

MANCHESTER
1824

The University
of Manchester



The Art of Application and Personal Statement Session

Welcome

- 1 Key UCAS facts
- 2 The Application Form
- 3 The Application Process
- 4 The Personal Statement



A BIG Decision



...Why do you want to go
University?

Research!

...Where would you like to
live?

What to study?

- 1 Particular career path
- 2 Something you enjoy?
- 3 Something new?
- 4 Entry Requirements



What is UCAS?

- UCAS manage HE applications in the UK
- Provide 'Track and Apply' online
- Unbiased guide for students, parents & advisers

The Applicant Journey

- 1
 - Choosing courses
- 2
 - Applying
- 3
 - Offers
- 4
 - Results
- 5
 - Next steps
- 6
 - Starting university or college



UCAS FORMS

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Employment	<input checked="" type="checkbox"/>
Statement	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
Pay/Send	<input type="checkbox"/>
View all details	
Help	
Options/Opsiynau	

QUESTIONS

1. Online Form
2. Up to 5 choices (e.g. Law, Medicine, Science)- Can be sent to Cambridge
3. Costs £11
4. Several schools and your school

Law/Vet
OR

or 1+
by you

Search

Students

Parents

Questions

[UCAS deadlines for](#)

[ite?](#)

[ities offer the course](#)

[in?](#)

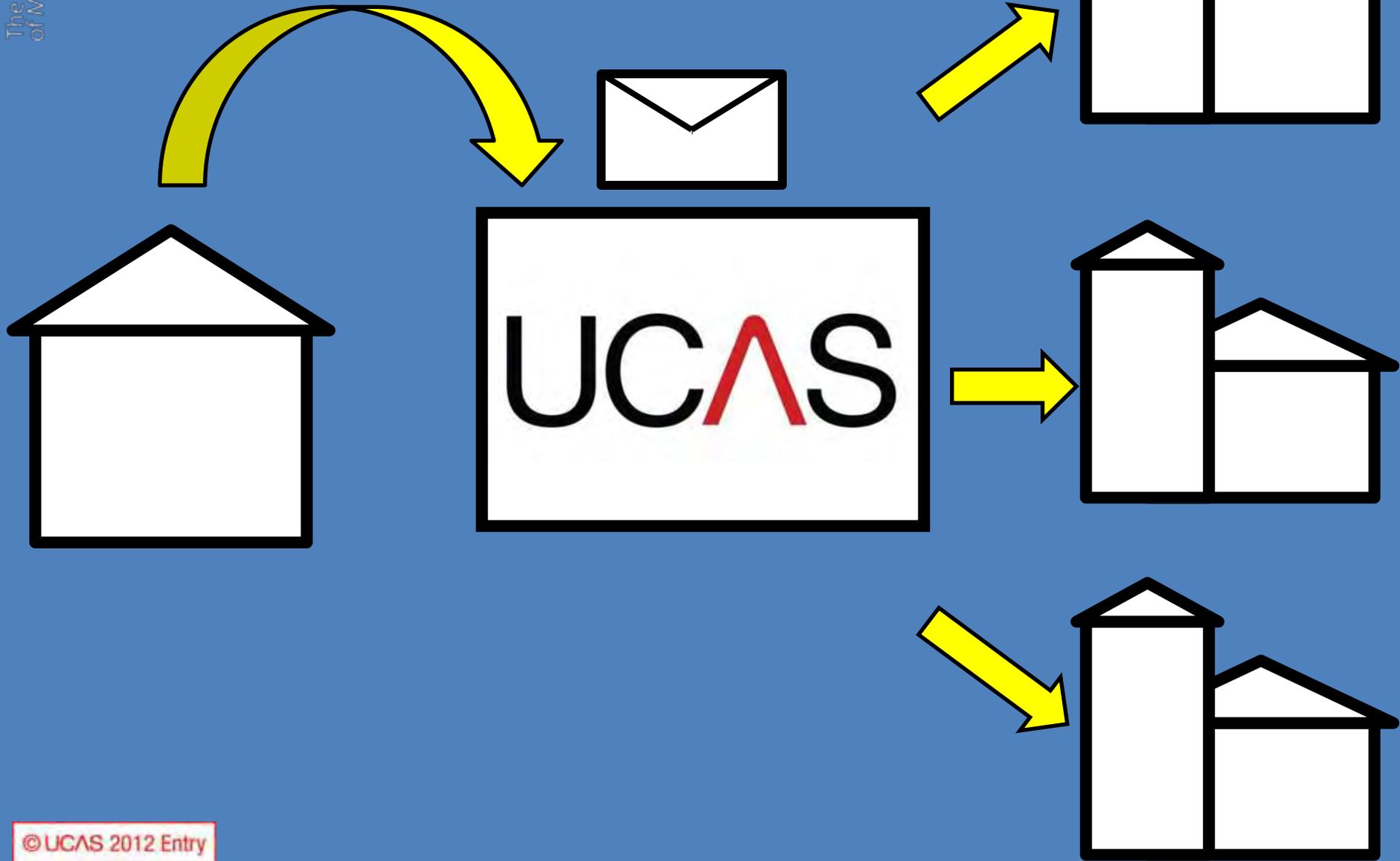
[CAS Tariff points does](#)

[on have?](#)

[te a university choice?](#)

[received my letter?](#)

[question.](#)



KEY DATES

© UCAS 2012 Entry

Mid June	Release of UCAS APPLY
Mid September	Applications can be sent to UCAS
15th October	Medicine, Dentistry, Veterinary Science and Oxford or Cambridge Applications
15th January	'On Time' application deadline
24th March	Various Art and Design courses deadline

KEEP TO INTERNAL DEADLINES AT SCHOOL AND COLLEGE

As a MAP student, what will you submit before you submit your UCAS application??

Decision Manchester Application Form

- All students who successfully complete MAP will be eligible to submit a MAP Decision Manchester application form to The University of Manchester.
- Submission of a Decision Manchester Form means that you can find out which course(s) you would receive an interview or an offer for at Manchester, before you submit your actual UCAS application.

Submission of Decision Manchester Form

Complete sections 1,3,4 and 5

Add your AS grades when you receive them BEFORE you submit your form.

We will request your predicted grades from your school/college

You can send us your final course choice once you have had your Guidance Interview

If you are taking the UKCAT - please write at the top of your DM form the date for when you plan to take the test.

The UK Clinical Aptitude Test (UKCAT)

Who Should Take the Test?

Candidates intending to apply in 2012 for entry to a relevant course in a UKCAT University in 2013 (or for deferred entry in 2012) are required to sit the UKCAT by the **5th October 2012 deadline.**

Not all Universities require applicants to have taken the UKCAT. For a list of the Universities that do ask for it, you can visit: www.ukcat.ac.uk . The University of Manchester requires applicants to Medicine and Dentistry to have taken the test.

How to prepare.....

- To help you prepare, practise tests and sample questions are available on line.
- When you book your test you will be able to choose a convenient test centre location.
- Make sure you plan ahead! Get practising and book a test soon!

Personal Statement

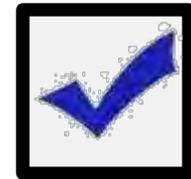


Question 1

There is no maximum length to a personal statement

TRUE

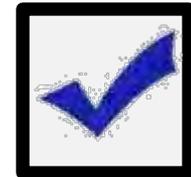
FALSE



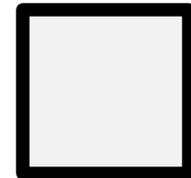
Question 2

***A personal
statement can be
written in
paragraphs***

TRUE



FALSE



Question 3

*The UCAS Apply
software has
spelling and
grammar checks*

TRUE

FALSE

Question 4

***You can write a
different Personal
Statement for each
of your choices***

TRUE

FALSE

Question 5

*You can use bold,
italics & underlined
characters*

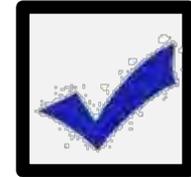
TRUE

FALSE

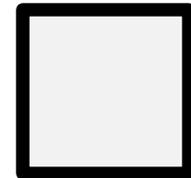
Question 6

*You should keep a
copy of your
personal
statement*

TRUE



FALSE



Question 7

*There's no problem
in using material
I've found on the
web*

TRUE

FALSE

<Log out



Students

- Where to start?
- Step 1: Choosing courses
- Step 2: Applying**
 - > When to apply
 - > **How to apply**
 - > Overview
 - > Registration
 - > Personal details
 - > Additional information
 - > Student finance
 - > Choices
 - > Education
 - > Employment
 - > **Your personal statement**
 - > Key points

Home > Students > Step 2: Applying > How to apply > Your personal statement

Your personal statement



Tell the universities and colleges why they should choose you

The personal statement is your opportunity to tell universities and colleges about your suitability for the course(s) that you hope to study. You need to demonstrate your enthusiasm and commitment, and above all, ensure that you stand out from the crowd.

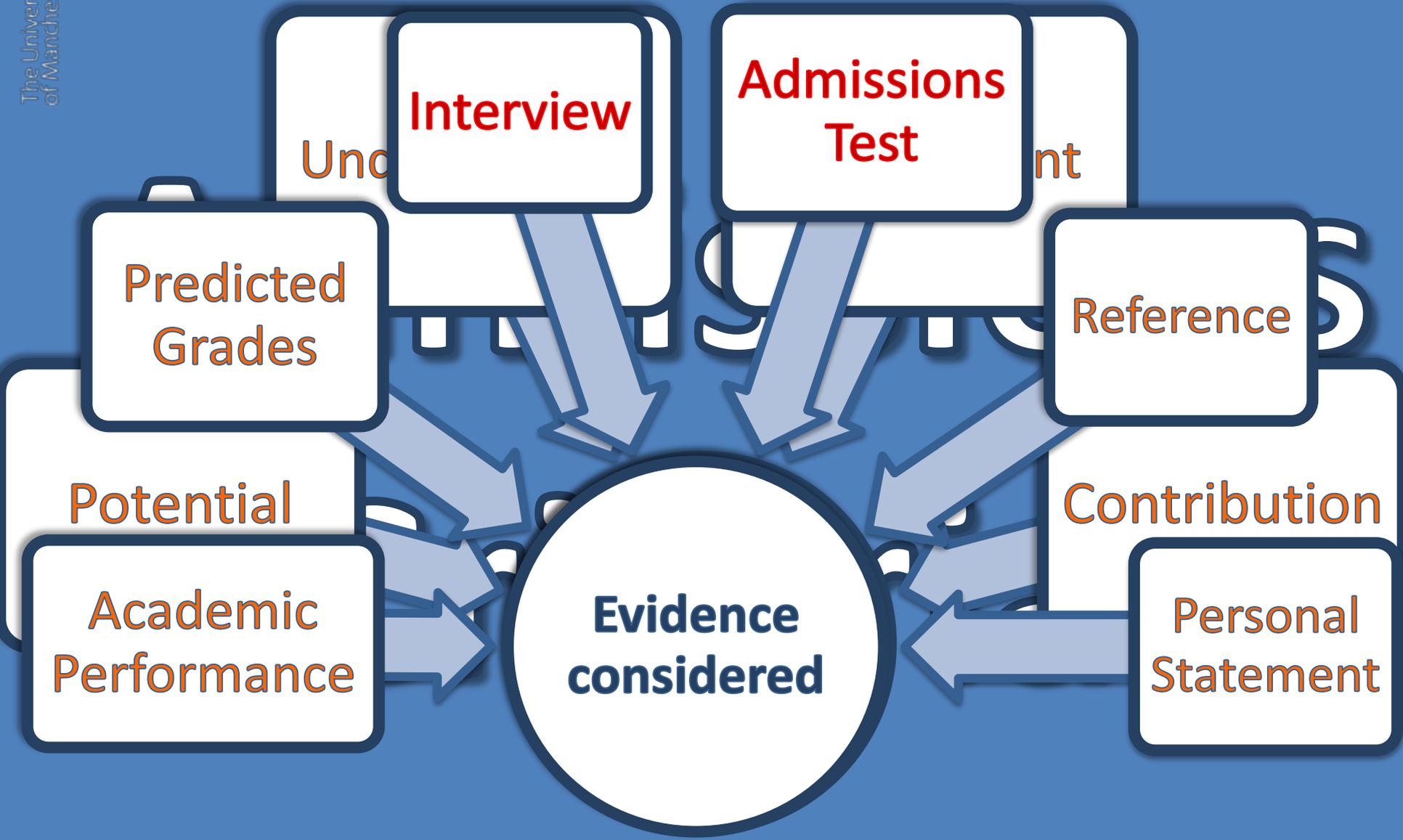
The personal statement can be different to application essays or personal statements from other countries, so please read the guidance in this section before completing the statement.

[Key points to consider](#)

[What to include](#)

[Dos and don'ts](#)

What is a
One statement;
PERSONAL
4000 characters
YOU
statement!





Entry profile



- Course search home
- Search
- Subject search
- Course code search
- UCAS bookstore
- Institution guide
- Help

student finance

International Search

The University of Manchester
History

3 year full-time Degree

- > [History](#)
- > [Entry Requirements](#)
- > [About this institution](#)
- > [Fees, bursaries and financial support](#)

History

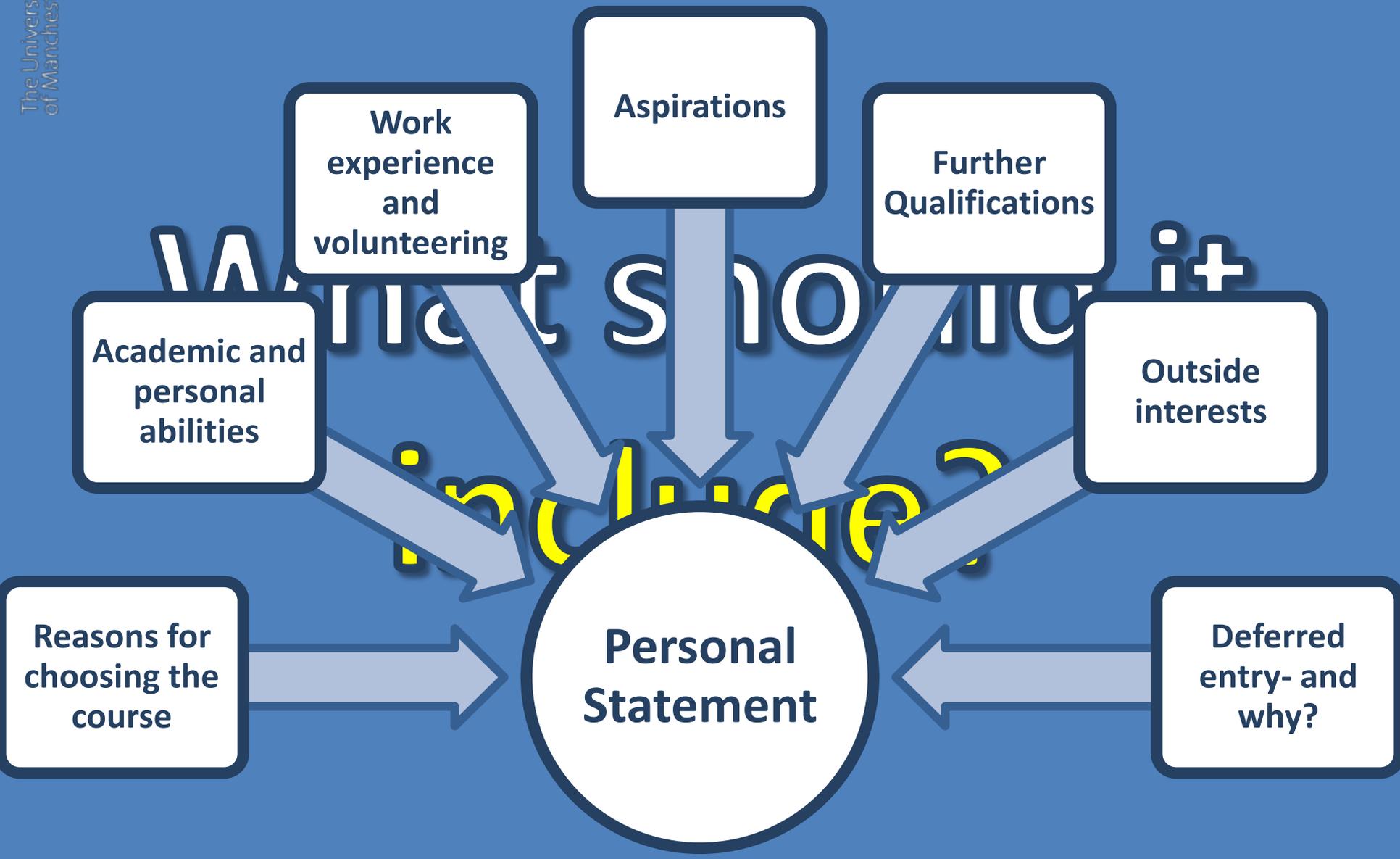
- [Fact File](#)
- [About the course](#)
- [Selection criteria](#)
- [Study details](#)
- [Academic department](#)

Entry Requirements

- [Course Specific Requirements](#)
- [English, Welsh and Northern Irish Qualifications](#)
- [Scottish Qualifications](#)
- [Other Tariff Qualifications](#)
- [Access & Supporting Qualifications](#)
- [Other Qualifications](#)
- [Click here for more information](#)

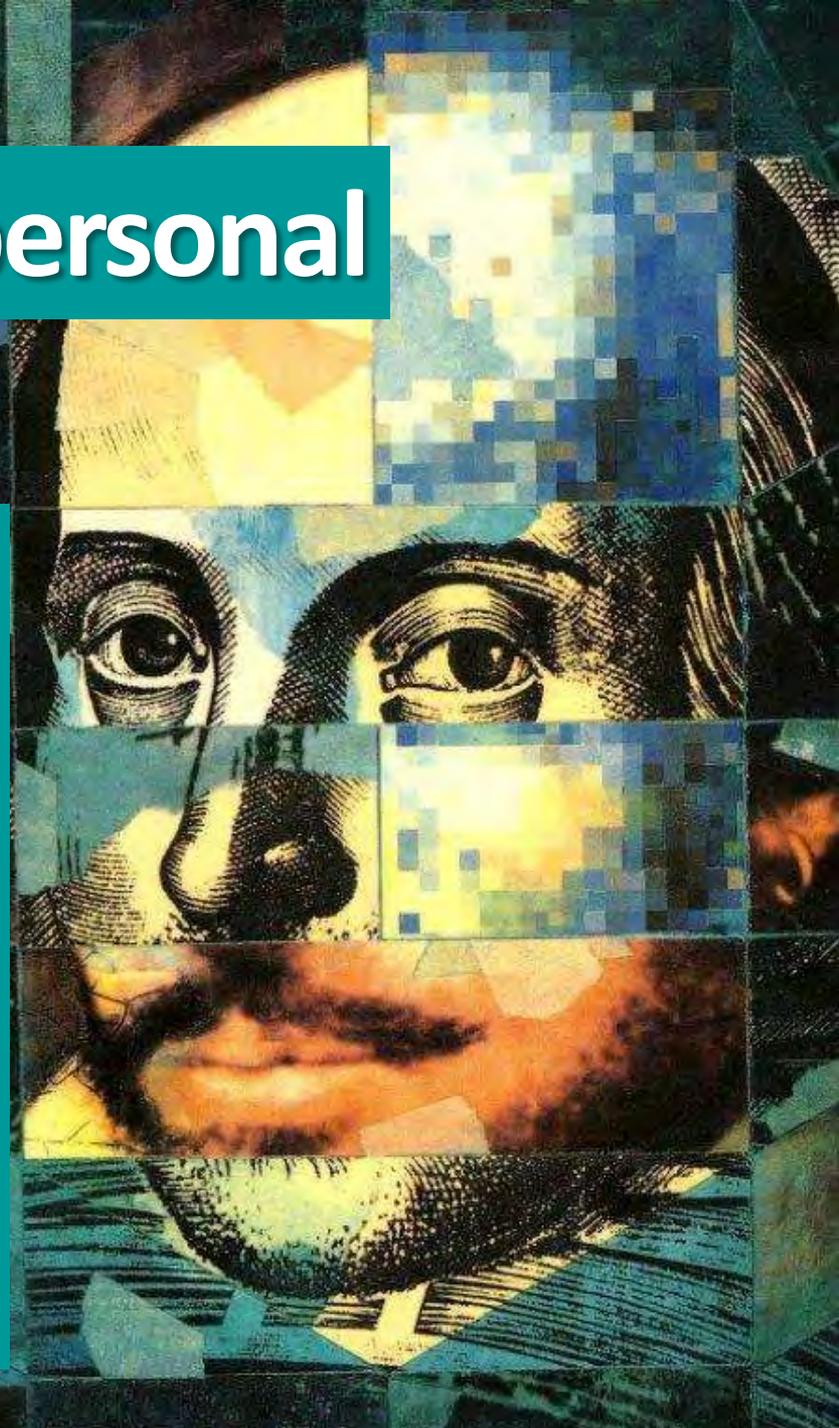
Fees, bursaries and financial support

- [Fees for home students](#)
- [Fees for EU students](#)
- [Fees for international students](#)
- [Bursary and scholarship outline](#)
- [Bursary details](#)
- [Links to further information](#)



What makes a good personal statement?

- Original, interesting and enthusiastic.
 - Varied sentence structure
- Relevance
 - Academic courses/skills
 - Extra-curricular activities
- Apply for the course not the career
- Strong conclusion



Activity

- What you have done...

Saying what you
do is not
enough!

Benefit

- What you have learnt from it
- What skills you have acquired

You need to
show
evidence

Course

- How it relates to your course
- How it will help you succeed at university

Some Examples

I work part-time in a shop where I help customers and cash till.

I undertook work experience in a care home where I talk to residents and prepare meals.

I was captain of my school football team and have also been chosen as captain of my college football team.

These examples show that I have good communication skills, commitment and a caring nature.

How long was this for?

What did you gain from doing this placement?

How does it relate to your course?

These examples show that I have good communication skills, commitment and a caring nature. I have also been able to manage my time effectively and have gained valuable experience.

You **already** have lots of transferable skills!



Teamwork
Problem-Solving
Organisation
Time-management
Initiative
Self-Discipline
Adaptability
Communication
Leadership

Which are relevant for your course?

Including MAP in your Personal Statement.

Including MAP in your Personal Statement:

- When you mention MAP in your Personal Statement, it is important that you don't use up too much space!
- Concentrate on the **relevant skills** for your chosen degree that MAP has helped you to develop.

Skills

- What academic skills do you think participating on MAP has helped you to develop?
- What personal skills do you think participating on MAP has helped you to develop?

The Academic Assignment

As a MAP student you have:

- Undertaken a piece of independent academic research and produced an assignment under the guidance of an Academic Tutor at The University of Manchester.

Chat to the person next to you and make a list of the skills that you have demonstrated and developed through doing the MAP assignment?

Feedback

Did you have:

- Independent learning
- Referencing
- Using the university library/ finding resources
- Researching
- Extracting information
- Academic writing skills
- Working with and under the guidance of an academic tutor at a university
- Critical curiosity
- Learning more about a subject of interest!
- Time management as you have done this alongside your college studies.

Attendance at Skills Workshops

You will have attended some skills workshops:

- Academic Writing and Research Skills workshop
- Choosing a University Course workshop
- Self Marketing

Think about the knowledge you have obtained and the skills you have developed through attending the workshops, for e.g working in groups with people from different colleges and giving a presentation.

The University Life Conference

- During the conference you completed an Enquiry Based Learning task:
 - followed your own line of enquiry
 - carried out research
 - delivered a presentation of your findings
- You were introduced to a variety of learning environments e.g. university lecture, tutorial, Enquiry Based Learning
- Worked effectively as part of a group and gave a presentation

REMEMBER!!

- You don't have a lot of space for your personal statement so you can't mention everything you have done on MAP, which is why it is important to include one or two key things that will support your application.

Think about your degree course and how your work as a MAP student can help you in your chosen degree.

What skills do you need to demonstrate for your chosen degree course?

TASK 1

List ONE of the skills that is required for the degree course(s) that you are interested in.

TASK 2

Have a think about which MAP activities have allowed you to develop and demonstrate these skills?

Feedback

Personal Statement Structure

Introduction: Why I want to study this course

Main Part: What academic skills and knowledge do I have that prepare me to succeed in this subject. **Any academic skills that you have demonstrated through MAP?**

Work experience / voluntary work / Part-time Job (You may spend more time on this section for courses where work experience is a requirement e.g. health-care related courses)

Extra-curricular activities / other qualifications e.g. first aid, DoE

Conclusion

Share your thoughts with the person next to you!

Turn to the person, next to you:

Tell them:

1) Your reasons for wanting to do the course

Tell them:

2) One of the academic skills you have that will help you on your chosen degree programme and most importantly how you have demonstrated this.

Tell them:

3) About any extra – curricular or work experience activities that are relevant to your application and what skills they have allowed you to gain.

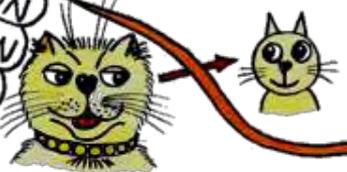
Mindmapping...

- What HE subject or course are you applying for?
- What are your sound reasons for choosing the subject?
- How can you show that you have the 'academic and personal skills needed to complete the degree successfully?
- Do you have any job/work/voluntary experience? What have you learnt from it?
- What are your future plans / career aspirations?
- Do you have any further qualifications?
- What are your extra-curricular/outside interest?
- What have you learnt from them?
- Will they help you at uni?

TIME MANAGEMENT

A **A**

CLARITY
MOTIVATION
APPRECIATION
SIMPLIFICATION



EFFECTIVENESS
ACTION PLANS
PRIORITIES
GOALS
DIARIES
MEETINGS



MINDTOOLS
SPEEDREADING
MINDMAPS



FASTER
SMARTER
BETTER
URGENT VS. IMPORTANT
WASTAGE



DELEGATION
TO-DO OR NOT TO-DO
CAREER
LIFE
COMFORT ZONES
GUIDANCE
TEAMWORK
TRUST



WORK-LIFE BALANCE
WELLBEING



LET GO
FEARLESS
EXCEED EXPECTATIONS
TRANSCEND LIMITS
CONFIDENCE



SUPERVISE
HELP
ENCOURAGE
DISCRETION
L + H = ✓

CHOICES
DECISIONS
BIG
SMALL
DE-CLUTTER
SLOW DOWN TO SPEED UP
BREAKS



BIG

BIG PICTURE
CHUNKING
BITE-SIZED
MULTI-TASKING
DIVERSIFY

WHO
WHAT
WHERE
WHEN
WHY
HOW
5W1H



ERGONOMIC
USER-FRIENDLY
EFFICIENT
VALUE-ADDED
POSITIVE



COMMUNICATION
FEEDBACK
SUPPORT
PRAISE
REVIEW
CORRECTION
IMPROVE



KEY ISSUES
METHODS
CHECK POINTS
DEADLINES



SMART
SPECIFIC
MEASURABLE
RELEVANT
TIME-BOUND



MAP Personal Statement Drop ins

An opportunity to receive face to face feedback on your personal statement

Thursday 27th September

Tuesday 2nd October

Wednesday 3rd October

Thursday 4th October

You will receive more information about these and how to book a place in due course.

Personal Statement Deadline for Decision Manchester Form

- If you are applying for Medicine Dentistry, Oxford or Cambridge you must email MAP with your personal statement for your Decision Manchester Form by **Friday 14th September** at the latest.

-If you are applying for any other course you must email MAP with your personal statement for your Decision Manchester Form by **5th October** at the very latest.

This is to ensure that we can get your form sent and get a decision for you before you have to submit your real UCAS Form.

Things to think about

Relevance and Evidence

- Have a strong introduction
- Use positive phrasing
 - I learnt from...
 - This has furthered my...
 - I have acquired skills which
- Make it personal
- Have a strong summary
- Draft and re-draft
- Check spelling and grammar!

Your Reference

- Communication between you and your referee is crucial
- Make sure they are aware of what you do outside the classroom e.g. extra-curricular, involvement in school/college activities, work experience
- Teachers like to be positive, but have a duty to you and your university choices to be realistic

Things to note

- 1 Research your application
- 2 Set yourself clear and realistic goals
- 3 Meet deadlines and keep form accurate
- 4 Be available on results day

Finally...

It's over to you



Any Questions?

