

UCAS Applications

for undergraduate students joining us in 2023

#BUOpenDay
#BelongAtBU

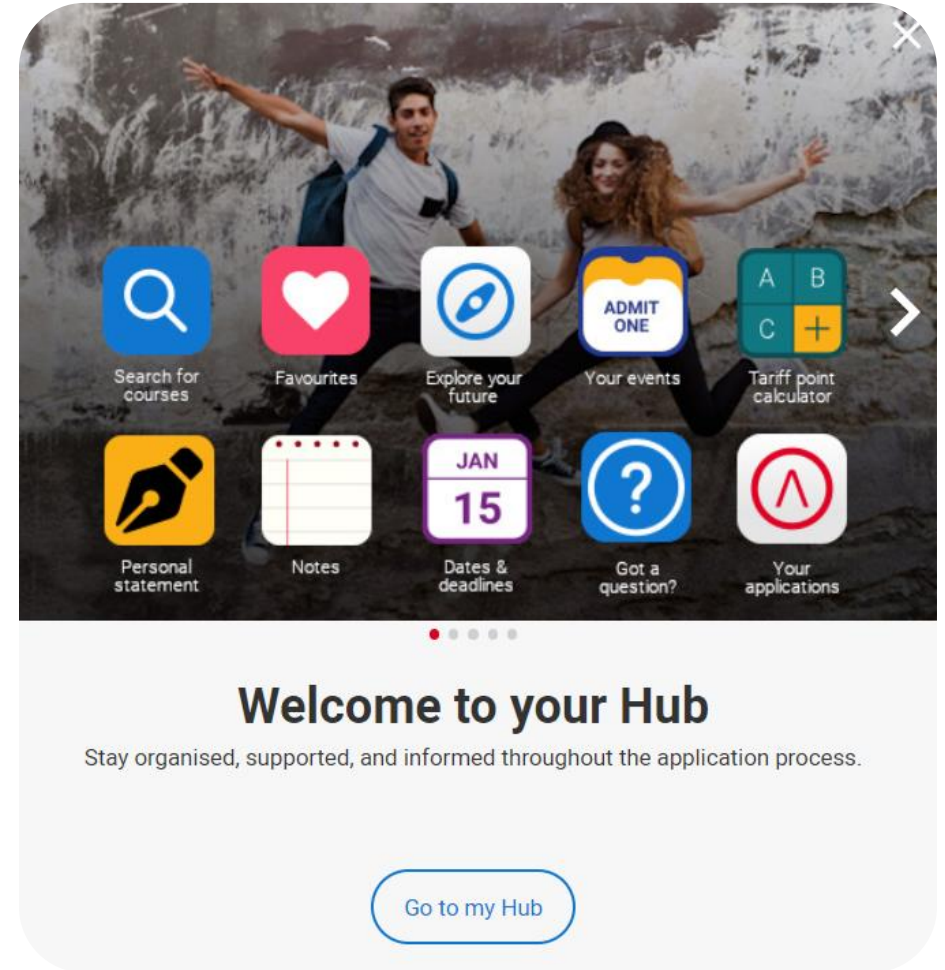
Please note: The detail, dates and fees stated around the UCAS applications process are correct at the time of delivery (Spring 2023) and may be subject to change.

UCAS

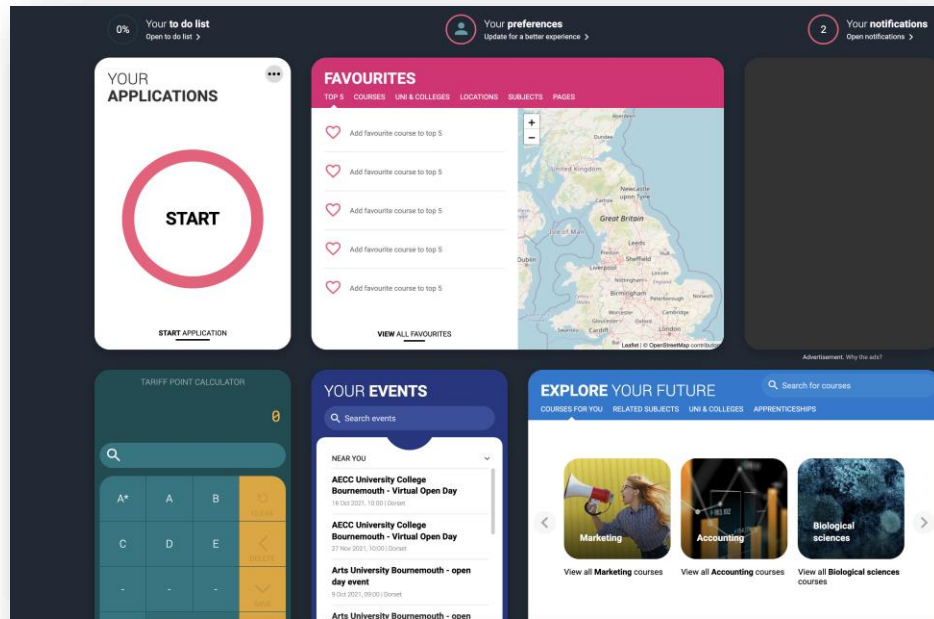
At the heart of
connecting people
to higher education

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

www.ucas.com



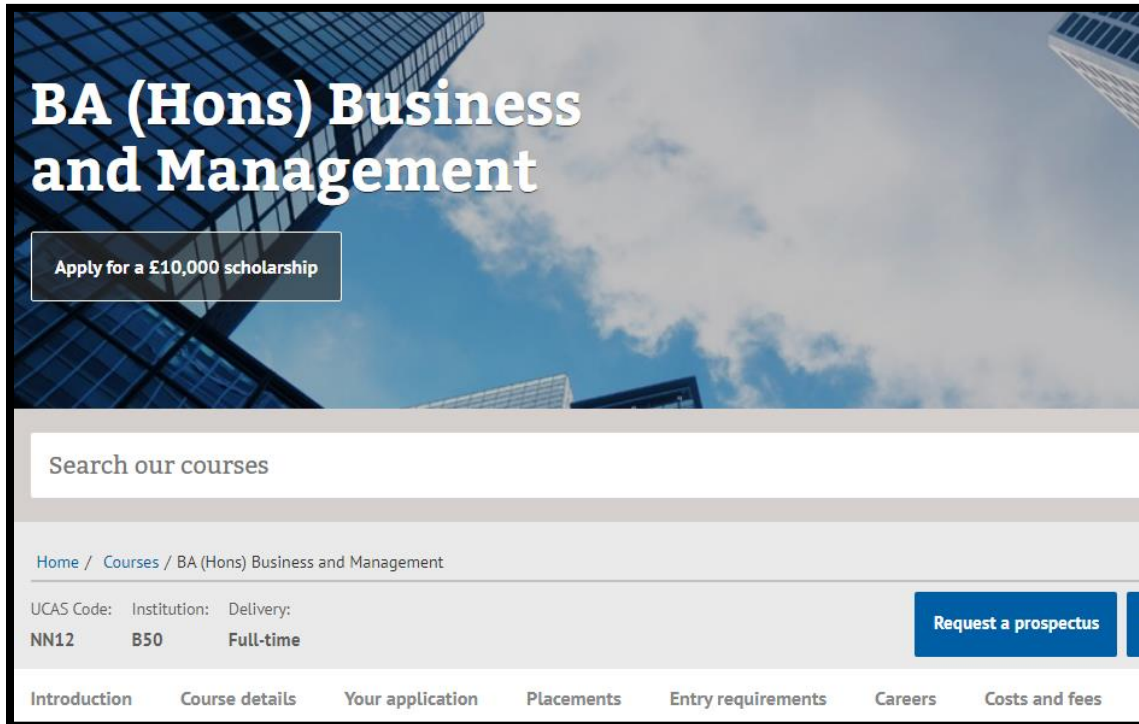
Your personalised hub for organising everything including your application in one place



Where to search for information

BU website

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



BA (Hons) Business and Management

Apply for a £10,000 scholarship

Search our courses

Home / Courses / BA (Hons) Business and Management

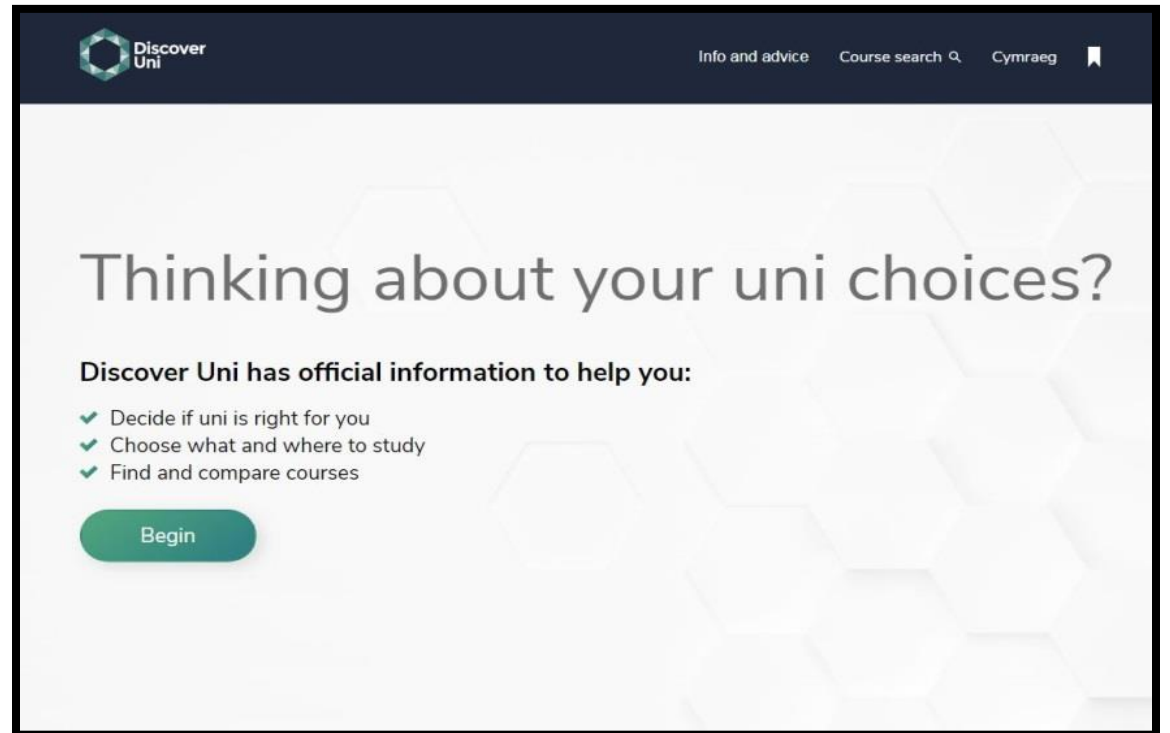
UCAS Code: NN12 Institution: B50 Delivery: Full-time

[Request a prospectus](#)

[Introduction](#) [Course details](#) [Your application](#) [Placements](#) [Entry requirements](#) [Careers](#) [Costs and fees](#)

Discover Uni

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



Discover Uni

Info and advice Course search Cymraeg

Thinking about your uni choices?

Discover Uni has official information to help you:

- ✓ Decide if uni is right for you
- ✓ Choose what and where to study
- ✓ Find and compare courses

[Begin](#)

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 ¹	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

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

Applications to
Oxford &
Cambridge
15 Oct

Get your application in by
25 Jan

UCAS Extra
opens
23 Feb

You can still
apply late up
until
30 Jun

Receive university
decisions by
18 May

if you applied by 25 January

Make your firm &
insurance
choice by

8 June

if you applied by 25 January

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

£22.50

Single application

£27

Multiple courses



- 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)

A screenshot of the UCAS application profile page. The page is titled 'Profile' and contains eight sections arranged in a 3x3 grid. Each section has a title, a brief description, and a status indicator. The 'Personal details' section is marked as 'Section complete' with a green bar and a checkmark icon. The 'Contact & residency details' section is marked as 'Start this section' with a blue bar and a circle icon. The 'Nationality details' section is also marked as 'Start this section' with a blue bar and a circle icon. The 'Supporting information' section is marked as 'Section in progress' with a blue bar and a circle icon. The 'English language skills' section is marked as 'Start this section' with a blue bar and a circle icon. The 'Finance & funding' section is marked as 'Section in progress' with a blue bar and a circle icon. The 'Diversity & inclusion' section is marked as 'Start this section' with a blue bar and a circle icon. The 'More about you' section is marked as 'Start this section' with a blue bar and a circle icon.

Profile

Personal details > Name, age, title, and gender <input checked="" type="checkbox"/> Section complete	Contact & residency details > Address, email, telephone, and where you live <input type="checkbox"/> Start this section	Nationality details > Country and nationality details <input type="checkbox"/> Start this section
Supporting information > <input type="checkbox"/> Section in progress	English language skills > Is English your first language? <input type="checkbox"/> Start this section	Finance & funding > Tell us how you'll fund your study <input type="checkbox"/> Section in progress
Diversity & inclusion > Only shared with a provider once you have a place or your application is archived <input type="checkbox"/> Start this section	More about you > Tell us about any circumstances that you might need support for during your studies <input type="checkbox"/> 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

The screenshot shows a dark blue dashboard with the following sections:

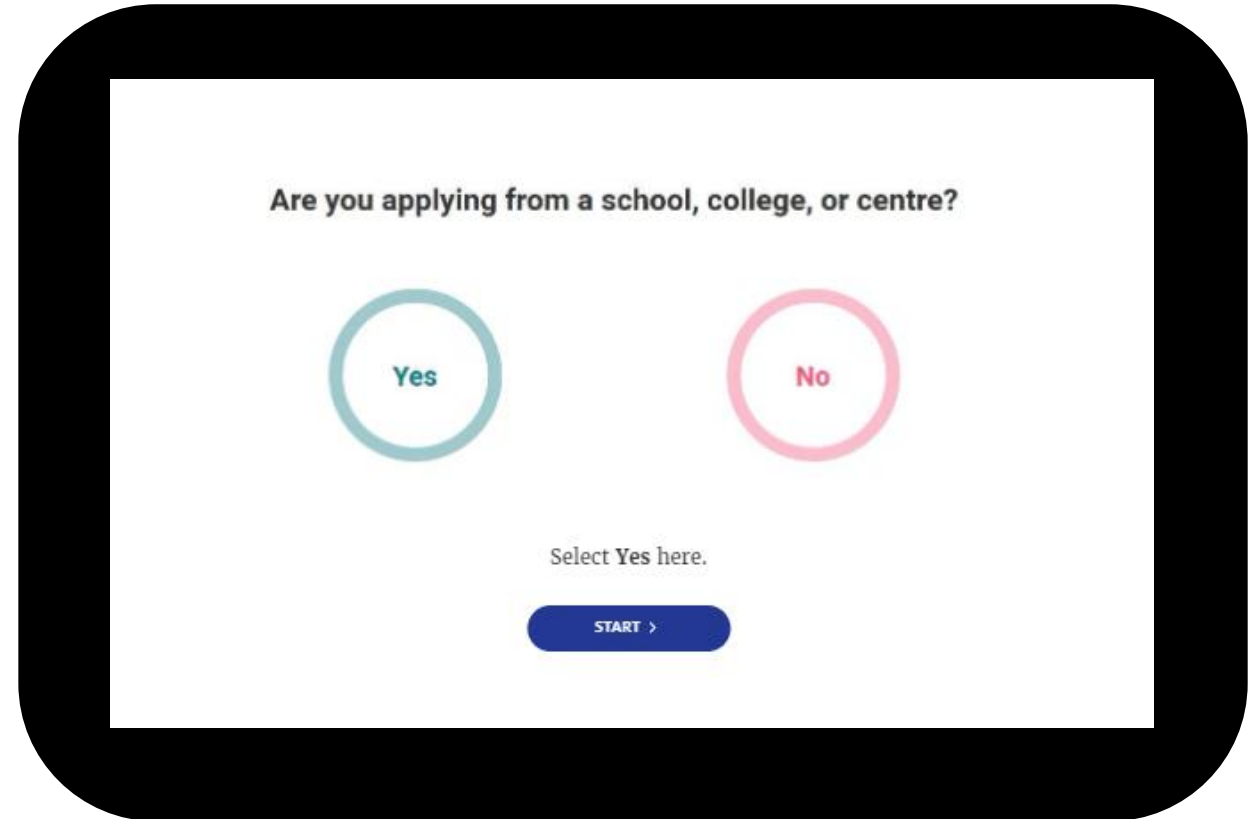
- Experience**
 - Education >** Your qualifications and periods of study. Status: Section in progress (blue bar).
 - Employment >** Employment, paid or unpaid, or volunteer work. Status: Section complete (green bar).
 - Extra activities >** Activities you have attended in preparation for higher education. Status: Start this section (blue bar).
- Personal Statement**
 - Personal statement >** Why do you want to study this subject? Status: Start this section (blue bar).

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



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

Achieve

Active

Acquire

Advise

Analyse

Apply

Appraise

Appropriate

Arrange

Assist

Attain

Coach

Collaborate

Collate

Complete

Compose

Consult

Coordinate

Create

Deliver

Demonstrate

Develop

Devise

Direct

Diversify

Engage

Establish

Evaluate

Examine

Guide

Identify

Implement

Improve

Improvise

Increase

Indicate

Inspire

Instigate

Instruct

Introduce

Investigate

Involve

Led

Manage

Negotiate

Obtain

Organise

Originate

Oversaw

Perform

Persuade

Pioneer

Plan

Prepare

Present

Produce

Promote

Propose

Provide

Research

Review

Revise

Strengthen

Succeed

Supervise

Support



**Bournemouth
University**

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

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