



- The number of students applying through UCAS has been increasing. The greatest increase in course popularity includes applications to marketing, media, science and the range of computing courses including new media (Information obtained from UCAS). It is, therefore, vital that you seek the advice of tutors about your predicted grades and apply for a range of courses where offers are likely to match your exam results.
- Research your choice of course very carefully in terms of subject content, assessment system, location of institution, possible offers, accommodation, cost of living etc. so that you are less likely to 'waste' applications to courses and institutions that later appear less appealing.
- If you have not applied for all six courses you may be able to add others later provided you have not yet received a statement of decisions letter from UCAS.

APPLICATION FOR COURSES IN ART & DESIGN

This recruitment is now handled by UCAS.

- There are two Routes that institutions can use to recruit - either Route **A** or Route **B**.
- The UCAS Handbook will clearly identify which Route applicants need to apply through. The Scottish Colleges of Art will not recruit via UCAS.
- The existing UCAS form will be used, together with a separate interview

preference form for Route B applicants.

ROUTE A

will run on the same lines as the main UCAS system (See page 10).

ROUTE B

applications should be submitted between January and March 2001. In this system applicants express an interview preference and forms will be forwarded to institutions sequentially, in order of preference. Due to time constraints applicants can choose a maximum of 3 courses through this route (but may choose up to 3 further courses through Route A). Making up to six choices in total.

ROUTE A & B

Applicants wishing to apply through both routes should apply via Route A by 15 December 2000. There will be a box on the UCAS form to tick if they wish to add further choices via Route B. This is only possible if they have applied for fewer than six courses in Route A. At the appropriate time UCAS will then send out additional documentation. It will be possible to update the personal statement and reference, if required.

- A portfolio inspection scheme is being developed.
- A system on holding offers has been developed which takes account of both Route A and Route B decisions. Full details will be sent to all applicants.
- 'Clearing' will operate as for UCAS.
- Full details on all procedures is available in literature provided by UCAS (see

address: page 13). There are a few institutions where application is made directly. This is noted in prospectuses.

COMPLETION OF THE FORM

Full details of how to complete the form are provided in the 'Instructions for completion of the application form' leaflet.

- Read all instructions carefully, complete the form in black ink and do not staple or glue any additional sheets to the form; this is because at UCAS, your form is photocopied and reduced in size before being sent to the institutions concerned. Any sections on the form that are incomplete or left blank will result in the processing of your form being delayed.

PERSONAL STATEMENT

This is an important part of the application form as it is an opportunity to 'market' yourself to the admissions tutor. Many admissions tutors cannot interview applicants for courses and therefore your Personal Statement, along with your tutor's reference, forms part of the selection process.

- There is no recommended way to complete this section, although it may be easier to structure if broken down into short paragraphs. These could deal with the reasons for your choice of course, interest in current subjects, intended career aim, work or employment experience and extra curricular activities.





WHAT HAPPENS AFTER YOUR APPLICATION FORM HAS BEEN RECEIVED BY UCAS?

- Your acknowledgement card will be returned to you immediately.
- UCAS will check your application and send copies to all institutions concerned.
- Later, you will receive an acknowledgement letter containing an Application Number and a leaflet entitled "Advice for Applicants". Keep this letter safe as you will need your Application Number for any communications with UCAS and the institutions.
- Decisions on offers will be sent to you by UCAS.

THERE ARE THREE TYPES OF OFFER:

- Unconditional offer** - if you already satisfy the entry qualifications
- Conditional offer** - based on exams due to be taken
- Rejection** - application unsuccessful

N.B. Sometimes an institution may make a joint conditional offer for both a degree and HND course in one letter. The two courses may have different conditions which will be itemised in the letter.

- You cannot reply to any offers until you have received a 'Statement of Decision' letter from UCAS. This will accompany your last offer.

- You must reply to UCAS by the date specified. Unnecessary delays in replying may mean you are at risk of losing a place.
- At this stage you can keep one choice of course as a conditional firm offer and one as an insurance offer. You must reject all other offers.
- It is important you are happy with your decision, because if you satisfy the terms of your offer when your exam results are released you are committed to that institution. If you do not wish to take up this offer then you cannot apply to any other institutions in UCAS for entry in 2001. You must withdraw completely and re-apply.

WHAT HAPPENS WHEN THE RESULTS ARE PUBLISHED?

- If you have met the terms of your "firm offer" your place will be confirmed by the institution. You may still be offered a place even if your results are slightly lower.
- If you are not successful in obtaining a place in your "firm offer" institution your place will be considered by your insurance institution.
- If you are not placed in either institution you will automatically enter Clearing.
- If you were holding no offers you can also enter Clearing.

CLEARING

- Clearing is a service operated by UCAS in August/September for those still seeking a place.

- Clearing entry forms and instructions will be sent to you direct from UCAS.
- If you are still seeking a place when results are released - contact your local Career Development Centre as they will be operating a full Results Service to help you.

Address of UCAS

UCAS

Rosehill,
New Barn Lane,
Cheltenham,
Gloucestershire
GL52 3LZ

Applicant enquiries
Tel: 01242 227788
www.ucas.co.uk





HOW TO APPLY - Oxbridge

OXBRIDGE APPLICATIONS

No candidate may apply to Oxford and Cambridge in the same year unless it is for a particular Choral or Organ Scholarship. You are automatically a member of the University once you have been accepted by a College. Although many Colleges offer all of the subjects, there are exceptions and reference to the appropriate admissions prospectus will be necessary.

CAMBRIDGE UNIVERSITY

Applications - Cambridge applicants have to complete two forms-each to be returned by 15th October 2000:

- UCAS application form to be returned between 1st September and 15th October 2000, naming Cambridge as one of the choices. The name of the College to which the application is being made should also be indicated, or write 'OPEN' if an open application is being made (see below).
- A Preliminary Application Form (PAF) also has to be completed. A decision has to be made as to whether to apply to a particular College, in which case the PAF should be returned to the first preference College (you may indicate a maximum of 3 Colleges); or whether to make an 'open' application, thus leaving the allocation of a College to the University CIAO, (Cambridge Intercollegiate Applications Office) where the PAFs should be sent. Cambridge would prefer PAFs very early i.e. before the end of August (Application Fee £7.00).

OFFERS

A place may be offered, conditional upon results in any or all of the following Exams:

1. 'A' levels/AS levels
2. GCSE Papers
3. Sixth Term Exam Papers (STEP)

'A' level conditional offers are usually in the region of 26-30 points for 3 'A' levels, with specified subject grades likely. (Remember, an A grade = 10 points, a B grade = 8 points and so on). Applicants usually hear in January whether they have an offer or a rejection.

Cambridge Intercollegiate,

**Applications Office, Kellet Lodge,
Tennis Court Road, Cambridge CB2 1QJ.**

OXFORD UNIVERSITY

Applications - Oxford applicants also have to complete two documents:

- UCAS application form to be returned between 1st September and 15th October 2000, naming Oxford as one of the choices. The student may name one college in section 3F or make an 'OPEN' application and leave section 3F blank.
- An Oxford Application Form should also be completed and sent to the Oxford Admissions Office (Application Fee £10.00) by 15th October 2000.

Applicants can name one college as their first choice, second and third choices will be allocated by the university. In an 'OPEN' application all choices will be allocated by the university.

METHODS OF SELECTION

The Oxford entrance examination has been abolished. Colleges have agreed to follow the same procedures for candidates to submit written work or take tests at interview.

Procedures vary from subject to subject.

Candidates in a certain subject could be required

- i) to submit a specified amount and type of school or college work; and or
- ii) to take a short written test or tests during the interview period, or
- iii) neither to submit written work nor take a test.

Where written work is required it should be submitted in early November and no later than 15th November 2000.

Where written test or tests are required they will be used as one of the indicators to judge a

candidate's academic ability. Other indicators are past academic record, school/college reference, any written work submitted and interview at Oxford (if invited to attend an interview).

Details of the requirements for each subject will be in the prospectus. A booklet is also available:

The Colleges of Oxford University Information for candidates, schools and colleges for entry in October 2001. Copies are available on request from the **Oxford Colleges Admissions Office, University Offices, Wellington Square, Oxford. OX1 2JD**

OFFERS

A' level conditional offers are likely to be within the range AAA to BBB, the most common being AAB. N.B. The above is a concise summary of Oxbridge entry - refer to the Cambridge Admissions Prospectus and the Oxford University Prospectus for full details. See also Applicant's Guide to Oxford and Cambridge, Liz Walker, Lifetime Careers Publishing.

APPLICATIONS TO OTHER VOCATIONAL COURSES VIA CLEARING HOUSES

After you have completed your current course you may wish to apply for advanced qualifications other than degree or HND courses.

As with applications to most degree and HND courses a number of other clearing house systems operate. You will need to be aware of these, particularly if you are planning to apply for Nursing, Midwifery, Journalism or Social Work.





DIPLOMA in NURSING

APPLICATION PROCEDURE

The Nursing and Midwifery Admissions Service (NMAS) handles applications for all pre-registration courses in Adult Nursing, Children's Nursing, Mental Health Nursing and Mental Handicap Nursing plus Midwifery in England.

APPLICATION DATES

June 2000 - 15th December 2000

November is preferable in case forms need to be resubmitted. Application forms should reach NMAS between these dates for entry to courses starting in Autumn 2001 onwards. NMAS will start to process these forms from October 2000. Late applications will now be accepted, as in the UCAS system.

ADMINISTRATION FEE

A fee of £5.00 (for one choice) or £10.00 (for up to four choices) is payable when you return your application form to NMAS.

CLEARING

If you are holding no offers your application will enter Clearing. This is a system that will operate from August 2001 to September 2001. You will be sent a list of vacancies and a shortened application form. It will be your responsibility to contact institutions yourself by telephone or by using the shortened application form. Institutions will then decide whether to interview you and make you an offer.

Address of NMAS

NMAS

Rosehill, New Barn Lane, Cheltenham,
Gloucestershire, GL52 3LZ
Tel: 01242 544949 (General Enquiries)
Tel: 01242 223707
(Application Pack Enquiries)

The APPLICATION PROCESS

You should write to NMAS to obtain an application form and handbook. These are issued from June 2000 onwards.

Please note - You must be aged at least 17 years 6 months before you can start a Nursing or Midwifery pre-registration course.

You can apply for a maximum of four courses. These are listed in number order (by institution) so that no order of preference is stated.

When NMAS receive your form, it is checked and a letter of acknowledgement will be sent to you.

Your application form is forwarded to the institutions listed for consideration. It is unlikely that you will hear from them again before January.

Interviews will be offered between January 2001 and May 2001 and if successful you will be offered a place.

You may only hold one offer of a place at any one time. Full instructions on this will be sent to you by NMAS.

The number of applicants for Nurse Training is increasing each year, therefore it is advisable for you to send your form in as early as possible. It may also be helpful to get some relevant work experience, but not necessarily within nursing, in order to support your application.