

Applications to British Universities through UCAS

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This document tells you everything you need to know about applications to British Universities through UCAS from the European School Brussels 2. Please read it attentively before writing an email to Mr Swallow – it should answer almost 100% of your questions.

In 2012 the Board of Governors decided on a fee of €260 for UCAS dossier management. Please go to the school website (www.eeb2.be) to download the UCAS inscription form for 2014-2015.

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1. Introduction

To access the APPLY ONLINE 2015 form click here : <http://www.ucas.com/apply>

Applications to British Universities are made through UCAS, the Universities and Colleges Admissions Service and may not be made directly to the Universities themselves. The UCAS website is www.ucas.com The site you are currently consulting is the school website, of which the address is www.eeb2.be These two sites have hot links direct to UK Higher Education establishments and should be consulted for all practical details about universities and courses. There is a useful map of the UK and its universities on the UCAS website: <http://www.ucas.com/sites/default/files/big-map-2013-uk-eu.pdf>

The current Tutor for UK University Admissions and UCAS coordinator at the European School Brussels II is Mr Anthony Swallow, assisted principally by Mrs Moira Cronin and Dr Alex Nice, as well as by nearly all of the UK seconded teachers. Mr Swallow's email address is sway@eeb2.be Letters will normally be replied to immediately, so if your email does not receive a response, it probably means there is a school server problem. In this case, please keep on sending until you have one or else try my reserve school email address = eeb2sway@icloud.com

The application process normally begins on the first day of a student's 7th year, although all pupils should begin thinking about university courses TWO years before, during Year 5, in time to make sensible option choices for years 6 and 7. The information provided here is an attempt to inform pupils and their parents of the application process, particular points relevant to certain courses and universities, and the time scales to be observed.

DISCLAIMER

The information provided in this document is intended as a guide. Although we have made every effort to ensure that it is accurate and up-to-date, we can accept no responsibility for omissions or possible errors contained in it.

Please always check the validity of the data and information for yourself.

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2. The Candidate's Role in the Application Process

Each candidate is required to choose UP TO FIVE universities or courses to include on the application form. These may be the same course at FIVE different universities (this is what most candidates choose); or they can be, for example, three related courses at one university plus two other courses at different universities. (Some candidates choose this option if they have a particular wish to study at a specific university.) The guiding principle in choosing is that particular interest in the subject to be studied must show in the Personal Statement (see [below](#)). It is essential that the university admissions tutors should not get the impression a candidate is ONLY interested in the city (or nightlife!).

The option of choosing more than one course is not available at Oxford or Cambridge.

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2b. The Personal Statement

Candidates must also write a personal statement outlining their suitability for the courses chosen, their interests, achievements, hobbies, aspirations etc. The school holds numerous examples in almost every subject of former years' personal statements which may be

consulted – but it is essential to draft your own personal statement first. (UCAS now runs a plagiarism check on all personal statements :

See here

<http://www.ucas.com/sites/default/files/similarity-detection-applicant-guide.pdf>

All candidates must have their personal statements checked by their English Mother Tongue or L2/L3 teacher. IN 2014-15 YOUR PS CAN ONLY BE CHECKED BY YOUR **ONE** ENGLISH TEACHER.

Don't try and show it to more than **your one English teacher!**

How to write a Personal Statement :

It is worthwhile spending a lot of time honing your PS... It will make all the difference to your receiving an offer or not.

Remember this is the only part of your application in which you will write something which distinguishes you personally from the other candidates. There is no standard way to prepare the ps : it is not an essay and it is also not a letter (so don't start 'Dear Sir/Madam'). It is a way for you to convince the universities that you are an ideal student for them, and to tell them about your hopes/ambitions/achievements etc.

Your Personal Statement must focus on your academic qualities. A passion for and a dedication to your subject must shine through. These qualities must not be vague but deeply rooted in what you write. Be precise. Say why you have a passion for your subject, mention books, articles, experiences, names, conferences etc which bear out what you say.

Above all, be focused and concise and don't waffle.

Sports, theatre and music are a nice bonus (and may make a difference between you and someone else equally well qualified) but these things are the icing on the cake only. Scientific people will probably adopt a point-by-point approach; literary ones will tend to use a more flowing style.

Remember the Personal Statement will be circulated to ALL your universities so you cannot say anything which is only relevant to one. Oxbridge candidates will have a special place on a separate Oxford & Cambridge form to say these things (this form comes to you later, automatically, without you having to get it or download it).

What should be in your Personal Statement?

→ The answer to the following points should be included.

(Make sure you click on the interesting [link](#) in the APPLY application to find out more information about what should (and should NOT) be in your ps. Please also note that there is a new tool that they use (Similarity Detection) to check if your ps has been simply copied from an existing one....)

- Why have you chosen the course you have listed?
- What interests you about your chosen subject and what is the background to this?
- What aspects of your current school lessons appeal most to you and why?
- If you have chosen a subject that you do not study at school, how do you know you want to study this and what encourages you to think you will be successful in it?

- If you are not of UK or other English-speaking nationality, outline why you think you'll be able to cope on your own with no or little physical family support, and in the English language.
- Why have you chosen to study in the UK?
- Mention any job, paid work or placements you have undertaken, and what you have learnt from them. If these experiences influenced your choice of degree, why?
- If you are applying for deferred entry, why are you taking a gap year and what do you plan to do in it?
- If you are applying after getting your European Baccalaureate, why did you take time out between college and university? What have you been doing during this time?
- What are your social (music, theatre....), sports or leisure activities? (...although these are not as important as your academic capabilities.) What are your hobbies and pastimes?
- Have you held any positions of responsibility in your School/or College?
- Have you attended any schemes or activities at universities (such as Summer Schools, Saturday Schools, Access programmes, etc)?
- Have you applied for any sponsorships or placements, or are you currently on one?
- Emphasise any skills you have gained e.g. communication/IT/decision making etc.
- What are your career plans for when you graduate from university?
- Why should we choose you over the other 19,000+ applicants who apply to us? (Do not reply to this by saying "You should choose me over the other 19,000+ applicants because....!!).

Make sure your Personal Statement starts and ends effectively.
Do not just drift into it and do not fizzle out on a detail.

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3. The Role of the Tutor for UK University Admissions in the Application Process

Apart from advising and helping candidates on personal applications, the Tutor for UK University Admissions :

- explains how to fill in the electronic application form and gives all general information and advice
- manages the candidates' files at school
- receives subject reports from each candidate's 10/11 teachers which are then used for the purposes of writing the reference the school attaches to each application
- compiles predictions of future Baccalaureate results as a work tool for candidates in choosing their university and courses (the predictions are given on the strict understanding that they are a guide only and not a promise or guarantee of future attainment)
- checks candidates' completed forms and sends them with the reference to UCAS
- irons out difficulties over the wording of offers and tries to make the European Baccalaureate's structure better known to all British universities
- prepares results for candidates to send to Universities on the day of the Baccalaureate Ceremony
- generally oversees each candidate's file and stays in touch personally with each applicant

□ On average each candidate's file takes four hours from start to finish.

Important Note

The Tutor for UK University Admissions would like candidates and their parents to know that although the school will always do its utmost to ensure equitable chances for students of whatever language section at a British university, there can be no guarantee of success. Furthermore, the school and its officers cannot accept any responsibility for possible rejections or refusals.

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4. Where to find help

The sources of help at Woluwe are numerous :

AT SCHOOL :

- a) The Tutor for UK University Admissions who has practical help and advice on almost every aspect of entry and course choice.
- b) Subject teachers in the UK section, most of whom are graduates of a British university.

ON THE INTERNET :

- c) Now that The Sunday Times University Ranking (access it through Google if you want to) has become a subscription site, the following ranking site could be the most useful to you <http://www.thecompleteuniversityguide.co.uk/>

Another very useful link is The Education Guardian interactive university ranking and subject site. Its address is: <http://www.guardian.co.uk/education/universityguide>

- d) The school website (www.eeb2.be) and the UCAS website (www.ucas.com) with their links to all British universities' websites.
- e) The UCAS website (undergraduate courses) is also invaluable.
- f) The A-level/European Baccalaureate conversion tables and other notes (e.g. UCAS APPLY ONLINE Instructions) posted on this school website.
- g) The VTIS University Choice Checklist, also available on the school website.
- h) The UK government's Department for Education Brochure "The European Schools and The European Baccalaureate" (which was recently revised)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/225819/Information_on_the_European_Baccalaureate.pdf

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5. Special Information for Certain Courses

1. ADMISSIONS TESTS



REMEMBER: CHECK THE INFO YOURSELF !

Most admissions tests happen at the start of the academic cycle, so if you do need to take one you'll need to register for it early – possibly before you've sent your application off. Many of the courses that use admissions tests are also the courses that have the 15 October application deadline – so it's worth checking these details in advance.

a) **WELL-KNOWN TESTS:**

Law

[Cambridge Law Test](#), [LNAT](#)

Mathematics

[MAT](#), [STEP](#)

Medical courses

[BMAT](#), [HPAT](#) (for Northern Ireland), [UK Clinical Aptitude Test \(UKCAT\)](#)

Thinking Skills Assessment

[TSA Cambridge](#), [TSA Oxford](#), [TSA UCL](#)

University of Cambridge

[BMAT](#), [MML](#), [STEP](#), [TSA Cambridge](#), [Cambridge Law Test](#)

University of Oxford

[BMAT](#), [CAT](#), [ELAT](#), [HAT](#), [LNAT](#), [MAT](#), [MLAT](#), [OLAT](#), [PAT](#), [TSA Oxford](#)

Make sure you know if you need to take an extra admissions test!! This is YOUR responsibility!

b) **COMMON TESTS** listed by **TEST NAME** and **UNIVERSITY**

ALL UNIVERSITIES :

[BioMedical Admissions Test \(BMAT\)](#)

For entry to medicine, veterinary medicine and biomedical science courses at 6 universities. See them [here](#). Most other Medicine courses require the UKCAT (see below).

[The National Admissions Test for Law \(LNAT\)](#)

For entry to law.

[UK Clinical Aptitude Test \(UKCAT\)](#)

For entry to medical and dental schools which do not use the BMAT (for BMAT, see above)

OXFORD:

All the various LATS and CATS (the Oxford tests, see below) are on Wednesday 5th November 2014 i.e. during the autumn half-term holiday.

**Speak to Mr Swallow about your test now in order to make the arrangements!
THIS IS YOUR RESPONSIBILITY, not the school's.**

[Classics Admissions Tests \(CAT\)](#)

For entry to any course including Classics at the University of Oxford.

[English Literature Admissions Test \(ELAT\)](#)

For entry to English courses at the University of Oxford.

[History Aptitude Test \(HAT\)](#)

For entry to all degrees involving history at the University of Oxford.

[Mathematics Aptitude Test \(MAT\)](#)

For entry to mathematics or computer science, or a joint honours degree involving mathematics at the University of Oxford.

[Modern Languages Admissions Test \(MLAT\)](#)

For entry at Oxford to any course including a modern language.

[Oriental Languages Aptitude Test \(OLAT\)](#)

For entry at Oxford to courses involving an oriental language.

[Physics Aptitude Test \(PAT\)](#)

For entry at Oxford to physics, or a joint degree involving physics.

[Thinking Skills Assessment \(TSA Oxford\)](#)

For entry at Oxford to CV85 Psychology & Philosophy, C830 Experimental Psychology (EP), CQ81 Psychology & Linguistics, LN12 Economics & Management, LoVo Philosophy, Politics & Economics (PPE), L700 Geography, VQ51 Philosophy & Linguistics.

CAMBRIDGE:

[Modern and Medieval Languages Test \(MML\)](#)

For entry at Cambridge to modern and medieval languages..

[Thinking Skills Assessment \(TSA Cambridge\)](#)

For entry at a number of University of Cambridge colleges to G400 Computer Science, L100 Economics, H100 Engineering, L000 Human Social & Political Science, KL41 Land Economy, BCFO Natural Sciences, C800 Psychological and Behavioural Sciences.

[Sixth Term Examination Paper \(STEP\)](#)

For entry at Cambridge to Mathematics.

[Cambridge Law Test](#)

Taken at Cambridge when invited to interview.

UCL:

[Thinking Skills Assessment \(TSA UCL\)](#)

For entry at UCL to European Social and Political Studies (ESPS).

WARWICK:

[Sixth Term Examination Papers \(STEP\)](#)

For entry at Warwick to mathematics.

OTHERS : INSTITUTIONS' OWN TESTS

UCAS has drawn up [a list of those which have been declared to UCAS by universities and colleges](#), but you should also check the Entry Profiles for your chosen course(s) on [Course Search](#), contact your chosen universities and colleges, or check their websites. Other admissions tests may be required which are not listed on this page.

→ **BE CAREFUL! Have you looked [here](#)? THERE ARE LOTS AND LOTS!!! Look at the part UNDER “well known tests”.**

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2. VETERINARY MEDICINE

To date, very few students from the European Schools have ever been successful in an application for this subject. There are only seven universities which offer courses (some others offer Nursing courses, Animal Welfare or Equine Science), so it is very hard indeed to secure a place. Ask Mr Swallow how to contact our 2010 pupil who was successful in obtaining the offer of a place in this subject.

As a guide, candidates need to know that they will require AAA (= minimum 85% average in the European Baccalaureate) and also proof of dedication to the chosen profession in the form of

- a) an internship proving familiarity with small animals
- b) an internship showing familiarity with big animals (zoos, safari parks, farms etc)
- c) shadowing of a vet in his/her professional life for a period of at least 2 weeks

Because this experience takes time to accumulate, the internships should begin while the pupil is still in YEAR 5. In addition, certain options must be chosen : a full complement of Science subjects for example. (Don't forget Physics!) If Vet medicine is definitely the only subject under consideration, a future candidate should lose no time in contacting the Tutor for UK University Admissions to discuss how to maximize chances.

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3. MEDICINE

This subject is also very hard to get into. The problem is essentially unrelated to the European Baccalaureate, but has a direct spin-off effect on candidates from the European Schools. English 'A'-levels are devalued to such an extent that too many people are obtaining straight or even starred A grades. Faced with hundreds of people all apparently equally well qualified for the few existing places, university selectors are forced to look for other qualities to distinguish the lucky few from the majority who are refused (see below ***). The average demanded at the European Baccalaureate will be between 77 and 85%, depending on the choice of university. Evidence of internships in medicine will definitely be required : candidates should have experience of a period of at least two weeks in a hospital. In addition, talks with an English-speaking doctor in Belgium are essential. Candidates should also try to shadow a UK doctor on home visits or at a local family clinic.

→ Knowledge of how the British National Health service works will DEFINITELY ALSO BE REQUIRED.

*** UNIVERSITIES ARE INCREASINGLY LOOKING FOR PARTICULAR CHARACTER TRAITS (leadership, empathy, humility, responsibility) all of which are hard to prove for people from our school system because we do not have prefects, monitors, heads of houses etc... Candidates should consult the Tutor for UK University Admissions – scouts, and other extra-curricular activities can be useful sources of this sort of information.

In essence, candidates for medicine will need to have :

- a) excellent results
- b) practical experience (the internships)
- c) proof of leadership qualities etc

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The UKCAT & the BMAT (Clinical Aptitude Test)

a) UK Clinical Aptitude Test : UKCAT Universities

Candidates are required to sit the UKCAT by 3 October 2014 if they are intending to apply for entry in 2015 (or deferred entry in 2016) to a relevant course in the following UKCAT Universities.

This applies to all UK, EU and the majority of international applicants. There are test centres in [locations](#) around the world, including all EU countries. If you fail to take the test in time and apply to a programme for which the test is required, your application will be rejected unless you have been exempt from the test.

You may only take the test once in any test cycle and any instances of multiple testing in the same year may be treated as an example of [unprofessional behaviour](#). If your application to medical school is not successful and you re-apply the following year, you will be required to take the UKCAT again.

Candidates should always check the entry requirements for each course before booking a test. Some universities may have different requirements for overseas or graduate applicants.

University	UCAS Course Code
University of Aberdeen	A100, A201
Cardiff University	A100, A101, A104, A200, A204
University of Central Lancashire	8J68
University of Dundee	A100, A104, A200, A204
Durham University	A100
University of East Anglia	A100, A104
University of Edinburgh	A100
University of Exeter	A100

University of Glasgow	A100, A200
Hull York Medical School	A100
Keele University	A100, A104
King's College London	A100, A101, A102, A202, A205, A206
University of Leicester	A100, A101
University of Manchester	A104, A106, A204, A206
University of Newcastle	A100, A101, A206
University of Nottingham	A100, A108
Plymouth University	A100, A206, B750
Queen Mary, University of London	A100, A101, A200
Queen's University Belfast	A100, A200
University of Sheffield	A100, A104, A200
University of Southampton	A100, A101, A102
University of St Andrews	A100, A990, B900
St George's, University of London	A100, A900
University of Warwick	A101

The UKCAT website is www.ukcat.ac.uk . Candidates for entry to the above courses and wishing to start in Autumn 2015 must first REGISTER on the UKCAT website **BEFORE 19th SEPTEMBER 2014** and then sit the test **BEFORE 3rd OCTOBER 2014**. Please consult the UKCAT website immediately. The UKCAT test centre in Brussels can be found by going to the UKCAT website and clicking on Who Should Take The Test. Here is the quick link :

<http://www.pearsonvue.com/servlet/vue.web2.core.Dispatcher?webContext=CandidateSite&webApp=TestCenterLocator&requestedAction=register&cid=429>

It is : Mobylla (T = +32 2 737 67 21)

Address = rue des Pères Blancs 4, BE-1040 Bruxelles.

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b) BioMedical Admissions Test (BMAT)

You need to take the BMAT to study one of these courses :

1. University of Cambridge: A100 Medicine; D100 Vet Medicine

2. ICL (Imperial College London): A100 Medicine; B900 Biomedical Science (3 years); B9N2 Biomedical Science with Management (4 years)
3. University of Oxford: A100 Medicine; BC98 Biomedical Sciences
4. Royal Veterinary College: D100 Vet Medicine; D101 Combined Degree Programme;
5. UCL (University College London): A100 Medicine
6. Lee Kong Chian School of Medicine: Medicine MBBS degree awarded jointly by ICL and Nanyang Technological University, Singapore
7. Brighton & Sussex Medical School : A100 Medicine
8. University of Leeds : A100 Medicine

The BMAT website is <http://www.bmat.org.uk>

You must register for this test at your chosen exam centre BEFORE 1st OCTOBER 2014.

The BMAT test can be taken at the European School Brussels 3. Ask Mr Swallow for info or see the BMAT site for contact details (under Find a Centre).

The test is on Wednesday 5th November 2014

NB! During the autumn half term holiday!

Conclusion : You may need to sit the UKCAT **AND the BMAT entry test depending on your choice of university.**

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4. LAW

The National Admissions Test for Law is the LNAT = Law National Admissions Test. The LNAT website is <http://www.lnat.ac.uk/>

Please click on the link now to access the latest information.

National Admissions Test for Law (LNAT)

**UNIVERSITY OF
BIRMINGHAM**

Course codes M100, MR11, MR12,
M1N1, M2L6



University of
BRISTOL

Course codes M100, MR11, MR12



Durham
University

Course codes M101, M102



Course codes M114, M1R7, M1R1, M121, M1R2, M122, M1R3, M1M9, M1RR, M1R4, M123, MN11, MN12, MV13, ML11, MQ13, MQ15, ML17, MV11, MV15, ML12, MR17



Course codes LM21, M100, M121, M122, M190



Course codes M100, M101, M1R1, M1R2



Course codes M100 LLB and all other combinations including Law. M102 LLB Senior Status does not require the LNAT



Course codes M100, M101, M102, M141, M142, M144, M145, M146

Candidates should not take the LNAT if applying to study law at non-LNAT-participating universities as they cannot access LNAT scores.

In order to take the test at all, you first have to register on the LNAT website.

Consult the [LNAT website](#) for all details.

Dates :

LNAT registration began on 1st August 2014

LNAT test sittings from 1st September 2014

UCAS applications can be submitted from mid-September 2014

Deadlines if you are applying to **Oxford**

(Oxford will not consider later applications)

By the way, **Cambridge** requires the [Cambridge Law test](#) (which is taken in Cambridge at interview). You do not need the LNAT for Cambridge.

Register and book an LNAT test slot by 5th October 2014

Submit UCAS form by 15th October 2014 (Woluwe deadline 1st October)

Sit the LNAT by 20th October 2014 at the very latest

Deadlines for applications to other LNAT universities if you want to guarantee that your application will be considered:

Register and book an LNAT test slot by 15th January 2015

Submit UCAS form by 15th January 2015 (Woluwe deadline 1st December 2014)

Sit the LNAT by 20th January 2015 (the deadline for King's College London is before or on 15th January 2015).

Here is some more important information about LNAT, copied from their website :

There are no facts to learn and no lessons to revise in preparation for the test. Instead you should concentrate on exercising the relevant parts of your brain, and on familiarising yourself with the test format.

The LNAT is a 2¼ hour test in two sections.

- Section A consists of 42 multiple choice questions. The questions are based on 12 argumentative passages, with 3 or 4 multiple choice questions on each. You are given 95 minutes to answer all of the questions.
- For Section B, you have 40 minutes to answer one of three essay questions on a range of subjects..

We do not recommend that candidates pay for coaching and we advise you to be sceptical about anyone's claims to be able to help you do well in the test by coaching.

The requirement to take the test applies to EU and overseas applicants as well as to UK applicants. Test centres exist in numerous locations worldwide, including all EU countries. The Pearson Vue online registration system, on which you will register for LNAT, will also let you browse a list of LNAT test centres around the UK, the wider EU, and the rest of the world. Provision is most extensive in the UK, many in high street locations.

Using the online directory you will be able to locate the test centres in Brussels, and obtain directions for getting to them as well as contact information in case you get lost.

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5. PHARMACY

This subject requires the choice of Lab Chemistry as an Option in Years 6 and 7, so ensure that this is not forgotten in Year 5 when options are chosen for the final two years.

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6. ART

The deadlines for Art courses are different from those of other courses. The deadlines for Art courses are either 15th January 2015 or 24th March 2015. This will be clearly indicated on the UCAS page for the Art course in question.

Not all Art courses are in the UCAS scheme. If they are not (**foundation courses** are a good example of the sort of course not in the UCAS scheme), then please speak to Mr Swallow who will put you in touch with the British art teacher at Brussels 1 who can help.

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6. Time Scales and Other Restrictions :

1. OXFORD and CAMBRIDGE

It is only possible to apply to Oxford OR Cambridge, not both. You can only apply to ONE course at ONE of the two universities.

There is now no longer an additional extra application form for either Oxford or Cambridge if one is applying from the UK or EU. There is also no additional fee i.e. applications to both Oxford and Cambridge are now via the UCAS form only (with just the UCAS payment). There is, however, a supplementary application questionnaire (SAQ) for Cambridge. This bothersome form is filled in online. You will be sent the link.

Candidates normally choose a college (help can be given on this), which we consider to be a better course of action than making an open application (= no college specified).

Applications to Oxford and Cambridge must arrive in England before 15th October one year before studies are due to begin. The closing date for the forms to be ready in school is 1st OCTOBER. This means that an applicant to Oxford or Cambridge must also have completed the choices of the other 4 institutions that s/he would like to study at (if unsuccessful at Oxford/Cambridge) by the same date. Remember that the completed UCAS form may contain up to 5 choices.

The Oxford/Cambridge INTERVIEW

This is an important part in the admissions procedure. Almost all candidates who apply are invited to an interview, which is held between the beginning of December (sometimes, exceptionally, the end of November) and Christmas. The school prepares candidates for this ordeal.

Near the start of the school year, each Woluwe applicant to Oxbridge will be given a practice interview by a panel of two teachers from the school. The teachers give up their free time in order to help candidates. At the end of the practice interview, the teachers will tell candidates how to improve and make suggestions for extra work and reading, before giving a second practice interview some weeks later.

Candidates will know if they are one of the lucky ones to receive a positive offer when interview results come through early in January. Normally about 2 to 6 people out of 30 will fall into this category, depending on the quality of a year, the colleges and subjects chosen.

Those candidates who do not receive offers from Oxford or Cambridge obviously automatically become among the best placed applicants to other universities.

Some candidates who are not lucky enough to receive an offer of a place decide to try again for Oxbridge the following year. In this case, two conversations about the procedure to be adopted are necessary with the Tutor for UK University Admissions : one in January after the initial rejection; and the second after the Baccalaureate Ceremony day, when exact results are known.

Music Awards at Oxford and Cambridge :

* Apply for an Organ Scholarship to OXFORD/CAMBRIDGE by **1st SEPTEMBER 2014!**

* Apply for a Cambridge Choral Award by **15th SEPTEMBER 2014**

* Apply for a Cambridge Instrumental Award by **28th FEBRUARY 2015**

<http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/choral-organ>

<http://www.study.cam.ac.uk/undergraduate/apply/musicawards/>

Talented instrumentalists, singers or organists may wish to consider applying for one of the scholarships or awards offered at some Oxbridge colleges. It must be emphasised that these are highly contested and applicants should have reached the highest grades in their instrument or been following vocal training for some time.

Choral Awards are offered to applicants who will become members of the college chapel choir. The singers are required to participate in the rehearsals and services of the college chapel (between 1 and 3 times per week in most cases). The award pays a small amount of money each year, but weekly singing lessons are normally provided as well.

Organists are appointed to play the organ for college chapel services and in some colleges the organist will also be expected to direct the choir and plan the chapel music. Again, a small financial award is given and lessons are paid for. Exact details of the application process are found in the respective University prospectus. The most important point to note is that the deadline for applications for Choral and Organ Awards is 1st September (even earlier than that for normal Oxbridge applications), which means that applications must be prepared before the summer vacation. The applicant will have to complete both the normal Oxbridge application form and an extra Choral / Organ Award form (as well as the UCAS form, which is due by 15th October {Woluwe deadline 1st October}), making a total number of three application forms. Candidates for these awards can indicate several colleges in their order of preference. Any student considering applying for one of these awards must speak to the UK Universities Adviser at school by 1st June, one year and four months before commencing studies.

Having applied for one of these awards, applicants will be required to attend an audition in late September. Success or failure in this will not influence the academic application. The academic interview will be held in December in the normal way.

Instrumental Awards require less urgent action:

At Cambridge : successful instrumentalists are placed in chamber ensembles (string quartets or wind quintets, for example) and will have regular performance opportunities and coaching with highly renowned performers. The normal application form should be completed by 15th October {Woluwe deadline 1st October}, with a tick in the "Instrumental Award" box on page 1. If successful at interview the candidate will be sent another form to complete in February. If the required grade is achieved in the Baccalaureate, the candidate will be invited to an audition in late September, just a few days before full University term begins. Full details are in the prospectus. Please consult the Tutor for UK University Admissions before applying for a Cambridge Instrumental Award.

At Oxford : some colleges offer Instrumental Awards to students who make major contributions to college musical life. These are awarded within the college and only once the student is studying there.

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2. MEDICINE, DENTISTRY & VETERINARY SCIENCE COURSES AT ANY UNIVERSITY :

The time scales for entry to these courses at ANY British university is the same as the deadline for Oxford and Cambridge i.e. applications must arrive in England before 15th October one year before studies are due to commence; and the Woluwe closing date is 1st OCTOBER.

In addition: of the FIVE possible UCAS choices, only FOUR may be for Medicine or Veterinary Medicine. The other possible course may be a free choice of any subject without prejudice to the medicine course in question. Personally, we feel that it is wise for the additional choice to be in a related scientific field, rather than, for example, English Literature or Comparative Linguistics.... but this is not actually stipulated.

The implication of this is that a candidate must be ready not only with his/her Medical and Vet courses, but also have done the research necessary to fill in the other sensible University choice in time.

Don't forget the UKCAT and BMAT tests
(see above [Medicine](#) 'Special Information : Medicine').

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3. ALL OTHER COURSES AT BRITISH UNIVERSITIES :

(Remember [MEDICAL courses](#) at all universities and OXBRIDGE applications have different deadlines : see above, N° 2 in this section)

The time scale for these applications is : deadline for arrival in the UK 15th JANUARY nine months before studies are due to begin. The Woluwe deadline is 1st DECEMBER.

PLEASE DO NOT THINK THAT THE WEEK FOLLOWING 1st DECEMBER IS STILL ACCEPTABLE! It isn't! We have to do a lot of work to do after a student completes an application, and so we cannot accept forms completed after 1st December, because it is materially impossible for us to finish in time.

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4. INTERVIEWS

Interviews are an integral part of the Oxford/Cambridge admissions procedure, as described above. Some other universities also interview – but this is more like an information exchange than a rigorous academic exercise. Other universities invite candidates to Open Days to look round.

The Tutor for UK University Admissions has a stock of special Leave of Absence papers which must be filled in and handed to the Absence Service by candidates before going to interview. Please also come and fetch an Interview Debriefing Form (which we ask you to fill in and return to Mr Swallow when you come back to Brussels); and also a document of final practical help to read before you leave for the UK.

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7. UCAS EXTRA

This is a facility which UCAS has introduced to enable candidates in the spring of their Bacc year who

- a) have received no offers at all from any of their 5 original choices or
- b) have declined or withdrawn from all 5 offers they have received to continue with their application process without having to wait for clearing.

([Clearing](#) will still continue to function as before – see note below).

In order to become eligible for this process, candidates must have used up all five of their choices in the first instance. Those who have not may still add choices within the main scheme to the total number of five. (The way to add choices is via the TRACK link on the UCAS homepage.)

UCAS says that those who qualify for this scheme (by fulfilling one of the two conditions stated at a) or b) above) will automatically find a button available to them on their TRACK screen (the one you access with your UCAS number and PIN code to consult your offers) when the designated moment (March) arrives. From this extra screen, candidates will be able to enter details of an institution and course for which they now wish their application to be considered. The courses available will be shown as available for EXTRA on the UCAS course search (marked with an 'X') and it will only be possible to choose an EXTRA course where an institution has indicated that it is willing to consider applicants through this scheme

YOU MAY ONLY ENTER ONE “EXTRA” APPLICATION AT A TIME, so think very carefully before doing so.

After ten days with no decision from the institution in question, it is possible to apply through EXTRA to a DIFFERENT COURSE, but this will automatically involve the cancelling of the first EXTRA application. It will thus be preferable to telephone the institution before deciding to go ahead with another EXTRA choice.

For applicants to be successful through EXTRA they will need to think very carefully about which new course to apply to. For example, it will probably be wise for applicants who originally applied to very high demand courses and institutions to consider related (less specific) subjects.

The UCAS website will be updated continually from the second part of March onwards to show the courses that are prepared to consider EXTRA applicants. Look for the X symbol beside the courses.

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8. Finance

a) ENGLAND, WALES & NORTHERN IRELAND

<http://www.ucas.com/how-it-all-works/student-finance/undergraduate-student-finance>

b) SCOTLAND

Candidates for SCOTTISH UNIVERSITIES ONLY

<http://www.saas.gov.uk/>

In essence, the SAAS pays for EU pupils (also ones who are English, Welsh or Northern Irish) so there are no fees to be paid. Investigate carefully the new funding rules now that

ENGLISH unis are so expensive....

http://www.saas.gov.uk/how_to_apply/eu.htm

Candidates to English AND Scottish universities should also apply to the SAAS because if they finally choose a Scottish university, then it is obviously advantageous to be sponsored by the generous terms of the SAAS.

c) FEES STRUCTURE FOR UNIVERSITIES IN ENGLAND and WALES

Begin by consulting the DirectGov EU-student help page:

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/StudentsFromOtherEUCountries/index.htm>

In ENGLAND and WALES there is

1) a tuition fee of around £9000 per annum

2) the fees will be paid in the first instance by the SLC (Student Loan Company), and paid back after graduation by the new graduate him/herself by automatic deductions from salary after the salary passes a certain bench mark calculated in £ per annum, and not before that moment. This means that if a graduate's salary never exceeds the level at which repayments begin, s/he will not have to pay back. The sum reimbursed by the graduate will be linked to inflation, but will not be subject to interest. Additionally, apparently, arrangements will exist via the National Insurance number to recuperate the fees money from graduates who pursue their careers outside the UK, although no-one has yet explained how this will work in practice...

3) parents will still be responsible for paying students' living expenses : room, heating, food, books, clothes etc. For this NO UK FINANCIAL HELP IS AVAILABLE FOR ANY STUDENT LIVING IN EU COUNTRIES OUTSIDE THE UNITED KINGDOM, (including for those of British nationality).

Résumé :

- EU students may (and should) apply for a Tuition Fee Loan for university courses in England, Wales and Northern Ireland.
- EU students proposing to study in Scotland should apply to the SAAS – there is a link to their site higher up on this page.
- EU students applying to both England/Wales/Northern Ireland AND Scotland should fill in the application for the Tuition Fees Loan and also comply with the SAAS demands.
- No EU student residing outside the UK is eligible for any kind of help towards living expenses for a course anywhere in the UK.

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9. General Overview of Application Procedure :

- All 7th Year classes are visited by the Tutor for UK University Admissions on the first morning when school reassembles after the summer holidays. Two meeting dates are arranged: the first for applicants to Oxford/Cambridge and for Medicine/Veterinary

Medicine (this meeting will be held on **Wednesday afternoon 3rd September 2014 from 16h15 to 18h30 in Room 440**); the second for applicants to all other courses at other universities (this meeting will be held two weeks after the first meeting (on **Wednesday afternoon 17th September 2014 from 16h15 to 18h30 in the Salle Jean Monnet** – there is more time as the time scale allows two extra months). The meetings are for the applicant only, not the family of the applicant.

- The meetings guide applicants through the generalities and also the details of the application procedure, which at Woluwe is electronic using the UCAS APPLY Online interface.

- After the meetings, individual advice and additional information is available to any candidate who requires it by email (or if necessary in a private meeting) with the Tutor for UK University Admissions.

- As soon as a candidate has completed his/her electronic application, the forms are sent off without waiting for the deadline. (UCAS guarantees equal treatment and chances for all applications received in the UK before the deadline, but we will still send immediately a form is ready.) It seems that some popular courses (for example, ones with an IT or Business component) at certain universities are full before the deadline, so leaving the application to the last moment is definitely not advisable.

- After the forms have been received, candidates receive postal and email confirmation of their choices and notification of their UCAS personal ID number (which will henceforth be used as their reference number in all communications with UCAS and the Universities). As soon as candidates have received this number, they are able to access the state of their applications on the UCAS website by putting in their UCAS N° and their PIN number in the TRACK link on the front page of the UCAS website.

From this moment onwards, offers (or rejections) are communicated by the universities through UCAS and published on the UCAS website. Some candidates receive as many as five positive offers; others a combination of rejections and offers. Three (sometimes two) offers and two (sometimes three) rejections would be normal. Universities are now no longer aware of what offers candidates have received from other institutions. This means that five acceptances or (unluckily also) five rejections are possible... To remedy this latter situation, UCAS has introduced EXTRA. (Details on this are higher up in this document. Click [here](#).) Offers are formulated in terms of an overall average score in the European Baccalaureate plus barrier grades to be achieved in relevant specialist subjects. Thus, for medicine at Cardiff, an offer might be formulated : “This offer is subject to your achieving 77% overall in the European Baccalaureate with not less than 80% in each of Chemistry and Biology at the written Baccalaureate.”

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10. Replying to Offers and Attaining the Grades :

- Candidates must NOT (and indeed, cannot) respond to offers until UCAS activates the final choice screen on a candidate's UCAS TRACK page. This normally happens in the spring (sometimes as late as the early summer) of the candidate's 7th year, and in any event by the end of June, just before the Bacc results are announced. The moment when a candidate may respond varies from person to person, depending on when the offers were received. Do not think you have made a mistake if your deadline appears to be different from everyone else's! When the Final Choice is activated, candidates will, at that point, be asked to nominate a FIRST CHOICE (enter the letter “F”) and also an INSURANCE CHOICE (enter the letter “I” : NB this is not the number 1!) university from among their

positive offers, discarding any other offers (enter the letter “D”) they may have received.

IT IS VITAL THAT THE INSURANCE CHOICE SHOULD BE ONE WHICH IS ACTUALLY EASIER TO ACHIEVE THAN THE FIRST CHOICE UNIVERSITY, so that each candidate has a proper back-up position in the event of failing to reach the level demanded by the First Choice University. From this moment onwards, candidates know exactly what they are working towards.

- On the day of the Baccalaureate Ceremony, candidates will know as soon as they receive their diploma if they have achieved the grades specified by their First Choice University or not.

The following possibilities then present themselves :

a) The grades achieved match the offer fully in every particular. In this case the Tutor for UK University Admissions simply prepares one letter for the candidates to send to the First Choice university, and the candidate is automatically accepted. Confirmation will be sent by the University and also through UCAS, and the school’s role is then over. All other details, financial and accommodation forms etc will be sent directly to candidates at their home address, and are completed by the candidate and their family.

b) Although the grades achieved do not match the offer fully in every particular for the First Choice University, they constitute a near miss; in addition, the grades match the offer for the Insurance Choice university in every particular. In this case the Tutor for UK University Admissions prepares two letters (one for each university) for the candidate to send. The First Choice University will then deliberate – but the outcome of this is only known when English ‘A’-level results are published at the beginning of the third week of August. If the First Choice university accepts the candidate, the Insurance Choice university automatically backs down (without the candidate having to do anything). The candidate will be notified on TRACK and by post of the outcome. Again, having prepared the results letters for the two universities, the school has no further role to play and candidates and their family deal with all the other details as above at a).

c) The grades achieved correspond to neither First nor Insurance Choice universities. In this case, the Tutor for UK University Admissions also prepares the results letters for the two universities, as above, in case they wish to reconsider. The candidate posts the two letters and waits for English ‘A’-level results day when they will be notified of the outcome of their application. If neither university decides to accept the candidate, then he/she automatically becomes eligible for “clearing”. Click [here](#) to go directly to Clearing.

d) **UCAS ADJUSTMENT : NEW**

The Adjustment process

Each year some applicants pass their exams with better results than expected. And this may mean that some will have not only met the conditions of their firm choice, but will have exceeded them. UCAS has introduced Adjustment for these applicants - it provides an opportunity for them to reconsider where and what to study.

CONSULT THIS LINK : <http://www.ucas.ac.uk/students/nextsteps/adjustment/facts>

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11. Sending the OFFICIAL BACCALAUREATE RESULTS :

All candidates now receive their UCAS result letter or letters at the Baccalaureate Ceremony in the folder with their other certificates.

Each letter will already contain

a) an explanatory word to help the University Admissions Tutors find their way around a European Baccalaureate Diploma result sheet, outlining how to interpret the (up to) four items which appear per subject :

- The Preliminary Mark
- The Mark for the Written Exam
- The Mark for the Oral Exam
- The Final Mark

b) a translation into English if the original report is in another of our school's languages.

c) a copy of the mark sheet

d) a covering letter, stating that the envelope contains the candidate's official EB results.

The letters should then be sent to universities by candidates by REGISTERED MAIL.

*****PHOTOCOPY YOUR LETTERS & RESULT CERTIFICATE BEFORE SENDING IN CASE THEY ARE LOST IN THE POST! *****

(In the summer of 2011, three candidates' results letters were lost : I cannot stress too much the importance of YOU PHOTOCOPYING THE RESULTS LETTERS BEFORE SENDING. I cannot help you once school has closed when I am in Malta, so if you do not have the photocopies when/if you need them, you will encounter enormous problems.....)

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12. Clearing :

<http://www.ucas.ac.uk/students/nextsteps/clearing/>

This is the process in which all unplaced candidates and all unfilled places are matched up with each other in an effort to ensure that as many candidates as possible find a university and the places are filled. Candidates unlucky enough not to be taken by either the first or second choice university are placed automatically in Clearing, and receive paper forms from UCAS specifically for this purpose at their home address. Clearing is a process which happens very quickly, using telephone, the UCAS website and email.

Unfilled places are published daily on the UCAS website. Candidates will be told that they should be available on a permanent basis in order to accept or reject the offers they will receive; alternatively, candidates may take the initiative themselves, read the Clearing website on the UCAS homepage, and themselves telephone a university looking to fill a place which interests them directly.

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13. The Baccalaureate Ceremony Day and the following MONDAY :

On the Baccalaureate Ceremony Day (Friday 3rd July 2015) you now receive your UCAS results letter(s) from the School Director at the same moment as all the other official documents.

The documents will include full instructions about what to do next.

If you have a problem that needs discussing with Mr Swallow, come to Room 440 on the Monday following (6th July 2015) between 8h30 and 12h. It needs to be underlined that it is NOT a good idea for you to leave Brussels on 4th or 5th July, if you realise that you are going to need help and a consultation after the Bacc Ceremony. You should delay your departure until 7th July to allow time to organise any problems.

After 6th July, any further problems can only be discussed by email.

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The document was written in February 2000 by Anthony Peter Swallow with help from Tanya Wicks and Richard Moxham

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