



QUEEN'S
UNIVERSITY
BELFAST

CONNECTING YOU
TO A WORLD OF
OPPORTUNITY

ADMISSIONS

GUIDANCE NOTES
FOR APPLICANTS 2019

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Introduction

Welcome to our admissions guidance notes for 2019 entry. The purpose of this document is to provide applicants holding a Firm or Insurance offer through UCAS with comprehensive information on procedures which will operate between now and the beginning of the academic year.

If you are holding an offer for deferred entry in September 2020, this guidance is mostly for information only. Up to date information will be provided to you again next year, as appropriate.

If you are holding an offer for Adult Nursing commencing in February 2020, you will receive further information from the School of Nursing and Midwifery in December 2019.

As there are just over four weeks between the release of A-level and other results and Welcome and Induction week (which includes lectures/teaching), I would encourage you to study the contents carefully as the details given will help you in August.

Our contact details and web addresses are given on this page. **Please note if you need to contact us, you will need to quote your UCAS Personal ID.**

I wish you every success this summer.

Best regards,

Karen Grünh

Head of Admissions and Access Service

Queen's Web:

General Information:

www.qub.ac.uk/new-students

UCAS Decisions:

www.qub.ac.uk/ucas-decisions

Clearing and Adjustment Vacancies:

www.qub.ac.uk/clearing

Admissions and Access Service:

Tel: 028 9097 3838

Email: admissions@qub.ac.uk

(Limited opening hours in August – see pages 21-23)

Admissions Procedures - Important Information for All Applicants

1. Accommodation

Information about student accommodation at Queen's and how to apply is available at **www.qub.ac.uk/accommodation**. The Accommodation website is designed to guide you through your options for living in Belfast when at Queen's and arrange your accommodation. **Applications for new students are now open.** To apply, please visit the website.

Accommodation will be available from 14 September 2019 for a 38-week contract, or 7 September 2019 for a 39-week contract. The 39-week contract is most suitable if you are an international student attending the International Students' Welcome and Orientation Programme. Please read the Allocation Policy on the Accommodation website and note any relevant key dates. **All first year students are guaranteed accommodation at Queen's, including students from Northern Ireland regardless of postcode or distance from the University.**

Any queries about accommodation should be addressed to:

Queen's Accommodation
Elms BT9
78 Malone Road
Belfast BT9 5BW

Tel: 028 9097 4403

Email: accommodation@qub.ac.uk

Web: www.qub.ac.uk/accommodation

2. Applicants with a disability or long term condition

Applicants who have disclosed a disability or long term condition should have received a letter from Disability Services requesting that they complete a questionnaire, to identify their support needs. If you have not received this letter, please contact the Admissions and Access Service (**email: admissions@qub.ac.uk**). The questionnaire should be completed and submitted as soon as possible, to help the University respond to your support needs.

The University is committed to a policy of equal opportunity and seeks to ensure that students with a disability or long term condition have equitable access as far as

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reasonably possible to all aspects of university life.

Support is provided to students with a wide range of needs, including physical and mobility difficulties, sensory impairments, medical conditions, specific learning difficulties such as dyslexia, Autistic Spectrum Disorders and mental health difficulties. Applicants who disclose a disability or long term condition and complete a questionnaire will be contacted by the University's Disability Services to arrange an appointment to register with the Service and agree appropriate supports. Depending on individual support requirements, this appointment may take place prior to final confirmation of a place at the University. In the meantime, further information on the support available can be found at **www.qub.ac.uk/sgc/disability**.

Applicants can also contact Disability Services, if they have any queries or wish to discuss their individual needs.

Tel: 028 9097 5250

Email: disability.office@qub.ac.uk

3. Deferred entry applicants

If you have deferred entry from 2018 and require a formal statement of admission, for a particular purpose, please request this from the Admissions and Access Service before 31 July (**email: admissions@qub.ac.uk**).

4. AccessNI/Criminal Records checks

Applicants for courses in Medicine, Dentistry and Pharmacy will receive instructions on how to complete an online application for an AccessNI Enhanced Disclosure check. Please take care with completion and provide the correct verification of identity, if this is requested, as we will be unable to process your application without this. As there are tight deadlines, please submit the application as quickly as possible.

Nursing and Midwifery applicants, who have been made offers, should have already returned their AccessNI applications and paid the fee.

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Applicants for the above courses should note that a separate criminal records check from any country outside the UK/ Republic of Ireland, where you have been resident for one complete calendar year or more, will also be required.

5. Verification of results already achieved

If your offer asked that you forward copies of **previous** qualifications, already achieved (eg GCSE English, Mathematics and Science), and you have not done so already, you should send a copy of your results to the Admissions and Access Service, as advised in your offer to arrive **no later than 19 July**. As stated, original documentation will be required at Registration in September.

6. Summer A-level/AS-level and Scottish Advanced Higher/ Higher examination results

The University receives results for all local applicants direct from the various examination boards in the United Kingdom, although it may sometimes be necessary to contact applicants where results cannot be matched to an application. **In this event, we require an actual certificated result and not modular results or marks.**

7. GCSE examination results

The University does not receive these results direct from the examination boards and it is essential that you provide the Admissions and Access Service with documentary evidence of these results if they have been included in a conditional offer. **Because of the deadline for decisions, these should be provided immediately once results are received.**

8. Re-grading of A-level/AS-level or other examination results

Decisions on applications will not be delayed pending the outcome of a request for a re-mark. However, if, as a result of a request for re-marking, your A-level/ AS-level results are changed by an examination board, it is essential that you notify the Admissions and Access Service as soon as possible, otherwise no action will be taken. **It is the responsibility of the applicant to provide the Admissions and Access Service with documentary evidence of the grade and not simply marks or modular results.** Please note that the University is not bound to honour re-grades but it does so up to **31 August**, and after that, only if places are available.

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9. BTEC/OCR/SQA qualifications (including HNDs and HNCs)

Applicants are not required to forward these results to the Admissions and Access Service as they are automatically received via UCAS. However, in the event of results not being matched to an application the applicants concerned will be contacted by the Admissions and Access Service, normally by email. **Please note that offers have been made in terms of results in individual units and confirmation decisions will be made on this basis.**

10. Access/Foundation courses (Appendix 1)

Applicants taking these qualifications should complete Appendix 1 and return it to the Admissions and Access Service, as advised in your offer to arrive **no later than 19 July**. For those undertaking Access/Foundation courses validated by Queen's University or Ulster University, a clear statement of the overall result and the percentage marks obtained in each module (including title and level, eg 3) are required. For those completing an Access to Higher Education Diploma, validated by QAA, details of performance in each unit (including title, number of credits

and its level) should be provided. Please note that, if you have already provided full information as indicated above, no further action is necessary.

11. Degree/Foundation Degree results

Where offers are conditional on degree results, official confirmation of these (including overall degree classification/percentage, if applicable) should be forwarded to the Admissions and Access Service, as advised in your offer to arrive **no later than 19 July**.

NB Results for Access/Foundation courses and Degree/Foundation Degree should not be provided as a word document or hand written on course results sheet.

12. Irish qualifications (Appendix 2)

In order to ensure the speedy processing of applications, applicants taking Irish qualifications, including the Leaving Certificate, Institute of Technology Certificates, Diplomas and Ordinary Degrees, should send their results to the Admissions and Access Service as early as possible using Appendix 2. **If the results form is emailed (as a scanned attachment), the original should not be posted as this**

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can lead to confusion and may delay processing of your decision. Whilst the University receives Leaving Certificate results direct from UCAS, we still require applicants to complete Appendix 2 to indicate their continued interest in our offer.

13. International Baccalaureate

Applicants are not required to forward these results to the Admissions and Access Service as they are automatically received via UCAS. However, in the event of results not being matched to an application, the applicants concerned will be contacted by the Admissions and Access Service, normally by email.

14. Musicianship examinations

The School of Arts, English and Languages requires evidence of the highest Grade achieved in Practical and/or Theory Musicianship examinations. Applicants for the BMus should therefore arrange for photocopies or scanned copies of relevant Certificates to be forwarded to the Admissions and Access Service not later than 31 July.

15. Late notification of results

If, for any reason, your results will not be available within the normal anticipated timescales, please advise the Admissions and Access Service as soon as possible (assuming you have not already done so) and keep us updated on the position.

16. Interpretation of conditional offers

Conditional offers are expressed in terms of specific grades or marks in A-levels and AS-levels or other qualifications. The University does not make offers in terms of the UCAS tariff. In order to be guaranteed admission, applicants must precisely meet the conditions of the offer. Some flexibility in the grades accepted is likely to be possible, though this will be dependent on the competition in individual subject areas and on government funding which determines the number of places available for NI and EU students.

17. Decisions on borderline applications

Where applicants have not quite met the conditions of their offer, a range of factors is taken into account in deciding whether or not to confirm a place. While Queen's specifies offers in terms of three A-levels for most of its degree courses,

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performance in additional subject(s) at AS/A-level can be very important at Confirmation. Other information considered includes:

- Performance in relevant subjects (eg Mathematics for Engineering programmes).
- A* grades and the overall combination of grades achieved.
- In tie-break situations, preference may also be given to applicants holding the offer as their Firm (rather than Insurance) choice.

Where applicants are holding an offer for entry to an MEng/MSci programme, they will automatically be considered for the related BEng/BSc programme if they do not achieve the grades required for the MEng/MSci programme.

18. Publication of decisions in August

Details of how to find out about the progress of your application(s) are on page 18.

19. Confirmation of offers (AS12)

The University will make decisions on all applications which are conditional (CF and CI) on an on-going basis as results are

received and will notify UCAS accordingly. Applicants will then receive decisions through UCAS and not direct from the University.

Successful applicants will receive an email from UCAS indicating there has been an update in Track. You must log into Track to read your AS12 letter to find out what action you need to take. This varies depending on the preferences of individual universities. For Queen's, we require you to tell us whether you are accepting or declining the offer. **Where offers are declined, even in error, there is no guarantee of places being reinstated. You should therefore take care when making your reply.** Applicants who are away from home in August may authorise their parents or other nominated contact to take the necessary action on their behalf.

You should follow the instructions carefully as failure to reply promptly to the offer made will delay the release of your Welcome Guide (see section 24).

20. Changed course offers

If, having received your results, you would like to be considered for an alternative course, you should complete the **Enquiry**

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Form. Only one form should be submitted as multiple copies delay the processing of your request.

NB This procedure should be used for a request for a change to a different course within Queen's, rather than the Adjustment Process or Clearing, which only applies if you wish to change to a course at another university.

It is essential for applicants who receive changed course offers (notified via the UCAS AS12C letter) to take the necessary action. **If you fail to do so within five days, UCAS will decline the offer on your behalf.**

21. Change of year of entry

If, having been accepted for admission this year, you decide that you would like to defer entry until September 2020, you should put your request in writing to the Admissions and Access Service (**email: admissions@qub.ac.uk**) for consideration by the selector. Requests to defer entry to courses in Midwifery, Nursing and Social Work are not normally permitted unless there are extenuating circumstances i.e. medical.

If you have been accepted for entry in 2020 and wish to take up your place this year, you should also put your request in writing to this Office. Permission can only be granted if places are available this year.

22. UCAS Adjustment Process

Each year some applicants pass their exams with better results than expected. This may mean that some will have not only met the conditions of their Firm choice, but will have exceeded them. The Adjustment Process provides such applicants with an opportunity to reconsider where and what to study.

The Adjustment Process is available from A-level results day (15 August) until 31 August. Your individual Adjustment period starts on 15 August or when your Conditional Firm (CF) choice changes to Unconditional Firm (UF), whichever is later.

From this time you have a maximum of five calendar days (five 24-hour periods, including Saturdays and Sundays) to register and secure an alternative course, if you decide this is what you want to do. Your Track 'Choices' page shows when your Adjustment period ends. Remember, you must have **met and exceeded** the

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conditions of your Conditional Firm (CF) choice. It is not possible to adjust your Insurance choice (CI).

You should not register for Adjustment if you wish to change to another course within Queen's. This is handled using the Enquiry Form as outlined in section 20.

For full details about Adjustment and to check your eligibility, please visit the UCAS website at www.ucas.com.

23. Clearing and Adjustment vacancies

Details of Clearing and Adjustment vacancies will be listed on the University's website at www.qub.ac.uk/clearing and the UCAS website at www.ucas.com.

If you are holding a Firm unconditional place and wish to consider an alternative course (outside Queen's) via clearing, you can use the UCAS online self-release into clearing. For more information, please visit the UCAS website at www.ucas.com/undergraduate/results-confirmation-and-clearing/what-clearing/declining-your-firm-place-track.

24. Welcome Guides

Guides containing information about Enrolment and Registration will begin to be despatched from the end of August onwards to those who have accepted an unconditional offer of a place (see section 26). If you have submitted your AS12 reply but have not received your Guide by **7 September**, please contact the Student Helpline (Tel: + 44 (0) 28 9097 3223).

The Guide will be emailed to you (also posted if you are a non-international student), so it is important that you notify both UCAS and the Admissions and Access Service of any change to your contact details, or if you will be in transit to Queen's before you receive your Guide.

Your Welcome Guide will contain your username (student number) and password. You will be able to use these to log into your new Queen's email account.

Please check this on a regular basis as the University and your academic department (School) will use your Queen's email to send you crucial information that you need to know before arriving.

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25. Welcome and Induction Week

Information about Welcome and Induction will be available at **www.qub.ac.uk/new-students/welcome** from early August, which will also include information on our exciting new App! Join our social media and check back regularly for updates and information about arrivals and settling in to Queen's.



There are three key elements to the Queen's Welcome and Induction:

- **School Induction Programme** Your School will contact you after you have accepted an unconditional offer of a place, normally in early September, to provide you with a programme of activity along with scheduled lectures/teaching

for Welcome and Induction. Please ensure you contact your School if you don't receive this information by early September. Contact details for Schools can be found at www.qub.ac.uk/schools.

- **Enrolment and Registration** which must be completed to become a Queen's student. (Refer to section 26 below.) This will take place from Monday 2 September to Friday 13 September.
- **The Central University Programme** The main 'Welcome and Induction Week' takes place from Monday 16 September 2019. Staff from Student Wellbeing will be present throughout Welcome and Induction Week, providing information on Wellbeing Support that is available to students throughout their time at Queen's. Themed events will also take place during Welcome and Induction Week to help equip students with the skills and knowledge to manage their wellbeing during key points in their student journey. Details of events will appear on our website in August (**www.qub.ac.uk/new-students/welcome**) and on our social media (**facebook.com/studentwellbeingatqueens**, **www.instagram.com/qubstudentwellbeing**)

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Welcome and Induction Week (16 - 20 September) is a compulsory part of your timetable and all students are required to attend, so please ensure that you are available. During this week, Schools will start their lecture programmes or run courses, which it is essential for students to undertake.

Your School (which is the name the University gives to your academic department) is responsible for your degree programme. Each School organises an induction programme (which includes teaching) with activities to help you get to know other students on your course, introduce you to staff from your School, and learn more about your course and the facilities of the University. As part of your School induction programme, you may meet your personal tutor (adviser) and other academic members of staff who will assist you with module selection. Details of the programme and appointments with academic staff will be sent to your Queen's email address (details about how to access your Queen's email account will be included in your Welcome Guide – as mentioned in section 24 above).

Full details (including links to our social media sites) will be available on the Welcome website at www.qub.ac.uk/new-students/welcome. Please make sure you visit the website and check your Queen's email regularly to stay in touch with what's on.

26. Enrolment and Registration

Enrolment and Registration commences on 2 September 2019. You will be allocated a specific time slot for registration and you must adhere to the slot allocated. Details of this, including the venue, will be included in your Welcome Guide that will be emailed to your personal email account.

It is not until you have completed the full registration process that you will be a fully enrolled student of Queen's and entitled to use the wide range of services and facilities.

If registration is not fully completed by the end of the fourth week of Semester 1, you will be withdrawn from the University. If you wish to re-register and are permitted to do so, a re-registration fee of £50 will be charged.

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Registration comprises:

- **Online Registration on Qsis** (<https://qsis.qub.ac.uk>). Use your username and password to log into Qsis and complete the online steps.

Depending on your programme of study, you may be required to complete Enrolment and Registration early. Some programmes of study will also require you to choose your own modules during online registration. You must check your Queen's email on an ongoing basis, to find out what is required regarding your enrolment.

- **On-site Registration to verify your qualifications and identification**

Time and venue for your on-site registration will be included in your Welcome Guide. You must bring with you original qualification documents (translated and certified where appropriate) and an approved form of identification (refer to section 27 below). If you do not own any of the listed forms of identification, please ensure that you apply for one so it arrives in good time for the registration process. Further instructions will be provided in your Welcome Guide and a list of

approved forms of identification is also listed on our website (<https://www.qub.ac.uk/new-students/welcome/EnrolmentAndRegistration/>)

- **Allocation of your Queen's University Student Card**

Once you have fully completed registration, your photo will be taken and a student card will be issued to you.

You can contact the Student Helpline if you experience any difficulties during the registration process by emailing reghelp@qub.ac.uk or by ringing the helpline on +44 (0) 28 9097 3223.

27. Approved Forms of Identification

- **International Students (non-EEA/Swiss students):**

Passport and visa. The University is legally required by UK Visas and Immigration (UKVI) to retain a copy of your immigration documents and Academic Technology Approval Scheme (ATAS) certificate (if applicable).

- **All other students:**

Please provide **ONE** document from Group 1 or **ALL** documents in either Group 2 or Group 3.

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Group 1

- A current EU National Identity Card;
or
- A current UK/EU passport

Group 2

- Original Full Birth Certificate issued in the UK which includes the name of at least one of the holder's parents; **and**
- An original official document issued by a Government Agency or previous employer giving the student's National Insurance Number and name, eg National Insurance card; Letter from HM Revenue & Customs about Tax or Tax Credit; Letter from Job & Benefits Office; P45 or P60; Payslips; **and**
- Current Driving Licence issued in the UK or the Republic of Ireland; **and**
- An original Deed Poll or marriage certificate to evidence a change of name, if applicable.

Group 3

- Original Full Birth Certificate issued in the Republic of Ireland which includes the name of at least one of the holder's parents; **and**
- Current Driving Licence issued in the UK or the Republic of Ireland; **and**
- An original Deed Poll or marriage certificate to evidence a change of name, if applicable.

No other forms of identification will be accepted.

28. Semester dates

16 September – 13 December 2019

Welcome – Induction, Teaching
(Stage 1 only)

Weeks 1 – 11 – Induction, Teaching and/or
Continuous Assessment

Week 12 – Teaching and/or Assessment

16 December 2019 – 3 January 2020

Christmas Vacation – No lectures or
classes scheduled

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6 January –27 March 2020*

Week 13 – Development Week 1
Development activities scheduled 8-10
January

Weeks 14 – 24 – Induction, Teaching and/or
Continuous Assessment

30 March – 17 April 2020

Easter Vacation – No lectures or classes
scheduled

Week 25 - Induction, Teaching and/or
Continuous Assessment

20 April – 29 May 2020

Weeks 26 – 28 – Formal Assessment
Period

Weeks 29 – 30 – Development Weeks 2
and 3

Development activities scheduled 18–22
May and 25–29 May

*Reading Day - 16 March 2020 (No
lectures or classes scheduled)

29. Tuition fees

Detailed information on tuition fee rates
and payment options, including how to
apply for a tuition fee and maintenance
loan is available at **[www.qub.ac.uk/
tuitionfees](http://www.qub.ac.uk/tuitionfees)**.

Information on how tuition fees
are assessed and the basis of the
determination of your residency status
for fees purposes is available at **[www.
qub.ac.uk/tuitionfees](http://www.qub.ac.uk/tuitionfees)** under the **Student
Finance Framework** section.

The website also provides information
about the University's Bursary Schemes
and the Student Support Fund
arrangements for the academic year
2019-20.

If you have any queries in relation to tuition
fees, payment options, the University's
Bursary Schemes or Student Support Fund,
please refer to the University's website
[www.qub.ac.uk/ tuitionfees](http://www.qub.ac.uk/tuitionfees) or contact the
Student Finance Office on 028 9097 2852
or email: **studentfinance@qub.ac.uk**.

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30. Scholarship programmes

Queen's offers a range of scholarships and bursaries for new students. Find out more by visiting <http://go.qub.ac.uk/fees-scholarships>.

31. Student Incentive Scheme for Social Work students

The Department of Health (DoH) provides a Student Incentive Scheme for new students, domiciled in Northern Ireland, entering the full-time Social Work degree in September 2019. The main elements of the current scheme are as follows:

- a non-means-tested Incentive Grant for each year of the agreed duration of the course towards the costs of study, including tuition fee costs; and
- a contribution towards expenses related to work-based learning.

Further details of the Scheme are available on request from:

**The Office of Social Services
Department of Health
Room C4.22
Castle Buildings Stormont
Belfast
BT4 3SQ**

**Tel: 028 9052 0517
Email: oss@health-ni.gov.uk
Web: www.health-ni.gov.uk**

32. Funding and Bursary information for Nursing and Midwifery students

Eligible students **may** have their fees paid for the duration of the three-year degree by the Department of Health (DoH) and may also receive a bursary – this is known as a 'commissioned' place. The bursary is intended to assist with daily living costs incurred while training and is awarded for each year of the three-year course; it will normally be paid in monthly instalments.

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To be eligible for a commissioned place, applicants must be an NI or EU national (excluding GB). Further conditions may apply.

In order to find out more about the bursary, please contact the Bursary Administration Unit:

**Bursary Administration Unit
Business Services Organisation
2 Franklin Street
Belfast BT2 8DQ**

Tel: 028 9536 3988 / 3818

Email: studentnurse.bursaries@hscni.net

Web: www.health-ni.gov.uk

33. Meningitis

The information below has been provided by the University's Occupational Health Service.

Local, EU and international students aged up to 25 years and starting university for the first time, should get the Meningitis ACWY vaccine from their GP **before** going to university. The Meningitis ACWY vaccine will increase protection against four Meningitis groups (A,C,W and Y).

There is a risk of infection with meningitis spreading when people live closely to each other such as in university halls of residence and other shared accommodation. It is therefore recommended that students receive vaccination **at least 2 weeks before starting university**.

Meningococcal bacteria can cause:

- meningitis (inflammation of the lining in the brain)
- septicaemia (blood poisoning) often leading to a rash of dark spots.

Meningitis can cause death or long-term health problems including:

- amputation
- deafness
- epilepsy
- learning difficulties

Symptoms of meningitis:

Meningitis can affect anyone, but is common in babies, young children, teenagers and young adults. Symptoms

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of meningitis develop suddenly and can include:

- a high temperature (fever) over 37.5C (99.5F)
- being sick
- a headache
- a blotchy rash that doesn't fade when a glass is rolled over it (this won't always develop)
- a stiff neck
- a dislike of bright lights
- drowsiness or unresponsiveness
- seizures (fits)

All students who are changing their GP or who are registering with one for the first time should choose a GP in the local area when starting university. If not already vaccinated, they can arrange to get this vaccine and other vaccines as appropriate. This should be done straight away – ideally in the first week of term – **don't leave it until later.**

If you would like further information about meningitis vaccination, you should visit **<https://www.nidirect.gov.uk/articles/men-acwy-vaccination-teenagers-and-students>**

Finding Out About the Progress of Your Application(s)

Please have your UCAS Personal ID available for all enquiries.

The priority of the Admissions and Access Service is to provide applicants with decisions on their applications as early as possible. Therefore, due to the tight deadlines for decisions and the volume of work in the Office, the opening hours will be restricted and enquiries limited to the times stated on pages 21-23.

For a number of reasons (including missing results and student number controls), decisions on borderline applications may take some time, but are communicated to applicants as quickly as possible, and we appreciate your patience at this anxious time. We are trying to accommodate as many applicants holding CF and CI offers as possible at this stage, but if you are concerned that you may lose out on a place elsewhere, you can email admissions@qub.ac.uk and request that an unsuccessful decision is registered with UCAS.

The following are some of the most frequently asked questions and we hope the responses help you obtain the information you require in August. A more detailed list is available on the website at www.qub.ac.uk/ucas-decisions.

1. How do I obtain a decision on my application?

Decisions are conveyed to you formally by UCAS but you can obtain up-to-date information from the Admissions and Access Service website (www.qub.ac.uk/ucas-decisions) or via UCAS Track (www.ucas.com) from early morning on Thursday 15 August. The Admissions and Access Service website will be updated at 2.00pm on that day and thereafter at 9.00am and 2.00pm each day.

2. If the decision is 'Decision Pending' on the Admissions and Access Service website what do I do?

Click on the 'Decision Pending' link for guidance on what this means.

Finding Out About the Progress of Your Application(s)

3. How do I enquire about the progress of my application?

Check the website (www.qub.ac.uk/ucas-decisions) morning and afternoon. This gives the most comprehensive information available.

4. What do I do if I want to change my course?

If you have not met the conditions of your offer or would prefer to be considered for an alternative course at Queen's, you should complete the **Enquiry Form**. Only one form should be submitted as multiple copies delay the processing of your request.

Full instructions are provided on the form. The outcome of your request will be dependent on vacancies being available and also on your academic qualifications.

5. How can I find out about what vacancies are available?

The most reliable information about vacancies at Queen's is available from the Admissions and Access Service website (www.qub.ac.uk/clearing). For vacancies at other universities, consult the UCAS website (www.ucas.com) or the national press.

6. Should I contact the University if I have a query?

Please check the Admissions and Access Service website before making contact. Details of the telephone number (multiple lines) for the UCAS Support Line and operating times are stated on pages 21-23. Telephone lines are very busy at this time of year and should only be used if you cannot obtain the answers to your queries by other means or if you require advice.

Finding Out About the Progress of Your Application(s)

7. Does the University hold advice sessions?

There is an open session in the Whitla Hall on the afternoon of Monday 19 August from 2.00pm. Admissions and Access Service staff provide advice about courses at Queen's which are still considering applications or about options available in the future.

The session is not intended to provide general advice about options available elsewhere. If your application has already been unsuccessful, the decision cannot be reversed. In order to avoid an unnecessary visit, you should check the status of your application and also the availability of places in Clearing and Adjustment on the Admissions and Access Service website (www.qub.ac.uk/ucas-decisions) before coming to the Whitla Hall. **Those considering Clearing and Adjustment should pay particular attention to the grade requirements (www.qub.ac.uk/clearing).**

When to Contact Us

UCAS Support Lines and Advice Sessions

To enable the processing of decisions by the deadline, the Admissions and Access Service will be open for telephone and personal callers only as indicated. At all other times, the Office will be closed.

The telephone number to use is
028 9097 3838 (multiple lines).

Thursday 15 August

Telephone Support Lines
7.30am - 5.30pm
028 9097 3838
(Calls will be diverted to mobile phones after 5.30pm.)

Friday 16 August

Telephone Support Lines
7.30am - 5.30pm
028 9097 3838
(Calls will be diverted to mobile phones after 5.30pm.)

Saturday 17 August

Telephone Support Lines
10.00am - 4.00pm
028 9097 3838
(Calls will be diverted to mobile phones after 4.00pm).

Monday 19 August

Telephone Support Lines
9.00am - 5.00pm
028 9097 3838

Personal Callers
UCAS Advice Session
Whitla Hall
2.00pm - 5.00pm
(Doors will open at 1.45pm)

Tuesday 20 August

Telephone Support Lines
9.00am - 5.00pm
028 9097 3838

Wednesday 21 August

**OFFICE CLOSED FOR
FINAL DECISION PROCESSING**

Thursday 22 August

Telephone Support Lines
2.00pm - 5.00pm
028 9097 3838

Friday 23 August

Telephone Support Lines
2.00pm - 5.00pm
028 9097 3838

When to Contact Us

UCAS Support Lines and Advice Sessions

Monday 26 August

Personal Callers
UCAS Advice Session
Whitla Hall
2.00pm - 5.00pm
(Doors will open at 1.45pm)

Tuesday 27 August

Telephone Support Lines
2.00pm - 5.00pm
028 9097 3838

Wednesday 28 August

Telephone Support Lines
2.00pm - 5.00pm
028 9097 3838

Thursday 29 August

Personal Callers
Student Plus Reception Area
Lanyon North
2.00pm - 5.00pm

Friday 30 August

Telephone Support Lines
2.00pm - 5.00pm
028 9097 3838

Monday 2 September

Personal Callers
Student Plus Reception Area
Lanyon North
2.00pm - 5.00pm

Tuesday 3 September

Telephone Support Lines
2.00pm - 5.00pm
028 9097 3838

Wednesday 4 September

Telephone Support Lines
2.00pm - 5.00pm
028 9097 3838

Thursday 5 September

Personal Callers
Student Plus Reception Area
Lanyon North
2.00pm - 5.00pm

When to Contact Us

UCAS Support Lines and Advice Sessions

Friday 6 September

Telephone Support Lines
2.00pm - 5.00pm
028 9097 3838

Monday 9 September

Normal Office Hours
(except lunchtime 1.00pm - 2.00pm)
Tel: 028 9097 3838
Email: admissions@qub.ac.uk

Summary of Important Dates

Thursday 15 August

- Official publication of A-level and AS-level results.
- Information about decisions and Clearing and Adjustment vacancies will be available on the web from early morning.

UCAS Decisions:

www.qub.ac.uk/ucas-decisions

Clearing and Adjustment Vacancies:

www.qub.ac.uk/clearing

Telephone Support Lines will be open for enquiries from 7.30am – 5.30pm

028 9097 3838.

Calls will be diverted to mobile phones after 5.30pm.

Details of opening hours from Friday 16 August on are given on pages 21-23.

Thursday 22 August

- University **aims** to have all decisions registered with UCAS, provided applicant results have been received.

Saturday 7 September

- Students who have not received their Welcome Guide by 7 September should contact the Student Helpline (**028 9097 3223**). Remember that your Welcome Guide cannot be sent out until you have replied confirming acceptance of a place (see section 24).

Monday 16 September

- Start of Welcome and Induction Week (**www.qub.ac.uk/new-students/welcome**)
- Commencement of first semester.



Access / Foundation courses - notification of results

This form is for use by applicants who have completed an Access/Foundation course. It is not intended for applicants completing other qualifications. Please refer to section 10 (page 05) of Admissions Guidance Notes.

Section A (this section must be completed)

- In order that your application may be processed by the decision deadline, please forward the results of your **Access/Foundation course** to the Admissions and Access Service as advised in your offer to arrive **no later than 19 July**. You may use this form, **countersigned and stamped by the college** or, alternatively, **attach an official signed copy of the results to the form (not a word document or hand written on Course Results sheet)**. Please note that, in the absence of information about your results, it will be assumed that you have withdrawn your application and an unsuccessful decision will be registered with UCAS.
- Please complete using **BLOCK CAPITALS**.

Name of applicant (*in full*): _____

UCAS Personal ID

Course code(s)

Status at Confirmation

--	--	--	--	--	--	--	--	--	--

CF choice

☐

(please tick appropriate box)

CI choice

☐

Section B

Name of college: _____

Title of course: _____

Module Title and Level, eg 3	Date Taken	Percentage Mark

Overall average (*in percentage terms*)/classification: _____ Has qualification been awarded? YES / NO
(Delete as appropriate)

I hereby certify that the above information is correct.

Signature of authorised officer: _____

Position held in college: _____ Date: _____

Please return to Admissions and Access Service, Lanyon North, Queen's University Belfast, Belfast, BT7 1NN, as advised in your offer to arrive no later than **19 July 2019**.

official
stamp

Notification of results for applicants offering Leaving Certificate or Institute of Technology qualifications

Please refer to section 12 (page 05) of Admissions Guidance Notes

Section A (to be completed by all applicants)

Name of applicant (in full): _____

UCAS Personal ID

Course code(s)

Status at Confirmation

--	--	--	--	--	--	--	--	--	--

CF choice ☐

(please tick appropriate box)

CI choice ☐

Section B (to be completed by Leaving Certificate applicants)

- In order that your application may be processed by the decision deadline, please forward your results in the Leaving Certificate to the Admissions and Access Service as soon as possible using the section below. This may be done by returning this form by first class mail, or by email (as a scanned attachment) to the Admissions and Access Service. **If you send your results by email, please do not also send them by post as this can cause confusion.** You should certify that the information is correct, bearing in mind that proof of your results will be required at Registration.
- It is appreciated that many students from the Irish Republic will have applied to both CAO and UCAS. Applicants who no longer wish to proceed with their UCAS applications should notify the Admissions and Access Service at the earliest possible stage, otherwise places may be held for them at the expense of other applicants. **In the absence of information about Leaving Certificate results by 5.00pm on Saturday 17 August 2019, it will be assumed that you have withdrawn your application and an unsuccessful decision will be registered with UCAS.**

Irish Leaving Certificate Subjects Taken	Grades Achieved (please give precise grades, ie H ₁ , H ₂ , H ₃ etc)	
	Higher Level	Ordinary Level

I hereby certify that the above information is correct.

Signature: _____ Date: _____

Please return to Admissions and Access Service, Lanyon North, Queen's University Belfast, Belfast, BT7 1NN, as soon as possible, but not later than **5.00pm on Saturday 17 August 2019**.

Notification of Institute of Technology results

Students from **Institutes of Technology**: please ensure that you have completed **Section A** and then arrange for your college to complete **Section C** below and return the form direct to the Admissions and Access Service as advised in your offer to arrive **no later than 19 July**.

Section C (to be completed and returned by Institute of Technology)

We should be grateful if you would release examination results, in strict confidence, for the applicant named in Section A.

Name of applicant (*in full*): _____

Name of college/institute: _____

Title of course: _____

Module/Unit Title	Year Taken	Mark

Average mark: _____ Overall result (*ie Percentage/Pass, Merit, Distinction*): _____

Comments: _____

Signature of authorised officer: _____

Position in college/institute: _____ Date: _____

Please return to Admissions and Access Service, Lanyon North, Queen's University Belfast, Belfast, BT7 1NN, as advised in your offer to arrive no later than **19 July 2019**.

official
stamp

Enquiry Form

UCAS Personal ID

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This Enquiry Form should only be completed on or after Thursday 15 August. If you have not met the conditions of your offer or would prefer to be considered for an alternative course at Queen's, you should complete the Enquiry Form and post, or return by email (as a scanned attachment) to the Admissions and Access Service. **Only one Enquiry Form should be submitted as multiple copies delay the processing of your request.**

The outcome of any request will be dependent on vacancies being available and also on your academic qualifications. If we are in a position to agree to your request you will be contacted by the Admissions and Access Service.

Name: _____
(BLOCK CAPITALS please)

Home telephone no: _____

Email address: _____
(inc STD code)

Mobile telephone no: _____

Did you apply to Queen's University Belfast in the current admissions cycle? (please tick appropriate box)

YES ☐ NO ☐

TUITION FEE STATUS

For tuition fees purposes I am classified as: (please tick appropriate box)

NI ☐ GB ☐ EU ☐ Overseas ☐

Please indicate below your CF / CI choice university(ies), if any. If you were not holding any offers, write **NONE**

	Inst Code	Institution Name	Course	Decision (ie Accept / Unsuccessful / Pending)
CF	_____	_____	_____	_____
CI	_____	_____	_____	_____

REQUEST: (please select one of the following options by ticking the appropriate box)

- I wish to be considered for the course indicated below **ONLY IF I AM UNSUCCESSFUL** in gaining admission to my CF / CI (delete as appropriate) offer at Queen's. ☐
- I wish to be considered for the course indicated below **INSTEAD OF** the CF / CI (delete as appropriate) offer I am holding at Queen's. ☐
- I have been confirmed (UF) on my Firm choice **AT ANOTHER UNIVERSITY** and wish to apply for the course indicated below through the **ADJUSTMENT** process. (See UCAS website for conditions of eligibility: www.ucas.com.) ☐
- I wish to apply for the course indicated below through the **CLEARING** process. ☐
- OTHER** – please detail. ☐

ALTERNATIVE COURSE:

Name: _____
(eg English)

Course code: _____
(eg Q300)

AS and A-levels or equivalent (subjects and grades in August 2019):

Subject	Level (AS or A)	Grade

Previous AS and A-levels or equivalent (subjects and grades- give dates):

Subject	Level (AS or A)	Year	Grade

- If you have completed qualifications other than A-levels/AS-levels, eg Edexcel Diplomas/Certificates, Access Courses, or Irish Leaving Certificate, you should also provide a copy of your Certificate(s) to accompany this form.
- If you have not applied to Queen's University Belfast, you should also provide a brief CV and copy of your GCSE results to accompany this form.

Signature: _____

Date: _____

Office Use Only	Original to		Copy to	
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QUEEN'S UNIVERSITY BELFAST

Admissions and Access Service

Lanyon North
Queen's University Belfast
Belfast
Northern Ireland
BT7 1NN

Should you need to contact the Admissions and Access Service, make sure you have the following information to hand:

UCAS Personal ID:

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Course(s):

CF choice

Institution

Course Code

--

--

CI choice

--

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Queen's Web:

General Information:

www.qub.ac.uk/new-students

UCAS Decisions:

www.qub.ac.uk/ucas-decisions

Clearing and Adjustment Vacancies:

www.qub.ac.uk/clearing

Admissions and Access Service:

Tel: 028 9097 3838 (see pages 21-23 for availability)

Email: admissions@qub.ac.uk

UCAS Web:

www.ucas.com

Data Protection

The information provided by you will be used by the University in accordance with the Data Protection Act 2018, the General Data Protection Regulation (GDPR), and our Data Protection Policy, for the purpose of Education and Training Administration, including the receipt and processing of applications for admission to the University.

The information which is held in relation to your application and its progress may be disclosed to your parents, named nominee on your UCAS application and/or your school in response to queries that the University receives from them.

Your current school may also have access to this information online, via a secure login.

If you do not want this information to be accessible to your school or parents, you should write to the Admissions and Access Service, Queen's University Belfast, giving reasons for your decision.