

The Application Process

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Compact Liaison Officer



University of Brighton



Contents

- Timeline
- What universities look for in applicants
- How to complete the UCAS form
- Your Personal Statement
- Academic references
- Exercises



Admissions timetable

February – June	Research – order prospectuses online
June – August (Summer Holidays)	Attend open days, shortlist your 5 choices
September – November (Autumn Term)	Online Application
15 th October	College Deadline and Oxbridge, Medicine, Dentistry, Veterinary Science
15 th January	Official UCAS deadline
October – March	Interviews and Admissions Days
Feb – June	UCAS Extra
April/May	Choose your CF/CI
After 30 th June	Clearing
Mid August	Results! (Think about some temporary work over the summer)
October	Move in, it's time for FRESHERS' WEEK! (Enrolment too). Start your course 😊

Universities are looking for:

- Students that show a real interest in the subject and have a realistic expectation of studying at degree level and will therefore complete the course
- Students that have experience in the field they are looking to study in (especially if applying for a vocational course)
- Students who will contribute to the course, department and the University



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What do admissions tutors look for?

- Academic record
- Academic ability
- Commitment to subject area
- Motivation
- Other interests and qualifications
- Personality
- Potential to succeed in higher education



Completing your UCAS form

UCAS Students: Apply - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Address <http://www.ucas.ac.uk/students/apply/>

Go Links

[Home](#) | [Contact us](#) | [Site map](#) | [FAQs](#) | [Bookstore](#) | [Accessibility](#)

Site search [Go](#)

UCAS helping students into higher education

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Register to use Apply

Are you hoping to apply for higher education courses in the UK? Start here!

[Register / Log in to use Apply](#)

This service opens in a new window - please make sure that your browser settings are set to allow pop-up windows.

No internet access at home? Too much competition for computer access at school? Why not seek out one of the [online centres](#) that has partnered with UCAS to offer internet access for students to work on their application.

**NEED HELP
WITH CHOOSING
YOUR COURSE?**

Tutors, advisers and staff

Click on the link below to access the staff area of Apply.

[Staff login](#)

This service opens in a new window - please make sure that your browser settings are set to allow pop-up windows.

You can access advice and relevant guides in the [Advisers](#) section.

You can also view [technical issues associated with Apply 2008](#) here.

[click here](#)

“Apply” on
[www.ucas.
ac.uk](http://www.ucas.ac.uk)



[Home](#) | [FAQs](#) | [Students](#) | [Parents](#) | [Advisers](#) | [HE staff](#) | [About us](#) | [Terms and conditions](#) | [Privacy statement](#)

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Done

Internet

start SI Live - University of ... Inbox - Microsoft Out ... Microsoft PowerPoint ... UCAS Students: Appl...

13:42

Registering with UCAS

https://apply2.ucas.com - Register and Login - Microsoft Internet Explorer

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Register and Login

[Home](#) > Register and Login

Login

If you have already registered, please enter your username and password below to log in. **You must enter your username in lower case and your password in the same case you used to register.**

Username

Password

[Forgotten login?](#)

[log in](#)

Register

If you have not registered for 2008 entry, please click the 'register' button to use this service. **You only need to register once for 2008 entry cycle.**

[register](#)

You can complete sections in any order – then save and come back

Version 1.5.1

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(2 items remaining) Downloading picture https://apply2.ucas.com/appreg08/images/apply_interactive_pageHead.jpg...

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Name, address, email, etc...

https://apply2.ucas.com - Register: Initial Details - Microsoft Internet Explorer

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UCAS Contact us | [Help](#) | Print Page

apply Register: Initial Details

Home > Register

Progress

Compulsory fields are marked with an asterisk (*).

Title* ?

Gender* ?

First/given name(s)* ?

Surname/family name* ?

Date of birth* ?

[previous](#) [next](#)

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Opening page https://apply2.ucas.com/appreg08/SecurityServlet...

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Personal details

https://apply2.ucas.com - Personal details - Microsoft Internet Explorer

change my address ?

Is your permanent home in the UK? ☐ Yes ☐ No ?

Home address (if different from postal address)
add/edit home address ?

Home telephone number ?

Mobile number ?

Email address littlemisssexypants@hotmail.com ?

Confirm email address littlemisssexypants@hotmail.com ?

Date of birth* 1 January 1970 ?

Country of birth* see list ?

Date of first entry to live in UK (if not born in the UK*)
Day Month Year ?

Nationality* see list ?

Dual nationality see list ?

Area of permanent residence* see list ?

Residential category* see list ?

Student support

Fee code* Please select.. ?

Student support arrangements (This field is only available if you select fee code '02 LA,SAAS,NIBd,EU,CH,JoM')
see list ?

Education

https://apply2.ucas.com - Education - Microsoft Internet Explorer

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apply

Education

< Log out

Welcome > Education

Please choose the 'add new school/college' link below. After adding details of a school/college you will be able to enter details of qualifications that you have achieved or are in the process of achieving whilst attending the school/college.

When you have finished all the entries please click on 'section completed' and 'save'.

You can add up to 10 schools/colleges.

> add new school/college

No schools / colleges entered.

☐ section completed

save

Key

☒ Completed

☐ In progress

☐ Not started

☐ Help

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Qualifications completed (GCSEs and AS levels) and

Qualifications not yet completed (GCE / VCE A levels; IB; National Diploma)

Important to have certificates handy for exam boards, grades and dates

Done

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Internet

13:53



Course Codes

If you apply to the University of Brighton

- All students should flag 'Compact' on your UCAS form
- Plus Programme students should flag 'Compact Plus Programme'

UCAS

2014 apply

Choices

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check the [course-specific fee information](#), please use [the UCAS search tool](#).

Compulsory fields are marked with an asterisk (*).

Institution code* [see list](#) [?](#)

Course code* [see list](#) [?](#)

Campus code* [see list](#) [?](#)

Start date*

Further details

Live at home while studying?* ☒ Yes ☐ No [?](#)

Point of entry [?](#)

[save](#) [cancel](#)

Key

- ☒ Completed
- ☐ In progress
- ☐ Not started
- [?](#) Help

Choose a course... - Google Chrome

<https://apply2.ucas.com/ucasapply2014/PopUpServlet?functionname=courselist&field=>

UCAS

Choose a course...

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Accounting and Finance (H420)	3FT/4SW Hon BSc (Hons)
Aeronautical Engineering (H410)	3FT/4SW Hon BEng (Hon)
Aeronautical Engineering (H416)	4FT/5SW Hon MEng (Hon)
Aeronautical Engineering (Top-Up) (H414)	1FT Hon BSc (Hons)
Aeronautical Engineering (with Integrated Foundation Year) (H415)	4FT Hon BEng (Hon)
Applied Psychology and Criminology (MC98)	3FT Hon BA (Hons)
Applied Psychology and Sociology (CL83)	3FT Hon BA (Hons)
Applied Social Science (LS41)	3FT Hon BA (Hons)
Architectural Technology (K236)	3FT Hon BSc (Hons)
Architecture (K100)	3FT Hon BA (Hons)
Art and Design (Top-Up) (WW12)	1FT Hon BA (Hons)
Automotive Engineering (BEng) (H330)	3FT/4SW Hon BEng (Hon)
Automotive Engineering (MEng) (H335)	4FT/5SW Hon MEng (Hon)
Automotive Engineering (Top-Up) (H336)	1FT Hon BSc (Hons)
Automotive Engineering (with Integrated Foundation Year) (H331)	4FT Hon BEng (Hon)



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Personal Statement

https://apply2.ucas.com - Personal Statement - Microsoft Internet Explorer

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<Log out

apply

Personal Statement

Welcome > Personal Statement

Welcome

Personal details ☐

Choices ☐

Education ☐

Employment ☐

Statement ☐

Reference ☐

Pay/Send ☐

View all details

Help

Options/Opsiynau

Key

☒ Completed

☐ In progress

☐ Not started

☐ Help

Your personal statement must be written in English (however, if you are applying only to Welsh universities and colleges, it may be written in Welsh).

After pasting in text, click 'save' before doing any editing as some of the original formatting may be lost. Only text up to the character limit will be saved. You must preview your personal statement before you can mark this section as complete.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

save preview

Opening page https://apply2.ucas.com/ucasapply08/PersonalStatementServlet?functionname=perStatement&id=c250a4a030da6c0e20a6efe2

start SI Live - University of ... Inbox - Microsoft Out ... Microsoft PowerPoint ... https://apply2.ucas.c... Yahoo! Mail - mrbobs... https://apply2.ucas.c... 14:00

Personal Statement

- Opportunity to sell yourself (reliable, responsible, good communicator etc)
- Positive use of space – layout, headings, paragraphs
- Well structured
- *“shows a good use of English, not just correct spelling and grammar (essential) but a literate and logical style that flows convincingly”*
- Analytical, not just descriptive (what have you gained/learned?)
- Current and relevant
- Individual, but not too different



Personal Statement

Useful to include:

- Reasons for choosing course
- Work experience
- Career aspirations
- Skills and abilities
- Positions of responsibility
- Interests and hobbies
- Deferred entry



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Things to remember

- 75% - 80% should focus on subject/profession
- Avoid:
 - Excessive use of the word I or “from a young age”
 - Demonstrating passion simply by using the word
 - Quotes – unless relevant to rest of personal statement
- Enthusiasm and commitment should be obvious from the content
 - Self-motivation: persistence in gaining relevant work experience; wider reading – journals/non-curricula texts/broadsheets; contextual understanding
- Don't just list achievements/activities – has student:
 - reflected on their experiences and explained what they've learnt/gained
 - Demonstrated skills pertinent to subject area/profession
- Personal statement will form basis for most interviews



Plagiarism

Software checks - is text copied from publicly available sources? Applicants alerted by e-mail – use track to view statement and result of checks action taken by HEIs depends on individual policies

“We wish to alert you to the following application(s) highlighted by our Similarity Detection Service:

Similarity	Application	Personal ID Number
• 90	view transcript	1021158692080195645
• 85	view transcript	1025375729080743446
• 79	view transcript	1025336912080726759
• 75	view transcript	1021676225080057860
• 74	view transcript	1023421385080431174
• 70	view transcript	1025570249080764865
• 70	view transcript	1025676205080804828
• 68	view transcript	1025582925080799580
• 67	view transcript	1025029978080699969
• 66	view transcript	1022910873080780256
• 64	view transcript	1023144885080607517

Each applicant above has been contacted and will have access to the similarity transcript via UCAS Track.

Please forward this information to the relevant individuals at your institution for processing in accordance with your own institutional guidelines”.



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Creation is a powerful skill, an intriguing ability evolving from our originalities and perspectives. By formulating our own unique creations, we may endeavour to create a parallel between our imagination and the world in which we live.

Self expression is what differentiates us as an individual. It is my passion for success that acts as a catalyst for inspiration and therefore provides me with a prominent sense of ambition and desire. **Working for Housing 21** has given me an opportunity to appreciate the aesthetic beauty prevalent in the world today. This insightful demonstration has allowed my passion to evolve further, hence determining my decision to continue at a more advanced level. I believe the course will challenge my creative potential, culminating in the formulation of my own **understanding of infrastructure and urban regeneration**. In effect, **community development** is a potent, influential force in my life that has given me a sense of direction and meaning. **Infrastructure** installs in me a belief that I can achieve and reach new heights, therefore acting as a foundation for success and fulfilment in the future.

I am clear that I want to pursue a course in the area of the built environment, because it will enable me to combine the strongest aspects of my personality; a fascination with design, particularly arrangements of light and space; enthusiasm for solving practical problems; and working with other people. **These qualities together with my ambition to develop as a person, further my knowledge with my insatiable drive have brought me both academic and vocational success and fulfilment.** It is my desire to travel around the world and experience other cultures and broaden my horizons. With this in mind, possessing a set of transferable skills and knowledge, gained from this course, will be invaluable for me in the future.

Although I view learning as a crucial area to focus upon in my life, I strive to be more complex than this, making myself a more well rounded individual. Essentially, maintaining a healthy body is a prerequisite to achieving a healthy state of mind. Therefore, I frequently visit the gym and participate in a variety of sporting activities, both traditional and unique. Personally, I enjoy sports such as tennis, **hockey, trampolining and skiing**. In effect, these events allow me to work within a team orientated environment, whilst maintaining my individualistic sense of achievement. Conversely, I also attempt to integrate my passion with **photography** into my free time. On many occasion, I utilise ICT facilities. This contrast of leisure and learning enables me to develop a clear sense of balance within my life.

There are 19 similar sentences, which is 90% of the sentences considered.

These 16 sentences were found at www.studential.com on Jun 28, 2007

3 further sentences were found in 2 files.



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Weak personal statements

- Fail to say why they want to study the subject / go into the profession
- Have no evidence that an applicant has read the prospectus properly
- Not up-to-date and contains irrelevant material
 - “Whilst I really find it interesting to see what well-rounded individuals get up to in their spare time, or via extra curricular school activities, their knowledge and interest in areas likely to apply to the degree is what makes the application stand out”



Exercise - Key qualities and traits

1. Three words that best describes you
2. What evidence / experience do you have to support this?



Business Studies – Applicant A

During my sixth form studies I have become increasingly interested in business studies. Business studies is extremely important in today's world as it is related to most things we do in life. I would like to further my knowledge of business studies as throughout my life I have been interested in the business world. Business has always interested me because I would like my future career to be involved with business management. A degree in business studies would allow me to have an excellent chance of full-filling my aim of a career in management.

I have learnt a lot from my course in business and I enjoy the layout of the course where I have the opportunity to do a lot of private study. Business studies has provided me with vital skills which I will need for university and my career in management.

What do you think?



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So What!

“I work as a receptionist in a hotel and sometimes supervise my colleagues.”

So What? What skills/qualities? What relevance to the course?

“This has developed my communication, negotiation and leadership skills which, I believe, are skills that a primary school teacher would require. I am also able to prioritise tasks and manage my time well, a skill which I employ in my studies as well as my work.

“I interact with many different people of all different ages, from different cultural backgrounds.”

So What? What skills/qualities? What relevance to the course?

“I respect diversity and listen to and take into account the views of others. This has enabled me to effectively deal with some difficult situations. I believe that these skills will be of value in the classroom.”



A Good Introduction?

“It was when studying GCSE Psychology that I first began to appreciate the complexity behind human behaviour and the human mind. One of my favourite topics is cognitive development. When studying Piaget’s theory it came to my attention how amazing and meaningful the smallest actions can be. When playing peek-a-boo with my niece she laughs when I cover my eyes and as I cannot see her, she thinks I do not know that she is standing there. I can relate this experience to the pre-operational stage of development when children are egocentric. I also take great interest in Social Psychology, particularly Milgram’s work into obedience which tells us that in situations where there is a presence of an authority figure we are more likely to lose our sense of morals as well as self identify and engage in immoral acts. As someone whose sense of identity developed within the Jewish school I attended, learning Hebrew and Israeli dance, I find the connection between Milgram’s work and the Holocaust compelling and insightful. It is an example of the ways psychology can help us to understand and avoid repeating atrocities of the past.



Don't forget to end well

“I am a resourceful and effective learner, gaining knowledge of all the rudiments of a topic and developing it with depth and substance; the minutiae of legal study will cater to my inquisitive and analytical nature. In a recent talk by a leading solicitor, some aspects of legal practice were described as “a jigsaw puzzle with words” and this analogy sums up perfectly one of the many reasons I wish to study law”.



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Academic Reference

- Your tutor / head of sixth will complete this before finally submitting the form to UCAS
- Predicted grades, type of school, number going on to higher education... provides a context to judge other evidence
- “open” not confidential
- Submit and wait for offers!



Exercise – Getting Started

1st Drafts:

1. Attributes you think are required for your course
2. Reasons for choosing course
3. Key qualities to support course choice
4. Relevant experience to course choice

Useful to include:

- Reasons for choosing course
- Work experience
- Career aspirations
- Skills and abilities
- Positions of responsibility
- Interests and hobbies

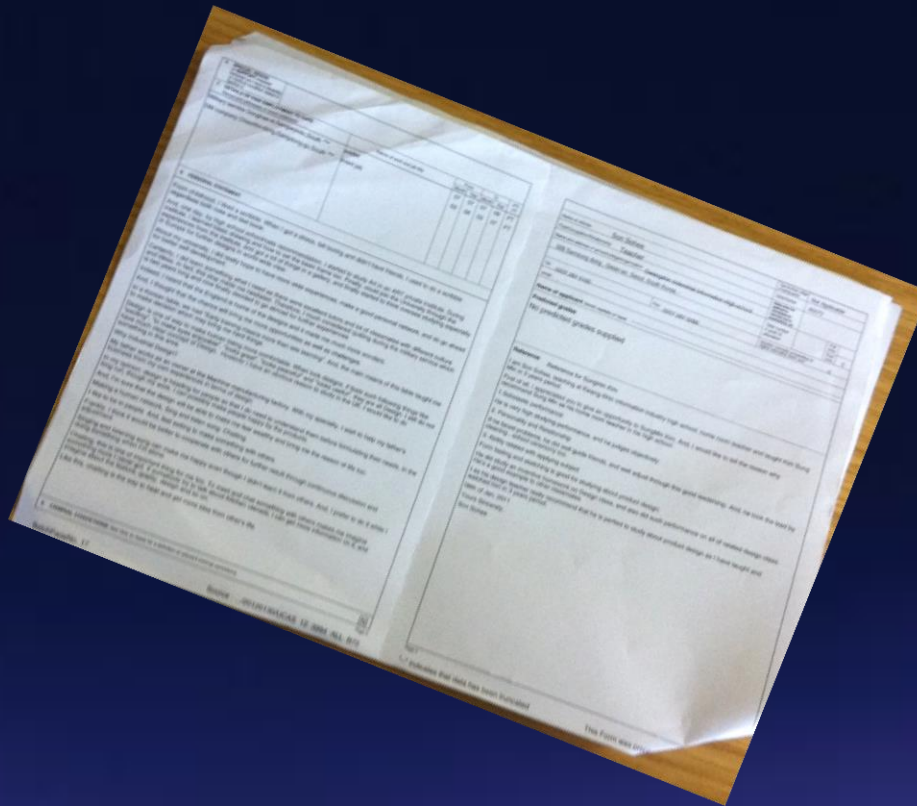


Useful links

- www.ucas.ac.uk
- <http://www.ucas.com/sites/default/files/personal-statement-worksheet.pdf>
- www.direct.gov.uk/studentfinance
- www.brighton.ac.uk/compact
- www.brighton.ac.uk/opendays



Any Questions?



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