



**Bournemouth
University**

iBU
Download our free
Open Day app

A pink speech bubble containing the iBU logo and text.

Making the application...

#buopenday
#belongatbu

UCAS Applications

for undergraduate students joining us in 2017

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

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

The Application Process

Register on Apply

Research your options

Make your application

- Personal details
- Qualifications (achieved & predicted)
- Personal statement
- Teacher or individual reference*

Institutions & 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
- Reject remaining choices

Your results are considered

- Confirm
- Insurance
- Decline

Start applying from
Sept

Applications to Oxford & Cambridge
15 Oct

Get your application in by...
15 Jan

UCAS Extra opens
25 Feb

Some Art & Design courses – apply by
24 Mar

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

You should receive a decision by
31 Mar

Make your firm & insurance choice by
4 May

Applications cycle formally closes
30 Jun

Confirmation, Clearing & Adjustment (from early July)
17 Aug

All remaining applications through
Clearing

Things to think about

■ 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/Relevant subjects?
- Required minimum grades?
- Maths & English GCSE?

Relevant subject:
An indication of subjects that would be relevant to the course – not an entry requirement

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

Making the application

- Registration
- Personal details
- Additional Needs/Info
- Choices
- Education
- Employment
- **Personal Statement**
- Reference
- Declaration



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**



Roles & 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?



Final Thoughts

- Check spelling and grammar
- Make the space count – prioritise
- Be explicit about your skills and qualities
- Seek others' opinions and advice
- Don't be untruthful!
- Don't include details specific to one of your five choices
- It's your UCAS form!

47 lines OR
4,000
characters

**Good
luck!**

Courses that interview:

- Midwifery
- Nursing
- Occupational Therapy
- Operating Department Practice
- Paramedic Science
- Physiotherapy
- Social Work

Courses that don't usually interview*:

- Clinical Exercise Science

*Chance of interview at the discretion of the academic team.



Additional Information

- **Occupational Health Checks:**

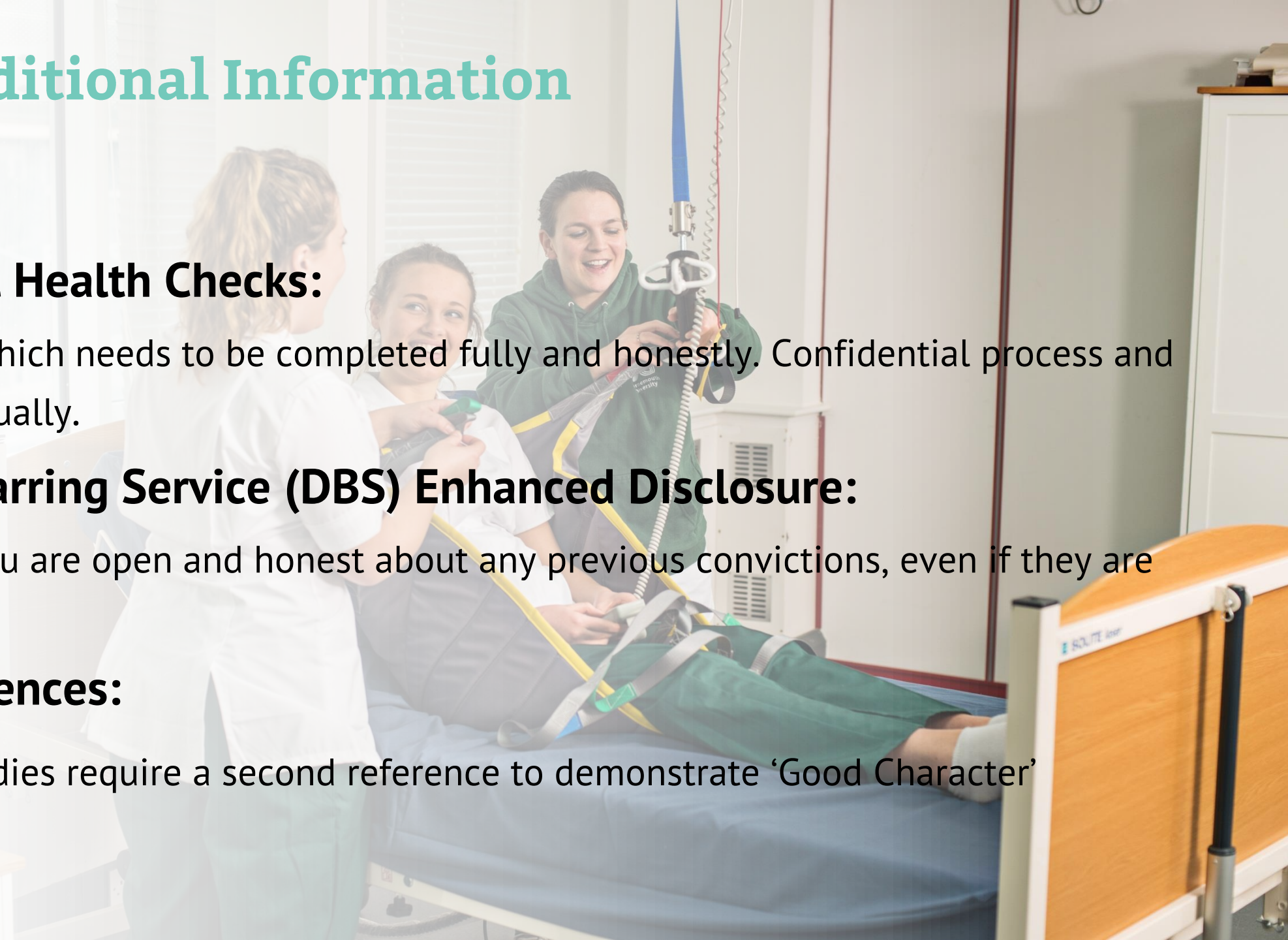
Questionnaire which needs to be completed fully and honestly. Confidential process and assessed individually.

- **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'





**Bournemouth
University**

**Whatever
you bring**



**Where
you
Belong**



**Whatever
you like**



**Whatever
you do**



**Whoever
you are**

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The university has consulted the latest available information in the production of this presentation for delivery in **November 2016**, but cannot be held liable for its accuracy.

The latest information can be found at:

www.ucas.com