



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

APPLICANT GUIDANCE NOTES 2021-22

WELCOME LETTER

Dear Applicant,

These notes are aimed at applicants who are holding or intend to hold a Stranmillis University College course as their Firm or Insurance choice for entry in 2021.

As you prepare to take up your place in Higher Education please read the contents of this package very carefully. If you are awaiting results, this information will guide you as to what you should do as soon as you receive your results.

It will be possible to track your current status with the University College via the UCAS Track service at www.ucas.com.

The Academic Registry team will be here to support you should you have any questions. Please contact us by emailing registry@stran.ac.uk

Yours sincerely,

Darren Feely

Academic Registry Services Manager

CONTENTS

- 1. General Information for all Candidates** **p. 3**
- 2. Contact with Academic Registry in August/September 2021 & Publication of Decisions** **p. 7**
- 3. Academic Registry – Opening Hours** **p. 8**

GENERAL INFORMATION FOR ALL CANDIDATES

1. Unconditional Firm (UF) candidates

Applicants who have been successful in obtaining a place will receive information in mid-September regarding Registration, Enrolment and Welcome and Orientation. It is essential that all applicants check their emails on a regular basis and update the University College if any of their personal details have changed.

2. Accommodation

Living in student halls can be one of the best and most memorable experiences of your life. Stran Halls is a diverse campus community where you will meet and make friends for life, and offers a unique, great value, student living package that frees up your time, can save you £000's

- Fully furnished single bedrooms
- Cooked breakfast and 3 course evening meal
- All utility bills including heating, hot water, electricity and wifi
- Bed linen supplied and laundered weekly
- Cleaning of communal areas
- High-speed wi-fi in rooms and common areas
- 2 FREE evening short courses
- 24/7 security team
- FREE membership of Gym
- A great range of on-site social and recreational spaces

If you are interested in staying in halls accommodation please complete the enclosed application form for accommodation and return it to the Halls Office as soon as possible, rather than wait for the publication of A Level and other results. For further information, please contact halls@stran.ac.uk or telephone 028 9038 4251.

3. Student and Learning Services

The College is committed to providing its students with a high quality educational experience. The College has established a separate Student Support Centre where students can avail of the services of counselling, careers, occupational health and welfare.

Students with disabilities, who have not already done so, may wish to contact the Student Support Office during the month of August regarding special requirements.

The Student Support centre can be contacted by:

- Telephone: 028 9038 4510
- Email: studentsupport@stran.ac.uk

GENERAL INFORMATION FOR ALL CANDIDATES

4. A Levels Summer Results

The University College will receive results for most candidates direct from the various examination boards in the United Kingdom through UCAS, although it may sometimes be necessary to contact candidates whose results cannot be located.

5. A Levels Winter Results

It is essential for candidates to notify Academic Registry in writing of the results of any A Level examinations completed in Winter. A scanned copy of the official certificate should be emailed to Registry@stran.ac.uk. **This should be done regardless of the grades achieved.** Failure to do so could lead to applications being unsuccessful because of insufficient information.

6. GCSE Results

Candidates who are expecting GCSE results in August should note that the University College **does not** receive these results direct from the Examining Boards, it is essential that you send a scanned copy of your results to Registry@stran.ac.uk.

7. A Level Re-marks

If, as a result of a request for regrading, your A Level results are changed by an examining board, it is essential that you notify Academic Registry as soon as possible. **It must be emphasised that the University College is not bound to honour grades received after 31 August.**

8. Access and Foundation courses

In order to ensure that such applications are dealt with by the normal deadline, we would ask all candidates taking these qualifications to arrange for results to be submitted not later than **Friday 6th August**. A clear statement of the overall result and the percentage marks obtained in each module is required from the college in which the Access course was studied.

GENERAL INFORMATION FOR ALL CANDIDATES

9. Candidates studying qualifications from the following list

- CACHE Extended Diploma
- Irish Leaving Certificate
- International Baccalaureate
- Other non-A-Level qualifications not listed above.

In order to ensure timely decision making, candidates taking qualifications from the above group should send their results (original certificates) to Academic Registry as soon as they are available.

It is your responsibility to ensure that results are submitted within SEVEN days from the date of publication.

10. Confirmation of Offers

The University College will make decisions on all live applications during the month of August and will notify UCAS accordingly. Candidates will then receive decisions through UCAS and not directly from the University College. It is essential that you confirm your place, without delay, by following the steps as detailed on your UCAS Track letter.

Where offers are declined, even in error, there is no guarantee of places being reinstated. You should therefore take care when replying.

GENERAL INFORMATION FOR ALL CANDIDATES

11. Request for an Access NI (Enhanced Disclosure Check)

It is a government requirement that students whose course will involve substantial access to children or vulnerable adults must undergo an Enhanced Access NI check. Please note that this does NOT apply to Foundation Degree students as they will be checked by the applicable Regional Colleges. Please take note of the following steps:

Please go to <https://www.stran.ac.uk/information-for-students/> and follow the steps in the link provided. At this stage we require an Access NI consent form and three forms of identification. Please note we will only keep the photocopies for 90 days, after which they will be destroyed in line with GDPR. Once you have accepted your place on the course, we will provide instructions via email on how to complete the Access NI check. The cost of the Access NI Enhanced check is £33 and must be paid as soon as the candidate confirms their place on the course.

12. UCAS Clearing Vacancies

In Stranmillis most undergraduate courses are oversubscribed and there are very few Clearing vacancies. The small number which may arise will be listed on the University College website.

13. Welcome and Orientation

Welcome and Orientation week for all new students commences on Monday **20th September**. Registration and Enrolment will also take place during this week. Please note registration for Full Time BA Hons Early Childhood Studies students is due to take place the first week in September. Students are required to attend all planned sessions and the programme will conclude on Wednesday 22nd September).

Important

This information is believed to be accurate at the time of publication (March 2021) but applicants should confirm the level of fees and bursary support available before commencing the course. The College does not accept any liability for any errors or omissions in this document.

CONTACT WITH ACADEMIC REGISTRY IN AUGUST 2021 & PUBLICATION OF DECISIONS

Please read these notes very carefully

Academic Registry strives to provide candidates with decisions on their applications as early as possible. However, due to the tight UCAS deadlines for decisions, direct access to Academic Registry staff is limited. It is essential therefore that enquiries are limited to the times stated.

You must have your UCAS number available for all enquiries



Academic Registry deals centrally with all UCAS applications and enquiries should be directed to the office and not to individual subject areas or courses.

Do not contact Academic Registry unless absolutely necessary.

All decisions will be communicated to candidates through UCAS and not via this office.

SOURCES OF INFORMATION REGARDING DECISIONS

Academic Registry

Information & advice lines will be open on **028 9038 4263** on weekdays from Tuesday 10th August from 10am onwards at the times listed on our website

Academic Registry – HOURS OF OPENING

The full opening hours for telephone and personal callers (subject to COVID regulations at the time) will be published in full on our website www.stran.ac.uk closer to the results day.