

Application Cycle - Higher Education



1

Pre-Application

(Enquirers)

Media/Marketing Materials/
School Visits/UCAS/College
Website/Open Evenings/
Recruitment Fairs.

2

Application

(Choices - Processes)

Course chosen.
Decision to apply.

Full-Time Course

Application via UCAS

www.ucas.com

Institution Code S43 South Essex College

Part-Time Course

Application via College Website

www.southessex.ac.uk

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Post Application

Application Received by Central Admissions Team

- College Student Record Number noted.
- Initial screening for fee assessment/referrals to Learner Services for support needs/criminal convictions etc.

Application Received by Central Admissions Team

- Application reviewed against published entry criteria (UCAS/SEC website/SEC Prospectus);
- All aspects of UCAS form/application considered, including: personal statement/reference (if applicable)/work history/experience/qualifications.

Interview/Audition

Applicable if there are non-standard entry criteria or an applicant is entering on basis of previous experience ...

or...

... if it forms part of the entry requirements for the course (may include portfolio/audition if published in entry criteria).

Unsuccessful

Application form returned to Central Admissions Team with reason why the applicant has not met entry requirements - all forms screened by appropriately trained Central Admissions staff.

For part-time programmes, the College will contact the applicant with the outcome. Applicants to full-time programmes will be informed via 'UCASTrack'. (See *Admissions Policy & Feedback statement on how to request feedback*)

Withdraw

A choice can be withdrawn by the applicant - the reason for this will appear on 'UCAS Track'. An application may also be withdrawn by the college because: an applicant has failed to respond to correspondence about the application; an applicant did not attend a scheduled interview; or because the applicant has requested their application to be withdrawn.

Successful

Form returned to Central Admissions Team (all offers by screened by appropriately trained Central Admissions staff).

Successful part-time applicants are sent an offer letter from College via email. Full-time applicants are notified via 'UCAS Track'.

Feedback

Feedback can be provided on request please see Admissions Policy and Feedback Statement

www.southessex.ac.uk/higher-education

Referral

Following an unsuccessful application outcome, applicants may receive advice about possible alternative courses if requested or if they meet specific entry requirements for a related programme delivered by the college.

Conditional Offer

A 'conditional offer' means that you have been given a place on your chosen programme subject to you meeting specific conditions. This normally relates to the achievement of some or all of the programme's minimum entry requirements in the current year of study.

For example; an applicant may be required to obtain a certain number of UCAS Tariff Points (eg 64 points from 3 A-levels); pass a current Level 3 course; or achieve Level 2 English Language/maths or a combination. The expectation is that all applicants with a 'conditional offer' will have met the conditions of their offer before the date set for enrolment.

Certain full and part-time programmes require applicants to have achieved a satisfactory Disclosure and Barring Service (DBS) certificate, which is transferable, before they can be admitted to study.

Unconditional Offer

An 'unconditional offer' means that you have met all the academic requirements and the college is happy to accept you onto your chosen programme.

Some full and part-time programmes require applicants to have achieved a satisfactory Disclosure and Barring Service (DBS) certificate, which is transferable, before they can be admitted to study.

You are required to submit to the college, copies of final certificates for all relevant academic qualifications for verification.

Details of enrolment and induction details will be sent to you during early September.

Replying to your Offers

Once notified by UCAS, you can proceed to 'UCAS Track' to view your offer/s. Depending on your personal choices you can:

- accept/firm - this reserves you a place on your chosen programme - subject to you meeting all conditions (if applicable);
- decline - please note accepting an offer does not automatically decline all other offers you may have;
- Insurance choice - once you accept an offer you also have an option to make a second choice.

If you have received decisions from all of your choices and you have at least one offer, UCAS will email you to let you know there has been a change to your application and ask you to look at 'UCASTrack'. Please note: if you haven't provided a valid email address UCAS will send you a letter which will ask you to reply to your offers.

For further information about the UCAS cycle please visit www.ucas.ac.uk/students/offers/replyingtoyouroffers.

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Transition

(Confirmation, Enrolment & Induction)

Confirmation of Conditional Offers

The College will check you have met the conditions of your individual offer. The outcome of many outstanding qualifications are released to UCAS by the awarding and we will amend your offer based on these where applicable.

In the cases where results are not updated on UCAS, and for part-time applicants, it is the applicant's responsibility to provide the Admissions Team with evidence of the results of academic and English language qualifications. The College reserves the right not to confirm the applicants place if he/she does not provide evidence of having met the conditions of his/her offer by the published deadline.

If you are accepted, UCAS will send you a Confirmation letter in the post. This letter confirms that you will be attending the College or University and will explain whether there is anything you need to do. Once you receive this letter, you will be pleased to know that you have officially gained a place.

The college will ask to see copies of all relevant academic qualifications for verification purposes. Please note the it will only accept final certificates and NOT statements of results or un-supported transcripts.



Enrolment

(Mid - September)

- New students invited into enrolment hall at relevant campus.
- Qualifications checked, verified & copied (if applicable).
- Passport/identification checked and copied (any relevant fee status to identify home/overseas tuition fee should have been undertaken during the application process. However any final checks will take place at enrolment by trained staff with UCKISA fee assessment process.
- Student Loan documentation provided (where applicable).
- Self Payers – payment made or instalment plan.
- Student completes enrolment form with relevant information and signs 'learning contract'.
- Information entered onto central record system by Data Entry Staff.
- ID card/lanyard produced and receipt of enrolment provided.



Induction/Commencement of Teaching

Once enrolled report to reception on the first day of teaching. Induction held which covers:

- Student Central HE Handbook
- Programme Handbook
- Student Intranet / VLE
- Rules and Regulations
- Fire/Health & Safety Procedures