

## HELOA Scotland Admissions Toolkit

At HELOA Scotland we work with Guidance staff and advisors to provide information, advice and guidance to prospective applicants. We understand the difficulties facing teachers and guidance staff when dealing with the variety of different admissions policies at the many different institutions across Scotland. We hope you will find the information below helpful as a starting point to advising pupils about the differing approaches taken by institutions and the areas in which there can be variety. We encourage all students, parents, guidance staff and advisors to get in touch directly with Universities to have their questions answered. Our staff are very happy to give advice and guidance.

- **Admissions processes** – every institution will take a different approach to their decision making and offer making meaning applicants can have differing experiences.
- **Advanced Highers vs Highers** – some institutions will count both the Higher and the Advanced Higher in the same subject as two separate grades, others will only count the highest qualification. Counting both is referred to as “double counting”.
- **Alternative entry routes** – all institutions can provide advice on alternative entry routes such as A Levels, IB, HNCs, HNDs, Associate Student programmes or Access courses.
- **Approved subjects** – some subjects will not be considered by some institutions.
- **Contextual admissions policies** – most institutions will have a contextual data policy but will vary on how this is applied and the impact of these policies.
- **Curriculum for Excellence** – Universities recognise the importance of Curriculum for Excellence and understand the new system and its implications for University admissions. Universities have developed Curriculum for Excellence policies which can be accessed via their websites.
- **Deferred entry** – policies on whether deferred entry applications are accepted can vary from course to course as well as University to University so it is important to check.
- **Entry requirements** – the published entry requirements may be the minimum entry requirements whereas the standard offer could be higher.
- **Entry requirements - additional**
  - institutions can look for additional elements to applications such as portfolios, aptitude tests (e.g. UKCAT), interviews, auditions.
- **Mixed qualifications** – when presented with applicants holding mixed qualifications such as Highers and the Scottish Baccalaureate or Highers and A levels or Highers and HNCs institutions may take different approaches.
- **Multiple Campus institutions** – if a course is on offer at more than one campus within one institution the applicant may have to apply to each one separately or may only need to submit one application.
- **Multiple courses within one department** – an applicant may not need to submit separate applications for several courses within one department/faculty/college as they may be considered as one. Subjects are often grouped into areas e.g. ‘Arts’, ‘Social Sciences’, ‘Physical Sciences’, ‘Mathematical Sciences’ etc.
- **National 5 requirements** – Institutions may look for Maths and English at National 5 as a general requirement to the University. Where an applicant does not hold National 5 Maths, some institutions may accept National 5 Lifeskills Maths in lieu however this may not be applicable to all courses at that institution.
- **Number of Highers required in 1 or 2 sittings** – Institutions may have a range of entry requirements depending on the number of sittings students take to gain the qualification (this is not the same as a resit grade). Some institutions may specify a certain number of qualifications or grades in one sitting, they may then have higher requirements in two sittings. Others may have no difference for one or two sittings.
- **Personal statement** – the importance of the personal statement and the required contents will vary from institution to institution, course to course but is required by all.
- **PGDE** - Applications to a Professional Graduate Diploma in Education (PGDE) are now submitted via UCAS for Scottish Universities. This course is not an Undergraduate Education/Teaching course and is not designed for applicants from school-level entry. Applicants to the PGDE should already hold a degree. If the PGDE is selected within an application, this will use one of the student’s course choices and they will not be successful. Please note UCAS TT is still the route for teacher training outside Scotland.
- **Resits** – Some institutions may not consider resit grades. Institutions which do accept resit grades may require a higher grade than their stipulated requirement when taken as a resit, for others the required grade may remain the same.
- **Work experience** – whether it is required, how much is needed and what type is recommended will be different for different courses.

For further information please see the individual institution's own admissions policies and feel free to contact them to discuss in further detail.

### **Abertay University**

[www.abertay.ac.uk/courses/apply/your-application/#d.en.1518](http://www.abertay.ac.uk/courses/apply/your-application/#d.en.1518)

sro@abertay.ac.uk  
01382 308080

### **Edinburgh Napier University**

[www.napier.ac.uk/study-with-us/undergraduate/how-to-apply/application-advice-and-support](http://www.napier.ac.uk/study-with-us/undergraduate/how-to-apply/application-advice-and-support)

studentrecruitment@napier.ac.uk  
0333 900 6040

### **Glasgow Caledonian University**

[www.gcu.ac.uk/aes/](http://www.gcu.ac.uk/aes/)  
studentenquiries@gcu.ac.uk  
0141 331 8630

### **Heriot Watt University**

[www.hw.ac.uk/documents/Undergraduate\\_Admissions\\_Policy.pdf](http://www.hw.ac.uk/documents/Undergraduate_Admissions_Policy.pdf)

edu.liaison@hw.ac.uk  
0131 451 3451

### **Queen Margaret University**

[www.qmu.ac.uk/quality/documents/Admissions%20Policy.pdf](http://www.qmu.ac.uk/quality/documents/Admissions%20Policy.pdf)

studentrecruitment@qmu.ac.uk  
0131 474 0000 (Ask for Student Recruitment)

### **Robert Gordon University**

[www.rgu.ac.uk/future-students/applicants/applications](http://www.rgu.ac.uk/future-students/applicants/applications)

ugoffice@rgu.ac.uk  
01224 262728

### **Royal Conservatoire**

[www.rcs.ac.uk/](http://www.rcs.ac.uk/)  
recruitment@rcs.ac.uk  
0141 332 4101

### **Scotland's Rural College (SRUC)**

[www.sruc.ac.uk/howtoapply](http://www.sruc.ac.uk/howtoapply)  
recruitment@sruc.ac.uk  
0800 269453

### **University of Aberdeen**

[www.abdn.ac.uk/study/undergraduate/admissions-policy.php](http://www.abdn.ac.uk/study/undergraduate/admissions-policy.php)

study@abdn.ac.uk  
01224 272090

### **University of Dundee**

[uod.app.box.com/v/recruitmentandadmissionspolicy](http://uod.app.box.com/v/recruitmentandadmissionspolicy)

contactus@dundee.ac.uk  
01382 383838

### **University of Edinburgh**

[www.ed.ac.uk/studying/undergraduate/entry-requirements/scottish](http://www.ed.ac.uk/studying/undergraduate/entry-requirements/scottish)

sra.enquiries@ed.ac.uk  
0131 650 4360

### **University of Glasgow**

[www.glasgow.ac.uk/accessandadmissions](http://www.glasgow.ac.uk/accessandadmissions)  
student.recruitment@glasgow.ac.uk

### **University of the Highlands and Islands**

[www.uhi.ac.uk/en/studying-at-uhi/first-steps/admissions](http://www.uhi.ac.uk/en/studying-at-uhi/first-steps/admissions)

[www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/admissions-policy](http://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/admissions-policy)

info@uhi.ac.uk  
0845 272 3600

### **University of St Andrews**

[www.st-andrews.ac.uk/study/ug/policy/](http://www.st-andrews.ac.uk/study/ug/policy/)  
student.recruitment@st-andrews.ac.uk  
01334 46 2150

### **University of Stirling**

[www.stir.ac.uk/undergraduate-study/entry-requirements/](http://www.stir.ac.uk/undergraduate-study/entry-requirements/)

admissions@stir.ac.uk  
01786 467044

### **University of Strathclyde**

[www.strath.ac.uk/media/students/prospective/CfE\\_University\\_Admissions\\_Statement\\_July\\_2013\\_\(1\).pdf](http://www.strath.ac.uk/media/students/prospective/CfE_University_Admissions_Statement_July_2013_(1).pdf)

ugenquiries@strath.ac.uk  
0141 548 2814

### **University of the West of Scotland**

[www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Admissions\\_Policy\\_August\\_2014.pdf](http://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Admissions_Policy_August_2014.pdf)

ask@uws.ac.uk  
0800 027 1000