

UCAS & Clearing

Student Pack

January 2021

For more information: schools@royalholloway.ac.uk
www.royalholloway.ac.uk/studying-here/schools-and-colleges

Royal Holloway, University of London, Egham, Surrey, TW20 0EX

@RoyalHolloway

ROYAL HOLLOWAY UNIVERSITY OF LONDON

UCAS and Clearing

Within this session you will work through the following topics:

1. What is UCAS?
2. Making your Choice
3. Personal Statements
4. Teacher Reference
5. Sending and Tracking your UCAS Application
6. Clearing and Adjustment

Resources referred to in pack	Additional Resources	Useful webpages
2. 10 min video	1. 60 second video	1. Register to UCAS: https://www.ucas.com/students and register
3. UCAS PowerPoint	2. 5 top tips for…applying to Uni video	2. UCAS Course Finder: https://digital.ucas.com/search to find
4. Personal Statement marking	4. UCAS Factsheet	3. How to Apply to UCAS Video: https://www.youtube.com/watch?v=4OW7a1oEZq0
5. Making your firm and insurance choices	5. UCAS Scenarios	4. UCAS main page: https://www.ucas.com/
6. 5 min guide to clearing video	6. UCAS narrated PowerPoint	5. Royal Holloway main page: https://www.royalholloway.ac.uk/
7. Clearing hand-out		6. Royal Holloway Schools and Colleges page: https://www.royalholloway.ac.uk/studying-here/schools-and-colleges/
8. You can UCAS Quiz		7. Office for Student Main-Page: https://www.officeforstudents.org.uk/
9. UCAS Planner		8. UCAS YouTube Page: https://www.youtube.com/user/UCASonline

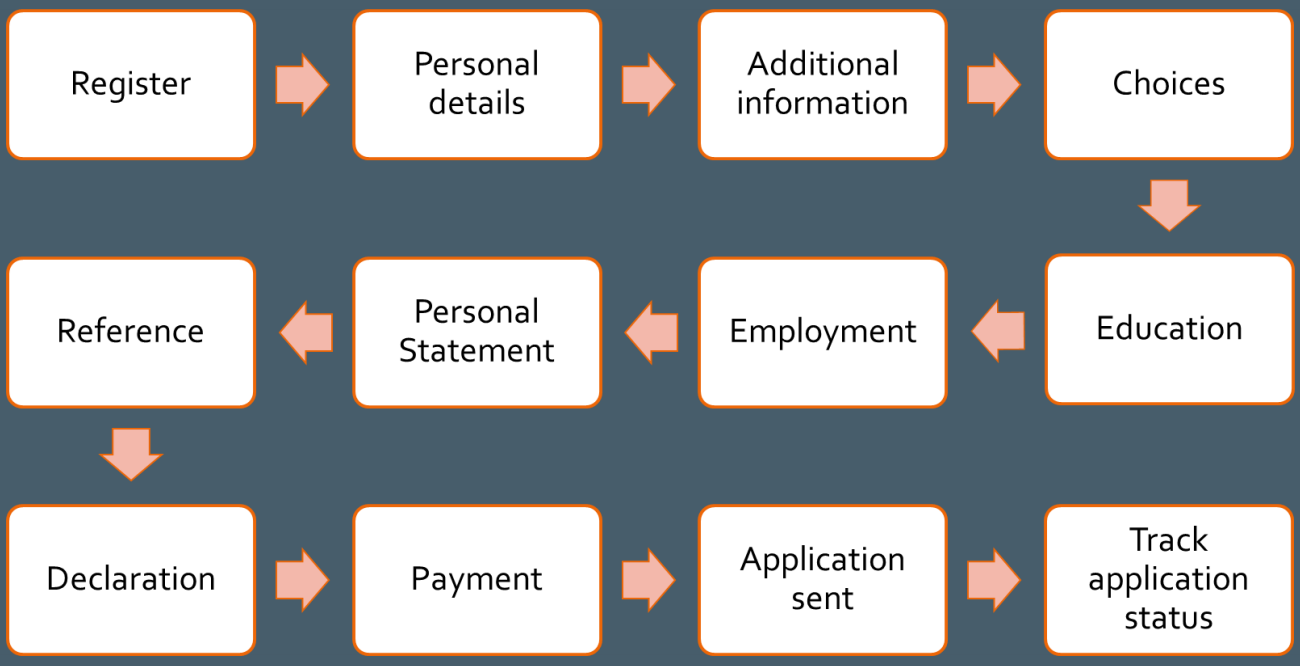
Activity 1: Imagine your road to University. What are 5 steps needed to get there?

1. _____
2. _____
3. _____
4. _____
5. _____

Activity 2: Watch the 10 min video and then open the powerpoint presentation.

What is UCAS?

UCAS stands for Universities and Colleges Admissions Services and it is the platform you will be using to apply for university. Below are all of the steps that make up the UCAS process, for you to follow.



Activity 3: **Visit** https://www.ucas.com/students and register

If you are applying through your school or college, you will need a 'buzzword' that links you to your school or college so that your teacher or advisor can add your reference. If you don't already have this ask your school/college for more information.



Making your choices

You will have a maximum of five choices with UCAS, these can be at five individual institutions or can include multiple choices at the same institution. Please see below for an example:

*When making your choices remember that you only get **one** personal statement in which to explain why you are passionate about your subject choices, so it's advisable to keep your subjects at least

1. History at Royal Holloway
2. History at Queen Mary
3. History at Kings College London
4. History at Kingston University
5. History at Brunel University

OR

1. History at Royal Holloway
2. Ancient History at Royal Holloway
3. Classics at Royal Holloway
4. History at Queen Mary
5. History at Kings College London

Activity 4: Use the UCAS course finder at https://digital.ucas.com/search to find three universities that offer courses you are interested in.

1. _____

2. _____

3. _____

*If you aren't sure which subjects you are interested in, just try entering one of the subjects you currently study at school/college. For example, if you put in 'English' it will show you all of the universities that offer an English related degree which can range from English and Creative Writing to English and History and much more. It will show you every option available to you and help you to broaden your search.

Personal Statements

A personal statement is a reflective essay about why you are the best candidate for your course and it allows universities to get to know the person behind the grades. It will be submitted to UCAS as part of your application.

It is restricted to only 4,000 characters and 47 lines.

Personal Statement Top Tips

What interests you about your subject? If you've studied the subject before, was there a particular area that grabbed your interest? If you've not studied the subject before, what is it that has made you want to try something new?

Remember: if you're applying to study a combined degree, you should make a connection between the different subjects.

What have you found out about your subject? Don't just tell us what you've read or done - tell us what you found interesting about it and how it developed your knowledge and interest in your chosen subject.

What skills and personal qualities do you have? Don't just tell us what they are - tell us how you've developed these skills and how they fit to your chosen course or career. You may be a good communicator through working in a customer service role, or work well with others through playing sport. How will they develop in your chosen course?

Do you have a particular career path in mind? If so, how could this degree help you get there?

Remember, don't just tell us general information about your chosen subject. Tell us what motivates you to study your course, and the value you'd bring. This is a personal statement, so make it personal.

Activity 2: Read the 'Marking a Personal Statement' hand-out (needs uploading!)

1. Read both personal statements in full.
2. Decide which personal statement you feel is better.
3. For the personal statement you preferred, list 5 things it did well.
4. For the personal statement you thought wasn't as good, list 5 things that could be improved.

5 things it did well	5 things that could be improved

Teacher Reference

You will need to get your teacher to write you a reference to be included in your UCAS application. You will not see the reference before it is sent off, but you can always request to see it afterwards. Please see below for what goes into your UCAS reference:



Your personal tutor will probably write your UCAS reference, which all of your chosen universities will see.

Activity 6: Arrange to speak to your personal tutor, either in designated 'Tutor Time' or in a one-to-one meeting. Let them know:

1. **How you are getting on**
2. **What extracurricular activities you do**
3. **Why you want to go to university and what you want to study**



Sending and tracking your UCAS application

The application fee for UCAS is £26 for multiple courses and £20 for a single course. You have a maximum of 5 choices.

There is a UCAS official deadline for your application but it's really important that you adhere to your own school/college's internal deadlines so that there is time for them to add your teacher reference before the UCAS deadline.

Please see below for our UCAS process timeline:



Activity 7: Watch this video on how to apply to UCAS

UCAS Track: Once universities have made a decision, you will be updated via UCAS Track where you should be able to see all of your offers. You will receive one of the following responses:

Conditional	Unconditional	Unsuccessful
This offer is based upon attaining the entry requirements set by the university for the specific course. * Make a ***FIRM*** & ***INSURANCE*** *choice based upon your conditional offers.*	This offer means that you have a confirmed place, not dependant on you attaining certain qualifications to study your chosen subject at that university, should you wish to accept it. Once accepted, you are committed to attending that university and specific course.	Unfortunately you have not been accepted by this university for the applied course. The university may provide feedback at this stage or you can contact them directly to discuss feedback.

Activity 8: Read through Making your firm and insurance choices hand-out.

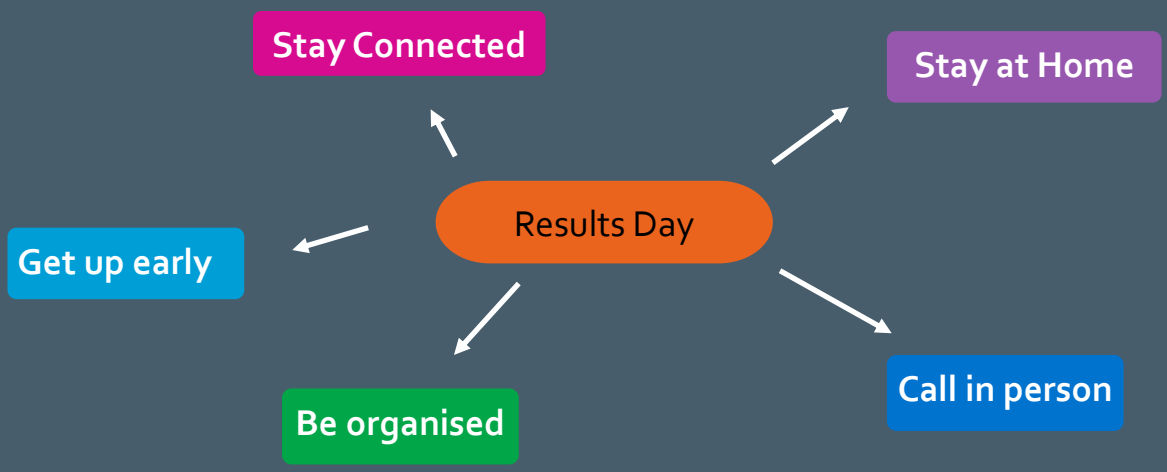


Clearing

If you miss your grades and a place hasn't been confirmed by either your firm or insurance choice, you will automatically be entered into Clearing which is where universities advertise any remaining spaces on their undergraduate courses.

Activity 9: Watch the 5 min guide to clearing video.

Practical tips for how to approach clearing on results day:



Activity 10: Read through the clearing hand-out (needs uploading!)

Adjustment

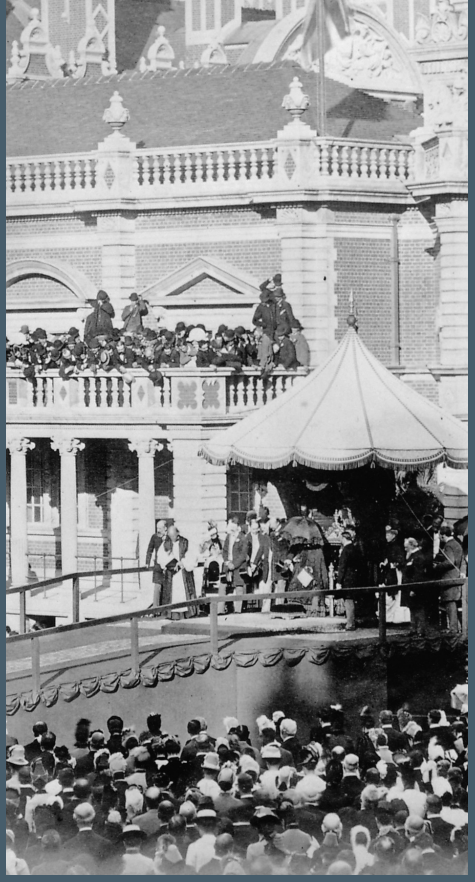
Congratulations, you've done better than you thought in your exams and you're looking to move to a different course. As long as you have an unconditional firm (UF) offer in place from another university, you can enter adjustment. Once you have an UF offer, you'll have five days to register for an alternative place. After five days, if you've been unsuccessful through adjustment, then you simply go back to your original choice.
It is worth remembering that you are only able to make one change to your firm choice through the adjustment process. After that you will need to be released into the clearing process, foregoing your previous firm offer.

Activity 11: Now that you have worked your way through our UCAS and Clearing session, it's time to test your knowledge by taking our Quiz.

Activity 12: Print out our UCAS planner to help organise your own UCAS process.









Royal Holloway is a campus university in Egham, Surrey. Just 40 minutes by train to London Waterloo and 7 miles from the international hub of Heathrow.

Ranked highly* in the UK for the quality of our research and teaching we're a close-knit community that's all about inspiring our students success.

As one of the UK's most international universities ours is a global community bringing diverse perspectives to your studies. With a rich history we're proud of we continue to be inspired by the egalitarian and ambitions sprit of our founders.

*Top 25 University in the UK (Times and Sunday Times Good University Guide, 2019)



