



**Bournemouth  
University**

A group of four students are sitting around a bright orange circular table in a modern, brightly lit room. They are focused on a large computer monitor that displays a complex 3D architectural model. One student is pointing at the screen while the others look on. There are laptops, a keyboard, and a coffee cup on the table. The room has white walls and large windows in the background.

**Making the application...**

Please note: The detail, dates and fees stated around the UCAS applications process are correct as at 20 September 2021 and may be subject to change.

**UCAS Applications**

for undergraduate students joining us in 2022

#buopenday  
#belongatbu



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

- **Information & support**
- **Course Search**
- **Apply**
- **Track**

## Key features of the scheme

- **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

**£26.50**

Multiple courses

**£22**

Single application

# Where to search for information

Sign up to  
UCAS Hub  
[ucas.com/hub](https://ucas.com/hub)

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

Bournemouth University

Degree level: Undergraduate

**BUSINESS AND MANAGEMENT**

Course options

2021 - 2022

7 course options available

Qualification type: Bachelor of Arts (with Honours) - BA (Hons)

Location: Main Site

Start date: 25 September 2021

Study mode: Sandwich including industrial placement

Duration: 4 years

Apply

Discover Uni

Info and advice Course search Q 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

## BU website

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

## UCAS

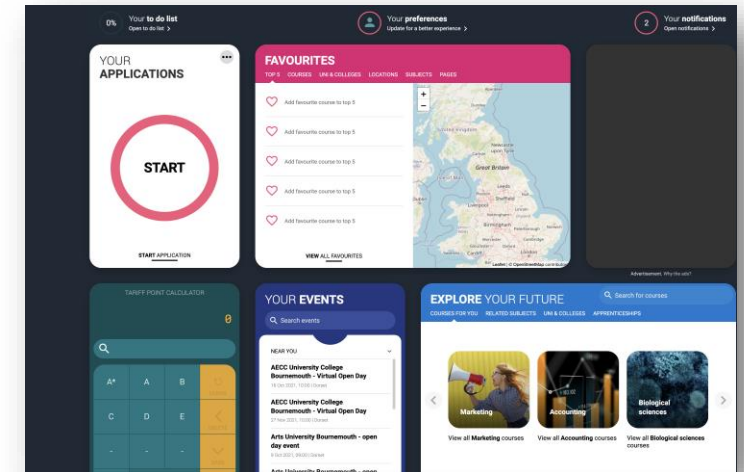
Full course listings in a consistent format to review and compare courses and providers, and to eventually apply.

## Discover Uni

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

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

- Save your progress and carry on whenever you want
- Handy tools to help you make choices and discover courses
  - The explore tool – where you can search subjects and discover courses
  - The notepad – so you can keep all your thoughts about your next step in one place
  - Apprenticeship finder – for the latest vacancies, locally and nationally
  - The personal statement builder – to help you structure your writing and introduce yourself to universities
  - The Tariff calculator – for tallying up your UCAS points to see if you meet entry requirements.





# 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 <sup>2</sup>	Extended Project Qualification
Extended Certificate	Foundation/ Subsidiary Diploma <sup>1</sup>	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			

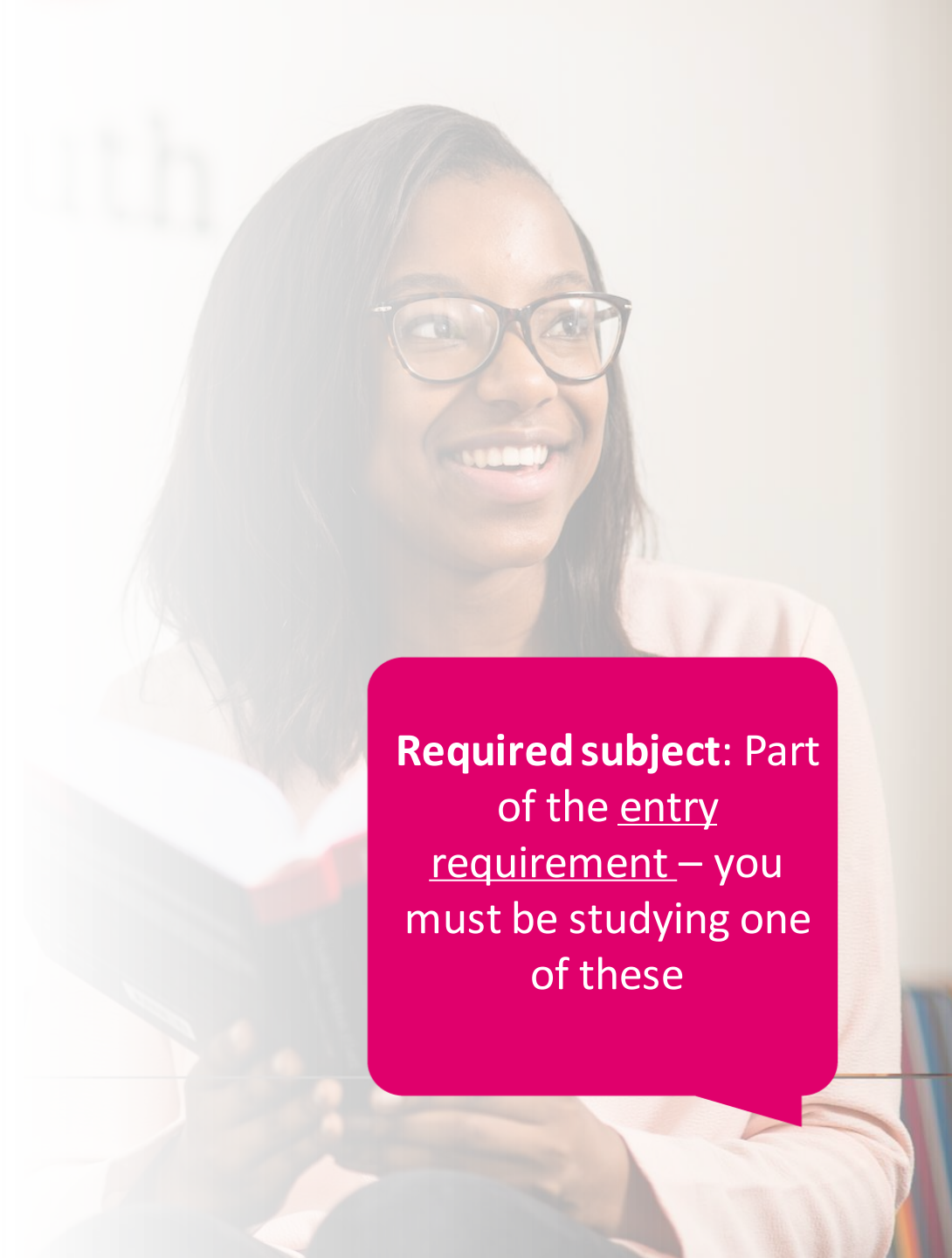
## Things to consider

- **Is it the right course for you?**

- What is the balance of coursework/exams?
- How much assessment by group work?
- Opportunities for workplace or applied studies?
- Fieldwork and practical learning?

- **Will you meet the entry requirements?**

- Required subjects?
- Required minimum grades?
- Maths & English GCSE?



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

## Foundation Years

- Initial year of study prior to progressing onto the first year of one of our eligible degrees
- Four areas:
  - Business & Management
  - Creative Industries (in development)
  - Media & Communication
  - Science
- 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



**Entry  
requirements:**

**48-72 UCAS tariff  
points**



# The Application Process

Register on **Apply**

**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**

Start applying from  
**7 Sept**

Applications to Oxford & Cambridge  
15 Oct

Get your application in by  
**26 Jan**

UCAS Extra opens  
25 Feb

You can still apply late up until the end of the cycle  
30 Jun

Receive university decisions by  
**19 May**

if you applied by 26 January

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

if you applied by 26 January

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

Application cycle formally closes  
30 Jun

All remaining applications through  
Clearing

# Making the application



At the heart of  
connecting people  
to higher education

- Registration
- Personal details
- Additional needs/info
- Choices
- Education
- Employment
- **Personal statement**
- Reference
- Declaration



# Extra, Clearing & Adjustment

## ■ Extra

- You have not received any offers or have been rejected from all your choices
- Apply one-by-one to other choices until successful, or go into Clearing after 30 June

## ■ Clearing

- You have not met the requirements for your firm or insurance choice and been rejected, or have **declined any offers** you do have, or **haven't applied and want to make a new application**
- Clearing is the process whereby any remaining places are available for students to apply.

## ■ Adjustment

- Results exceed your firm choice offer
- Opportunity to find a different place, potentially with higher entry requirements than your firm choice.

**We may still offer you a place , even if you don't meet the criteria for your original offer.**

When we receive your results we'll consider your application alongside any updated entry requirements for Clearing, as well as your potential to succeed on the course.

# Personal Statement

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

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



# Vocabulary and Structure

- Positive language – sell yourself!
- Preparation – bullet points then rough draft
- **Simple rule** – Whenever you say you have a skill or quality - demonstrate how, where, when you acquired it

for example, team work





- State the reasons for your choice of course
- Enjoy the subject? – state why
- Enjoy particular aspects? – which aspects?
- Talk about the subjects you are currently studying, and try to describe links between them
- **Tell us how you are developing the skills the course requires**

“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**

## Course and beyond

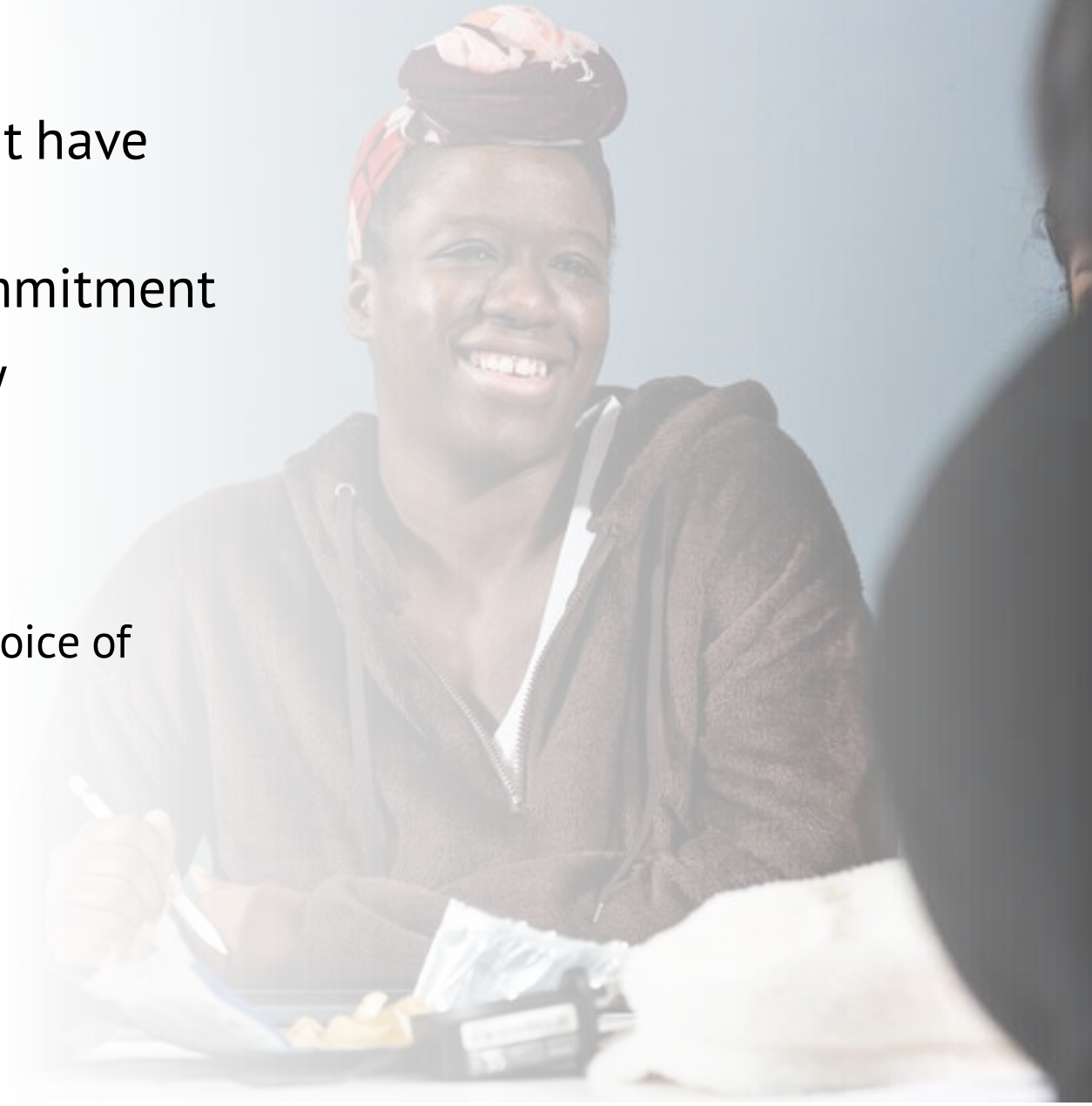
- Outline the experiences you have had that have confirmed your interest
- Demonstrate that you have focus and commitment
- Helps if you know what you want to study

if not think what the 'common ground' is

- Post degree

How do you think you would benefit from your choice of course?

Highlight any links with a possible career



## Roles and responsibilities

- Drama productions, voluntary work, prefect, team captain, fundraising, event organiser, school rep.
- **Top tip** – don't take up too much of the form telling us about these unless relevant!

**“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**

## Work experience

- Think about what you have done outside of school/college that shows your commitment
- Any relevant work experience? Excellent particularly if relevant and organised on your own initiative
- Attended any workshops/short courses?



## Gap year?

- Ideally show that you will be spending your time out constructively:

Working is constructive – earning money to support yourself through HE, gaining important experience and employability skills.

“During my year out, I will be broadening my **experience and knowledge of conservation** and environmental issues by working with conservation groups both here in Britain and abroad. I am applying to work at **Trees For Life** in Scotland for two months working to regenerate the indigenous trees into the highlands and restore the native Caledonian Forest.”

Science & Technology applicant



## 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	

## 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!**

## If you are applying for:

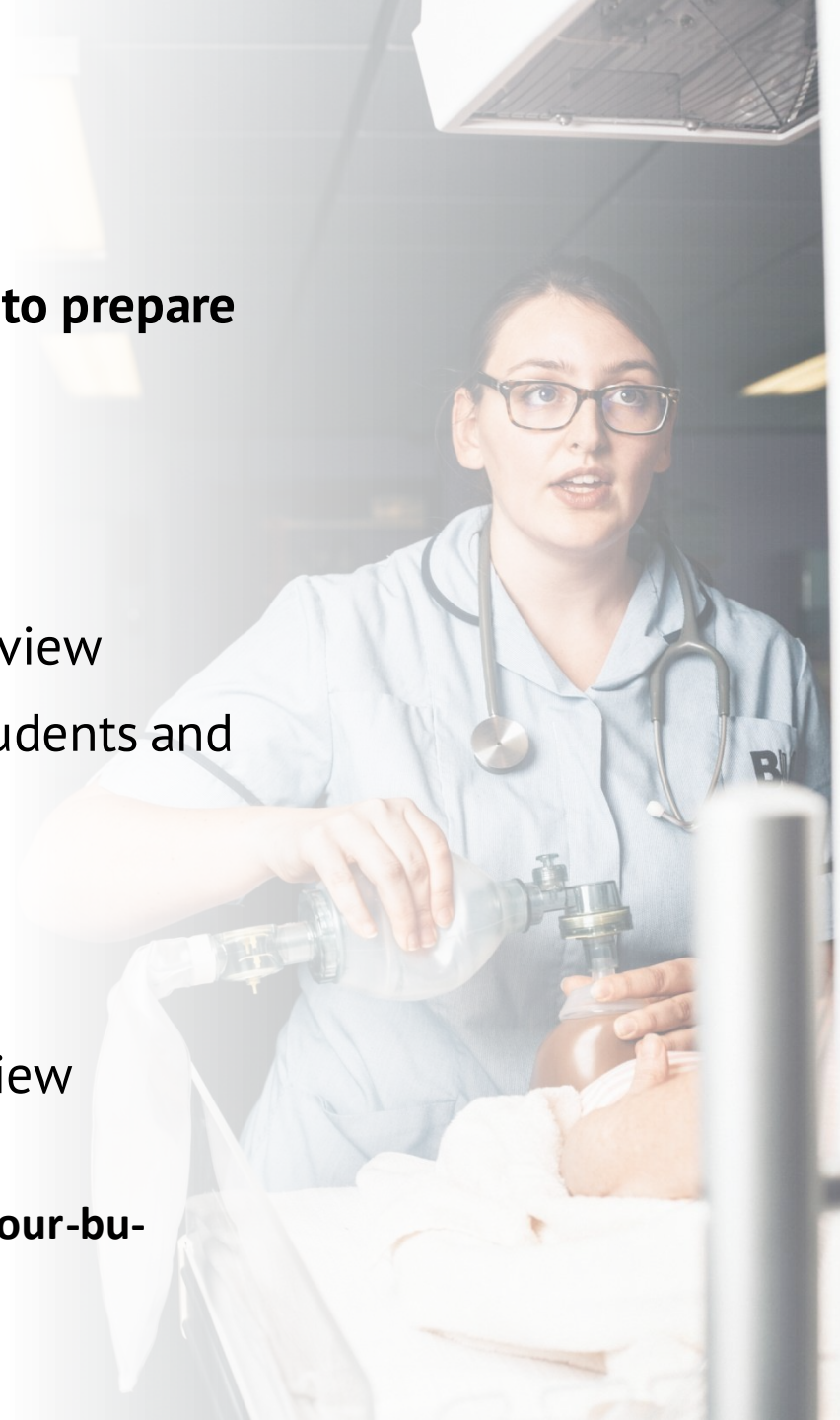
- Nursing
- Midwifery
- Operating Department Practice
- Paramedic Science
- Social Work

You will be required to attend a virtual interview.

## What to expect and how to prepare for your interview:

- Course talks
- Online individual interview
- Live Q&A chat with students and staff
- Virtual tours

For more info and interview preparation tips visit:  
**[www.bournemouth.ac.uk/your-bu-interview](http://www.bournemouth.ac.uk/your-bu-interview)**





- **Occupational Health Checks:**

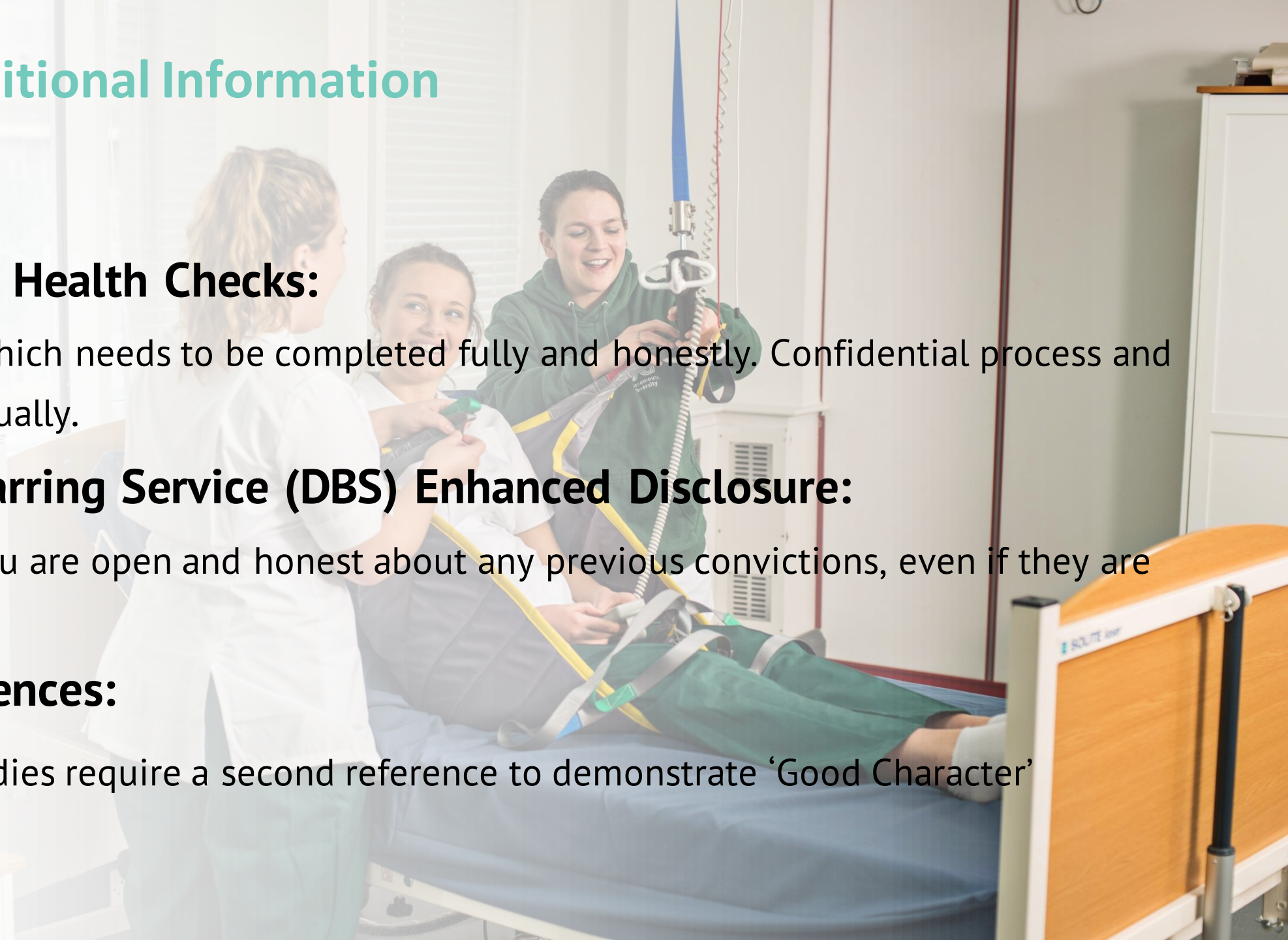
Questionnaire which needs to be completed fully and honestly. Confidential process and assessed individually.

- **Disclosure Barring Service (DBS) Enhanced Disclosure:**

Essential that you are open and honest about any previous convictions, even if they are 'spent'

- **Second references:**

Professional bodies require a second reference to demonstrate 'Good Character'





# 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 could be 16 points below the published tariff.**

[www.bournemouth.ac.uk/accessbu](http://www.bournemouth.ac.uk/accessbu)



**Bournemouth  
University**

**UCAS  
Undergraduate  
Apply is now open  
for 2022 entry.**

## **Contact us**

01202 961916  
futurestudents@bmth.ac.uk

The university has consulted the latest available information in the production of this presentation for delivery in **Autumn 2021** but cannot be held liable for its accuracy.

The latest information can be found at:  
[www.ucas.com](https://www.ucas.com).