

Jargon Buster

UCAS Universities and Colleges Admissions Service. UCAS is the organisation that handles nearly all university applications. The application process (including choices and personal statements) is all completed online via www.ucas.com

HE Higher Education.

HEI Higher Education Institution.

Tariff Points The UCAS Tariff is a means of allocating points to post-16 qualifications used for entry to higher education.

Entry Requirements These are conditions that a university makes to a student which they need to meet in order to be accepted onto their chosen course.

Placements Placements are a year out of university study where students work in industry to gain valuable work experience. Students sometimes get paid a salary for this. They are usually optional but for some courses they are compulsory.

Adjustment If you've exceeded your offer conditions for your Firm choice you can approach alternative institutions to explore options to study there – you can still hold your original confirmed place.

Apply The UCAS online application system.

Buzzword Your school/college will give you a buzzword to link your application to them, this is used on your application when you register (unless you apply independently).

Conditional offer An offer of a place on a course with conditions – the place is yours if you meet the conditions – often results from qualifications you are taking.

Deferral If you would like to take a gap year between applying and starting your course.

Firm choice An offer you accept as your first choice.

Insurance choice An offer you accept as your second choice – just in case you don't meet the conditions of your Firm offer.

Personal ID A 10-digit number you get when you register on UCAS Apply.

Personal statement A piece of text to show why you're applying and why you'd be a great student.

Reference A recommendation on your application from a member of school/college staff or employer.

Track The name of UCAS' online tracking system where you can see how your application is progressing; you can reply to offers and amend your personal details via this.

Unconditional offer An offer of a place on a course with no conditions – the place is yours if you want it.

Unsuccessful Either you haven't been made an offer or you haven't met the conditions of an offer.

Withdrawal Before the decision has been made to make you an offer or not, you have chosen to withdraw your application to this course.

Clearing This is the system operated by UCAS to enable students to find places on courses that still have vacancies after the publication of the A Level results. Although it is often for those who have not met the grades required by their chosen universities, it can also allow last minute applications.

Lecture This is a formal, instructive talk, given by a subject specialist, to a group of students. Students listen and make notes. There may be interaction between the lecturer and the students.

Seminar This is a discussion in a classroom setting that takes place in small groups. Students will need to prepare for these and apply what they have learnt in a lecture.

Undergraduate (UG) The first course that you undertake at higher education level. Once completed this can be followed by a range of Postgraduate (PG) courses such as Masters and PhDs.

Tutorial Similar to a seminar but will usually involve working through subject related questions and problems with the help of academics.

BA, BSc, BEng, BEd The type of subject discipline that your degree focuses on: BA, Bachelor of Arts, BSc, Bachelor of Science, BEng Bachelor of Engineering, BEd, Bachelor of Education.

Students' Union An organisation found in all universities that is run by students and is dedicated to the representation and support of the students at the university.

AU Athletic Union. The AU is responsible for all of the sporting teams of the university.

BUCS British Universities and Colleges Sport is the governing body for university sport in the United Kingdom.