

1. Signing in to Web-link:

<https://www.ucas.com/sign-web-link>

Click on [Access applicant data](#) button

Use applicant data to:

- view and manage applications
- complete Record of Prior Acceptances or Overseas Partnership Forms
- view and maintain offer abbreviations

[Access applicant data](#)

This will take you to the log in screen, followed by a screen where you must select UCAS OR UCAS Teacher Training. After selecting one of these options, e.g. UCAS, you enter the main screen:

The screenshot shows the UCAS Y70 - eparker - Full Access main menu. At the top, there is a search bar with a placeholder 'Personal Id/Name/APR:' and a 'Find' button. Below the search bar, there are radio buttons for 'This Inst' and 'All', and a dropdown menu for 'Year code' set to '2018'. The 'Main Menu' section lists several options: 'Outstanding Decisions List', 'Management Information', 'Reference Information', 'Institution Information', 'Non-European Union RPA', 'European Union RPA', and 'Change System'. Annotations with arrows point to specific parts of the interface:

- An arrow points to the search bar with the text: "Search area – used to search for applicants to this institution (make sure the correct year of entry is selected)".
- An arrow points to the 'Outstanding Decisions List' option with the text: "This is where new applications will be."
- An arrow points to the 'Management Information' option with the text: "Any applications that have had actions/decisions made on them".
- An arrow points to the 'Institution Information' option with the text: "This is where you can find our standard offer codes (you may find additional codes saved to the X-drive)".

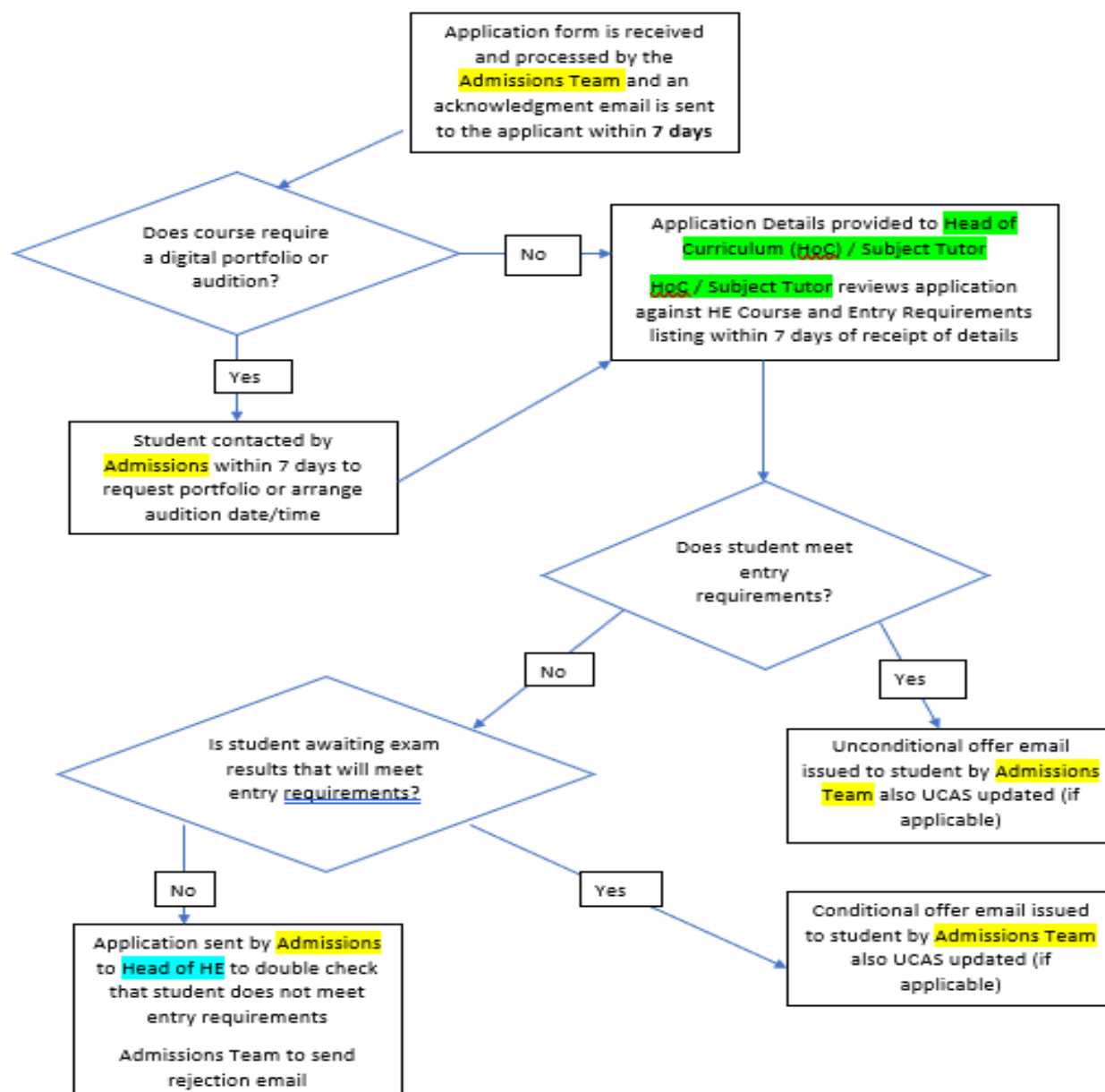
Outstanding Decisions List - lists applications with no offers. It should be checked daily to process new applications
Management Information - has various reports but check the Movement List daily, as below.

Process applications from both UCAS and UCAS Teacher Training as below.

2. Applications To Be Processed:

1. Download application from UCAS Outstanding Decision List as a PDF and save to x:drive/Admissions/2020/HE/Applications: file name *Stref SURNAME, First name*
2. Input applicant information into Unit E. N.B. ensure you enter the UCAS personal ID
3. If an Art or Media Make up course request portfolio and update Unit E, UCAS and the Higher Education Application Referral Spreadsheet. Put in diary chase up.
4. For other courses, add the applicant information to relevant tab in the Higher Education Application Referral Spreadsheet. E-Mail to Head of Curriculum (HoC) together with PDF of application
5. Repeat this process for all applicants

3. Consideration and Offers



Admissions Processes: HE Processing from UCAS– October 2020

4. Reject Decision (confirmed by Karen Robson):

1. Log decision as 'LD Rejection' on web-link
2. You will need to give a reason code for the rejection

Code	Reason for Rejection	Message to applicant
R1	Lacking an essential or strongly recommended entry requirement	Your application has been unsuccessful because you do not have a qualification or experience that is essential or strongly recommended for the course.
R2	Application not as good as those receiving offers or invites to interview	Your application has been unsuccessful because it is not as strong as those applicants receiving offers or invitations to interview.
R3	Interview not as good as those receiving offers	Your application has been unsuccessful because your performance at interview was not as strong as those applicants receiving offers.
R4	Other – please specify via email to the Admissions Team	If you would like to receive feedback on why your application was unsuccessful, please contact us.

5. Movement List & Updating Unit-E:

Once we have a number of applications processed, we will be checking the 'Movement List' daily on web-link. The list can be found on Web-link in: UCAS -> Management Information -> Applicants -> Movement List (pick the correct year of entry).

See below:

Management Information Menu

Choose the list to view

Applicants - Invited to interview 2018 | 2017

Applicants - Declined Interview request 2018 | 2017

Applicants - Awaiting response to interview request 2018 | 2017

Applicants - Requesting alternative interview date 2018 | 2017

Applicants - Unconditional offer, no reply 2018 | 2017

Applicants - Unconditional offer, firm reply 2018 | 2017

Applicants - Unconditional offer, firm reply (RPA) 2018 | 2017

Applicants - Unconditional offer, Insurance reply 2018 | 2017

Applicants - Unconditional offer, declined 2018 | 2017

Applicants - Conditional offer, no reply 2018 | 2017

Applicants - Conditional offer, firm reply 2018 | 2017

Applicants - Conditional offer, Insurance reply 2018 | 2017

Applicants - Conditional offer, declined 2018 | 2017

Applicants - Delayed Confirmation Decisions 2018 | 2017

Applicants - Full Decision 2018 | 2017

Applicants - Reject 2018 | 2017

Applicants - Withdrawal 2018 | 2017

Applicants - Declined 2018 | 2017

Applicants - Cancelled Applications 2018 | 2017

Applicants - Completely Withdrawn 2018 | 2017

Applicants - Movement List 2018 | 2017

Applicants - RBD Stop List 2018 | 2017

Select Year

This list shows the most recent updates to any application – for example if the applicant has accepted their offer as their firm or insurance place, or withdrawn.

Choice	Surname, Forenames	Personal Id	Application Scheme Code	Course code	Campus code	Faculty code	DEC	Reply	Applied on	Year of Application	Start date	Substitution date	Date of last change
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Admissions Processes: HE Processing from UCAS– October 2020

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Update any changes in UnitE, to ensure our stats and reports are as up to date as possible.

6. RBD/DBD Actions:

We accept applications throughout the year, all the way up to and including clearing. Within this time, however, there will be RBD deadlines. Pay attention to these deadlines as we have to have made a decision on each applicant by their date or they get declined by us. If this happens, UCAS will charge the student a fee if they wish to make a new application to us. The main deadlines are below:

These deadlines are also on the UCAS calendar, and next to each student application in web-link. See below:

Application Submitted	Last HEP decision received by	Applicants must reply by
8 September 2020 - 15 January 2021	31 March*	5 May DBD
	6 May RBD	3 June DBD
16 January 2021 - 30 June 2021**	3 June*	17 June DBD
	13 July RBD	14 July DBD
Applicants applying through Extra	13 July RBD	14 July DBD

Once we make a decision on an applicant (and make them an offer), they are then given a decline by deadline date (DBD). If they have not responded to our decision by this deadline, then UCAS automatically decline their place for them. This will show on the Movement List, update UnitE accordingly.

7. Withdrawal:

Please refer to Eleanor, Angela or Emma.

8. Taster Sessions:

We run Taster sessions for some of the UCAS courses (dates and courses are added as they are confirmed).

The website we use to book these is:

Admissions Processes: HE Processing from UCAS– October 2020

<https://www.eventleaf.com/Account/SignIn?redirectErrorMessage=SessionTimedOut&ReturnUrl=%2fCustomer%2fEvent%2fEventList%3fcustomerId%3d14647&customerId=14647>

When processing applications check if there is a taster session for the course. If the student is not an instant reject invite them to a session. A link is included in the offer letters, where applicable.