



UCAS & Personal Statement s 2015

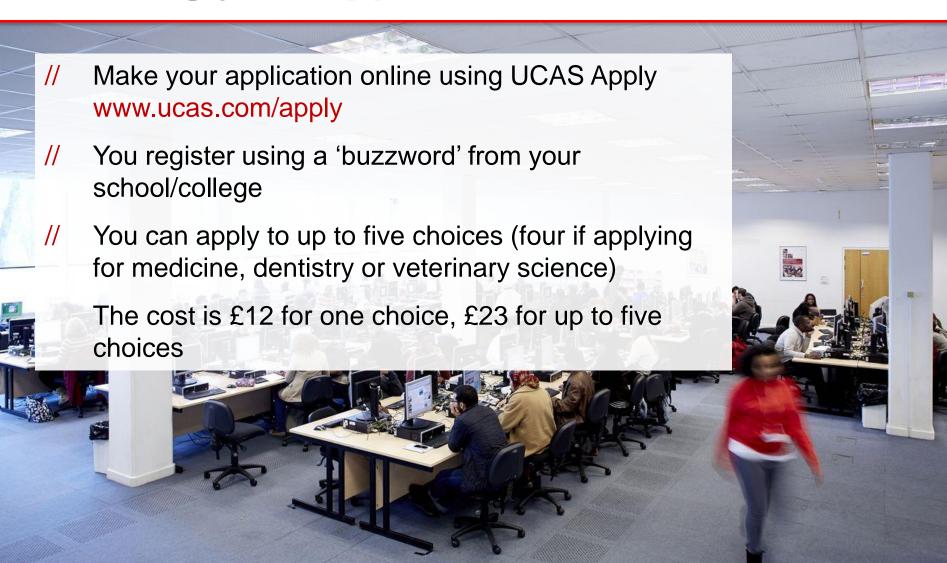


### Who are UCAS?



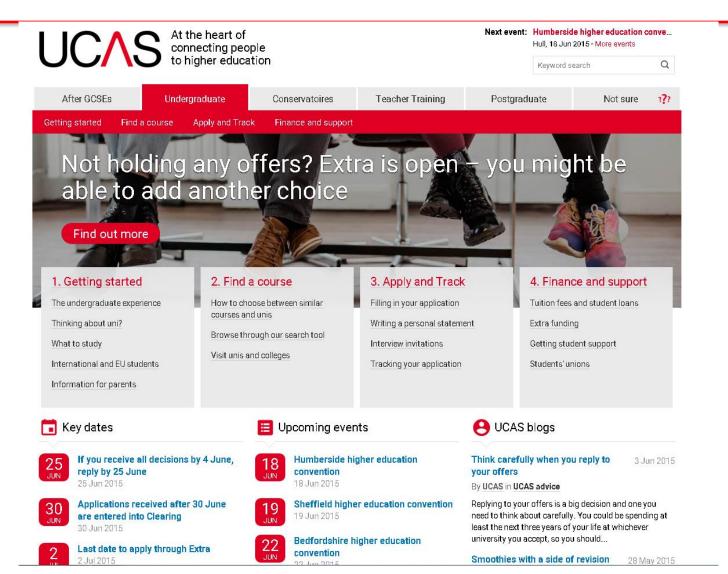


## Starting your application



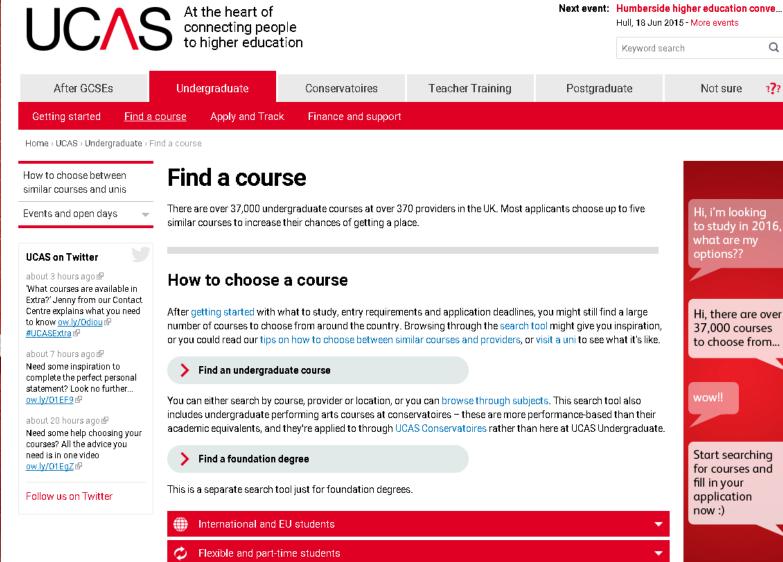
#### The UCAS website...







## **Choosing your course**











Search tool





#### **UCAS Search tool**

Use our new search to find undergraduate courses and courses at conservatoires.

We'll be adding all our other courses soon – until then, click the links below.

- · Postgraduate courses
- Postgraduate teacher training courses
- Foundation degrees







#### University of Bedfordshire

Single subjects

#### Accounting (N420)

Luton Campus Undergraduate Degree

#### Accounting (N403)

Luton Campus Undergraduate Degree

#### **Business Economics (NP85)**

Luton Campus Undergraduate Degree

#### **Business Information Systems (GN51)**

Luton Campus Undergraduate Degree

#### Business Management (N201)

Bedford Campus Undergraduate Degree Qualification BA (Hons)

BA (Hons)

3 Years

Qualification

Duration 4 Years

Qualification BSc (Hons)

Qualification BA (Hons)

Duration Study mode Full-time

Study mode

Full-time with a placement (sandwich)

Study mode Full-time

Study mode Full-time

Study mode

placement (sandwich)

Qualification Duration BA (Hons) 3 Years

> Duration 3 Years

Duration 4 Years

Full-time with a

View all relevant courses at University of Bedfordshire >







### The UCAS calendar



Mid June

Mid September

Mid October

Mid January

Mid March

August

Register with APPLY, start application

First applications can be submitted

Deadline for medicine, dentistry and veterinary science applications, and all applications to Oxford and Cambridge

Standard UCAS deadline

Start of UCAS Extra

Results Day

Clearing lists released



## Remember, remember...

- // Your school will have its own deadlines for UCAS
- // The earlier you get applications in the better
- // Your school/college coordinator can monitor how much is completed
- // What is your email address?!
- If you want to take a Gap Year you should still apply this year, but 'defer' your entry



## What happens next?

Your form will need to be checked by a teacher, and have an electronic reference attached You can receive either Unconditional Offers, **Conditional Offers or Rejections** // Once every institution has made a decision, you must decide which two offers to hold (Firm and Insurance) You can keep updated using UCAS Track Universities can send invites for interviews and auditions through Track You then wait until results day to see if you have met the conditions of your choice



#### **UCAS** track

track

main menu choices personal

> LOG OUT

#### choices

Please make sure you have checked the details of your choices and the course fees **before** making replies. View the **student finance** information web page.

Click on the course code in red below to access the choice details.

university / college	course	starting	decision	your reply	updated
University of East Anglia	VL12	26-Sep- 2012	Conditional		12-Oct-2011
campus: entry point: 1					
Loughborough University	VL1F	01-Oct-2012	Conditional		25-Oct-2011
campus: entry point: 1					
University of Southampton	VL12	01-Oct-2012	Conditional		21-Oct-2011
campus: entry point: 1					
University of Leicester	VL12	01-Oct-2012	Conditional		20-Oct-2011
campus: entry point: 1					
University of Sussex	VLC2	17-Sep- 2012			20-Sep-2011
campus: entry point: 1					

Add choice Reply to offers Payment

## Why are Personal Statements so important?



All Undergraduate students must fill out a UCAS application form online Personal Statements are an essential part of the application process Opportunity for you to demonstrate your enthusiasm to the universities and also your suitability for the course(s) that you hope to study In many cases applicants are not interviewed Admissions tutors may use this information in deciding to offer you a place over another student that has identical grades/experience



#### What should it cover?

- // Reasons for choosing the course
- // Show why you would be suitable for the course relevant research, skills and experience
- // Capability for higher level study independence, motivation, academic ability
- // Career aspirations, and why you would be suited to your chosen profession
- // Other interests, abilities and achievements show that you are a 'well-rounded' person

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## **Hints and Tips**

- // Be positive make yourself stand out from other applicants
- // Be concise do not repeat information which is elsewhere on the form
- // Spend time on getting it right!
- // Do not plagiarise
- // You can enter up to 4,000 characters (this includes spaces) or 47 lines of text (this includes blank lines), whichever comes
- // Look on UCAS website
- // Ask for help from your College careers team
- // Include any transferrable skills that you may have

## Applying for multiple courses



- // Remember that you only write one personal statement so it will be used for all your choices.
- // If you are applying for a joint degree
- // Explain why you are interested in both aspects of this joint program
- // If you are applying for different subjects So five different courses Identify the common themes and skills that are relevant to your choices

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#### Remember...

- // Why you have chosen the course(s)
- // The reasons why that subject area interests you
- // Evidence that you understand what is required to study the course
- // How your current or previous studies relate to the course(s) that you have chosen
- // Any activities that demonstrate your interest in the course(s)
- // Why you want to go to The University
- // Details of jobs, placements, work experience or voluntary work, particularly if its relevant to your chosen course(s)\_
- // Hobbies, interests and social activities that demonstrate your skills and abilities

## Planning the content



- · Find out when it needs to be finished so you can leave time to get feedback
- Remember you have to write it to cover all the courses you're applying for, so don't mention a uni or college by name
- Check uni and college websites to see what skills and qualities they'd like you
- · Make a list of things you want to include
- And start drafting early

- · Why you're interested in the subject
- Why you've chosen the course(s)
- Why you want to do higher education

Why are you

applying?

What to

include

About the subject and course(s)

> knowledge and experience

uni or college

- How your previous studies relate to the course(s) · Relevant aspects of jobs, placements, work experience or volunteering
- · Particularly any positions of responsibility
- Use these to demonstrate you're a great candidate and you have skills and qualities they're looking for

Preparation

Other achievements and attributes

· Your understanding of the subject and what's required to study it · Your enthusiasm for the subject and any specific areas of interest · What you want to do in future with the skills and knowledge you gain

And how you'd be an asset to the

- Activities or hobbies that show your interest in the subject
- · Any non-accredited training or achievements that show your skills
- And any qualities you have that set you apart from other applicants

...if you're a mature student

to add...

How to write it

- · Structure what you want to include into an order that's most relevant to the unis and colleges
- · Introduction start with an opening sentence that encourages the reader to read on
- · Conclusion reinforce your commitment, enthusiasm and skills suited to uni/college life
- · Check your grammar, spelling and punctuation read it aloud to hear what it sounds like
- · Get plenty of feedback from advisers and family members
- And be prepared to redraft it a few times until you're happy with it

...if you're an

student

Say why you want to study in the

· Say what you've done since leaving school If you've had a variety of relevant jobs and

universities/colleges, not to UCAS)

up to the course requirements

academic work

Demonstrate how you'll cope with the

experiences, maybe send a CV (direct to the

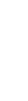
Evaluate your experiences and match them

- United Kingdom Give evidence of how you can successfully complete a higher education course taught in the
- Say if any of your previous studies have been assessed in English
- Give examples of using your English communication skills

English language

Technical details

- · Length up to 4,000 characters or 47 lines of text (including spaces and blank lines that's approx
- Make sure you don't copy from anyone or the internet - our software can detect any similarities and could jeopardise your application



## Any questions?



#### **Steph Strange**

Student Engagement & Recruitment

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www.beds.ac.uk

#### University of Bedfordshire open days:

www.beds.ac.uk/opendays

