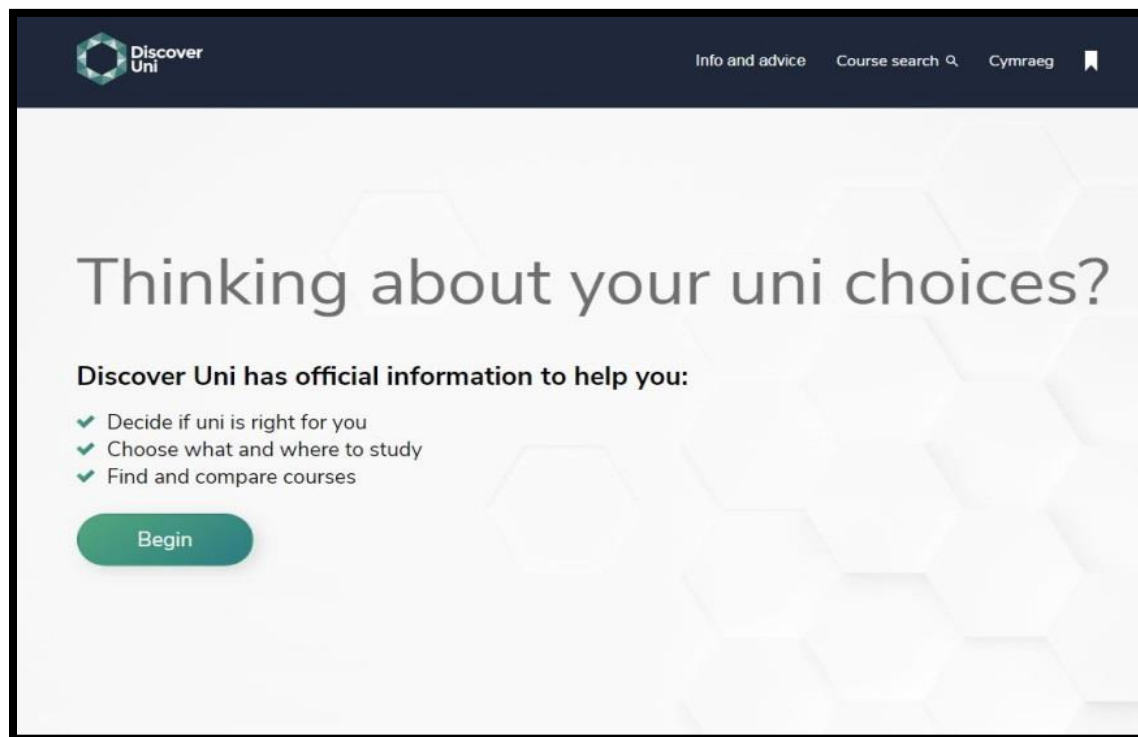
For detailed course information, accreditations, placement and employability detail, fees and essential information.



The screenshot shows the BU website for the BA (Hons) Business and Management course. The header features the course title in large white text over a background image of modern buildings. Below the title is a button that says "Apply for a £10,000 scholarship". A search bar with the placeholder text "Search our courses" is visible. Below the search bar, there is a breadcrumb trail: "Home / Courses / BA (Hons) Business and Management". Further down, there are fields for "UCAS Code: NN12", "Institution: B50", and "Delivery: Full-time". A blue button labeled "Request a prospectus" is positioned to the right of these fields. At the bottom, there is a navigation menu with links: "Introduction", "Course details", "Your application", "Placements", "Entry requirements", "Careers", and "Costs and fees".

Discover Uni

Key metrics around satisfaction, employment and average costs to compare courses and providers.



The screenshot shows the Discover Uni website. The header is dark blue with the Discover Uni logo on the left and links for "Info and advice", "Course search", and "Cymraeg" on the right. The main content area has a light grey background with a large heading "Thinking about your uni choices?". Below this, it states "Discover Uni has official information to help you:" followed by a list of three bullet points: "✓ Decide if uni is right for you", "✓ Choose what and where to study", and "✓ Find and compare courses". A green button labeled "Begin" is located below the list.

Choosing the right place and course for you

- **Location** large city, small town, coastal or the countryside
- **Size** some have more than 20,000 students, the smallest have only a few thousand
- **Living costs** accommodation, transport and food can vary enormously
- **Assessment methods** what is the balance of coursework, exams, groups work
- **Work experience** is there any opportunity for fieldwork,
 - practical learning, study abroad
- **Entry requirements** are there required subjects and/or
 - minimum grades, maths and English GCSE requirements

Required subject:
Part of the entry requirement – you must be studying one of these

Entry Requirements

Our offer will be based on our **tariff points range**, meaning **flexibility** about your grades.

You will need to have a minimum of **two** A-levels or equivalent. We will also consider additional study, such as the Extended Project Qualification. General Studies is usually excluded from our offer.

BTEC Nationals/Cambridge Technicals				T-levels	Tariff points	AS-level	A-level	International Baccalaureate Higher Level Certificate ²	Extended Project Qualification
Extended Certificate	Foundation/ Subsidiary Diploma ¹	Diploma	Extended Diploma						
			D*D*D*	Distinction*	168				
			D*D*D		160				
			D*DD		152				
			DDD	Distinction	144				
			DDM		128				
				Merit	120				
		D*D*	DMM		112				
		D*D			104				
		DD	MMM	Pass (or above)	96				
	D*D*				84				
		DM	MMP		80				
	D*D				78				
	DD			Pass (D or E)	72				
		MM	MPP		64				
	DM				60				
D*					56		A*	H7	
D	MM	MP	PPP		48		A	H6	
					40		B		
	MP				36				
M		PP			32		C	H5	
					28				A*
	PP				24		D	H4	A
					20	A			B
P					16	B	E		C
					12	C		H3	D
					10	D			
					8				E
					6	E			

- Initial year of study prior to progressing onto the first year of one of our eligible degrees
- Right for you if:
 - You don't have the right qualifications for a full degree
 - You have the qualifications but not ready for degree-level study yet
 - You are returning to study after a gap

Subject areas:

- Business & Management
- Creative Industries
- Engineering
- Media & Communication
- Science
- Technology

Entry requirements:

- 48-72 UCAS tariff points

The Application Process – 2023 entry

Register on **UCAS Hub**
Research your options
Make your **application**

- **Personal details**
- **Qualifications (achieved and predicted)**
- **Personal statement**
- **Teacher or Individual reference**

Institutions and Providers will
consider the application
They will make a decision to

- **Offer**
(Conditional/Unconditional)
- **Interview** (other selection
measures)
- **Reject**

You will make
your final
decisions

- **Firm**
- **Insurance**
- **Decline**
remaining
choices

Your results
are
considered

- **Confirm**
- **Reject**

**Submit
application from
6 Sept 2022**

Applications to
Oxford &
Cambridge
15 Oct

**Get your
application in by
25 Jan 2023**

UCAS Extra
opens
23 Feb 2023

You can still
apply late up
until
30 Jun 2023

**Receive
university
decisions by
18 May 2023**

if you applied by 25 January

**Make your firm &
insurance
choice by
8 June**

if you received all your decisions
by 18 May

**Confirmation &
Clearing
(from early July)
Mid-Aug**

Application
cycle formally
closes
30 Jun

All remaining
applications
through
Clearing

The Application Process – 2024 entry

Register on **UCAS Hub**
Research your options
Make your **application**

- **Personal details**
- **Qualifications (achieved and predicted)**
- **Personal statement**
- **Teacher or Individual reference**

Institutions and Providers will
consider the application
They will make a decision to

- **Offer**
(Conditional/Unconditional)
- **Interview** (other selection
measures)
- **Reject**

You will make
your final
decisions

- **Firm**
- **Insurance**
- **Decline**
remaining
choices

Your results
are
considered

- **Confirm**
- **Reject**

**Submit
application from
5 Sept 2023**

Applications to
Oxford &
Cambridge
15 Oct

**Get your
application in by
31 Jan 2024**

UCAS Extra
opens
28 Feb 2024

You can still
apply late up
until
30 Jun 2024

**Receive
university
decisions by
1 May 2024**

if you applied by 31 January

**Make your firm &
insurance
choice by
29 May 2024**

if you receive all your decisions by
1 May

**Confirmation &
Clearing
(from early July)
Mid-Aug**

Application
cycle formally
closes
30 Jun

All remaining
applications
through
Clearing

Making the application

- **Maximum of 5 choices**
- Choice restrictions in specific subject areas
 - Medicine, Veterinary, Dentistry – max 4
 - Oxford or Cambridge
- Simultaneous consideration, but with ‘invisibility’ from your other choices
- Codes (Institution, Course, Campus) - get them right
 - Bournemouth University – B50
 - Business and Management – NN12
- Campus code not required for BU

2023 entry

£22.50

Single application

£27

Multiple courses

2024 entry

£27.50

Making the application



- 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)

Profile

Personal details >
Name, age, title, and gender
☒ Section complete

Contact & residency details >
Address, email, telephone, and where you live
☐ Start this section

Nationality details >
Country and nationality details
☐ Start this section

Supporting information >
☐ Section in progress

English language skills >
Is English your first language?
☐ Start this section

Finance & funding >
Tell us how you'll fund your study
☐ Section in progress

Diversity & inclusion >
Only shared with a provider once you have a place or your application is archived
☐ Start this section

More about you >
Tell us about any circumstances that you might need support for during your studies
☐ Start this section

Making the application



- **Education**
- Employment
- Extra activities*
- Choices
- Education
- Employment
- **Personal statement**

Nominated access:

You can nominate someone to discuss your application on your behalf

A screenshot of the UCAS application interface. The background is dark blue. At the top, the word 'Experience' is written in white. Below it, there are three white rounded rectangular boxes. The first box is titled 'Education >' and contains the text 'Your qualifications and periods of study'. Below this box is a blue bar with a white circle icon and the text 'Section in progress'. The second box is titled 'Employment >' and contains the text 'Employment, paid or unpaid, or volunteer work'. Below this box is a green bar with a white checkmark icon and the text 'Section complete'. The third box is titled 'Extra activities >' and contains the text 'Activities you have attended in preparation for higher education'. Below this box is a blue bar with a white circle icon and the text 'Start this section'. Below the 'Experience' section, the word 'Personal Statement' is written in white. Below it, there is a white rounded rectangular box titled 'Personal statement >' containing the text 'Why do you want to study this subject?'. Below this box is a blue bar with a white circle icon and the text 'Start this section'.

Applying from a school, college or centre

- Enter your 'buzzword'
- View and tracking permission
- Reference provided
- Submission of application to UCAS on your behalf

Not applying from a school, college or centre

- Provide an academic or professional reference
- Check they are happy to be a referee and add their details to your application
- UCAS will share a link and password to your referee to complete online

Are you applying from a school, college, or centre?

Yes No

Select Yes here.

START >

Personal Statement

- ✓ Good vocabulary and structure
- ✓ Course and beyond
- ✓ Career
- ✓ Roles & responsibilities
- ✓ Work experience
- ✓ Time out

...all of that in 4,000 characters (including spaces)
or 47 lines.



Personal statement

- **Preparation** is key, start with bullet points and then a rough draft
 - A – activity, ability or achievement
 - B – benefit – what have you learnt
 - C – how is this relevant to the course
- Outline your **academic achievements** past and present
- Tell us why you're interested in the **subject area**
- Share your **career aspirations** for the future

Top tip - Avoid overuse of the word I. "Studying English Language has enabled me to..."

"Studying **English Language** has confirmed my interest in, and love of, writing. The fluency and accuracy of my writing has developed through **producing essays and reports**...My Sociology A-level has strengthened my **research, analysis and critical skills**, which I know are vital in **creating a story or an article**."

BA (Hons) Multimedia Journalism applicant

Transferrable skills

- Tell us about skills and knowledge you have gained from **extra curricular** activities
- Share any relevant **work experience** that supports your application
- Let us know if you attended any **workshops** or **short courses** in a relevant subject area
- If you have taken/are taking a **gap year(s)** tell us about spending your time out constructively (that includes working to support yourself financially)

“**Working at a local care home** for the elderly provided me with the opportunity to **care for others** in a **responsible and attentive** manner. I had to extend my **communication skills** by **listening** and **speaking** to residents and other **team members**”

Health & Social Sciences applicant

Top tip – Don’t take up too much of the form telling us about these unless relevant!

How we'll assess your application

We will make you an offer that's tailored to you and your application and will look at more than just your academic performance when making you an offer and deciding whether to accept you on the course.

Depending on the course you apply for we'll look at:

- **your grades and other academic experience**
- **work and other experience**
- **Personal statement**
- **Your performance at an interview/selection test**
- **An academic/professional reference** (Health & Social Care courses only)

AccessBU

If you don't have traditional qualifications, or are unable to meet the entry requirements, we may be able to make you an offer through AccessBU if you meet certain criteria e.g. you have been in care or live in an area where fewer people typically progress to Higher Education. **Your offer may be one grade below the published tariff.**

www.bournemouth.ac.uk/accessbu

Final thoughts

- Structure your points
 - A – activity, ability or achievement
 - B – benefit – what have you learnt
 - C – how is this relevant to the course
- Check spelling and grammar
- Make the space count – prioritise
- Be explicit about your skills and qualities
- Seek others' opinions and advice
- Be truthful!
- Don't include details specific to one of your five choices
- It's your UCAS form!

47 lines
OR
4,000
characters

**Good
luck!**

Important skills and qualities

Approachable
Computer Literacy
Confidence
Communication
Efficiency
Empathy
Helpful
Independence
Listening
Managing others
Organisation

Problem solving
Proactive
Presenting
Responsibility
Self-expression
Self-motivation
Teamwork
Using initiative
Working independently



Action words

Accomplish	Consult	Improvise	Persuade
Achieve	Coordinate	Increase	Pioneer
Active	Create	Indicate	Plan
Acquire	Deliver	Inspire	Prepare
Advise	Demonstrate	Instigate	Present
Analyse	Develop	Instruct	Produce
Apply	Devise	Introduce	Promote
Appraise	Direct	Investigate	Propose
Appropriate	Diversify	Involve	Provide
Arrange	Engage	Led	Research
Assist	Establish	Manage	Review
Attain	Evaluate	Negotiate	Revise
Coach	Examine	Obtain	Strengthen
Collaborate	Guide	Organise	Succeed
Collate	Identify	Originate	Supervise
Complete	Implement	Oversaw	Support
Compose	Improve	Perform	

MAKE US **YOUR** UNI

Register your interest in Clearing:
www.bournemouth.ac.uk/clearing





**Bournemouth
University**

Contact us

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The university has consulted the latest available information in the production of this presentation for delivery in **Summer 2023** but cannot be held liable for its accuracy.

The latest information can be found at www.ucas.com