

**(A) IMPORTANT INFORMATION FOR ALL APPLICANTS**

**1. Notification of Results in August 2024**

Please note that St Mary's University College will not receive qualification grades through UCAS. We receive A level results from CCEA but no other awarding bodies.

You should therefore submit any non-CCEA exam grades to the college as soon as you receive them, via the [Application Result Submissions Page](#)

Prior to receiving your results, you are advised to ensure that you can log into this page with your registered email (due to a security enhancement, the web page will no longer accept log in with your ID). There will be limited help available on the day you receive your results, so it is prudent to confirm you can access the system **beforehand**.

By default when you log into the web page, you should see the pending qualifications for which we require you to provide the result. If the list is incorrect then you can amend it as necessary: again, that is best done before results day.

If you are only doing CCEA A-Levels, you should see no exams listed, and you do not need to tell us your CCEA results unless we explicitly ask you to do so. It would however still be prudent to confirm that you can access the web page, since you will also need to use it if we make you an offer.

Once you enter your results, you will be redirected to the file upload page that you have previously used to provide us with your photo ID and existing certificates. You should upload a scan or photo of your certificates for the grades you have just entered.

**The deadline for the receipt of Northern Ireland/ UK based results via the web page is 1pm on Thursday 15<sup>th</sup> August 2024 and for the Irish Leaving Certificate, 1pm on Friday 23<sup>rd</sup> August 2024.**

**Please do not telephone the office to check if your results have been received. This will hold up the offer process.** It will be possible to check receipt of results and the status of your application via the [Application Result Submissions Page](#) from 2.00 p.m. on Friday 16<sup>th</sup> August 2024.

You will be required to present original documentation should an offer be made to you (see also section 1.d (i) below). Further advice will be contained within any offer letter.

**a. GCE A /AS Level Grades**

St Mary's will be receiving qualification grades directly from CCEA in respect of CCEA GCE (A-Level) examinations. Applicants who have already obtained their results prior to August should have already provided these to Academic Registry or will be asked to forward confirmation should an offer be made.

For AQA/ OCR/ Welsh Board or other GCE A level Awarding Bodies applicants are asked to submit these as soon as they receive them via the [Application Result Submissions Page](#).

**b. Applicants offering other qualifications**

**i) Level 3 PEARSON BTEC/ OCR/ AQA Extended Certificate**

Applicants are asked to submit these as soon as they receive them via the [Application Result Submissions Page](#).

The College will assign an A level grade not the equivalent UCAS tariff. The following qualifications apply:

BTEC/ OCR/ AQA Extended Certificate/ Subsidiary/Introductory Diploma (6 Units/60 Credits)

BTEC/ OCR National Diploma (12 Units/ 120 Credits)

BTEC/ OCR National Extended Diploma (18 Units/ 180 credits)

In addition, notification of the overall results should be submitted for BTEC Higher National Diploma/Certificate qualifications.

**ii) Other**

When submitting results for other qualifications, including Irish Leaving Certificate or CACHE Diploma/Advanced Diploma, you should present final grades.

**c. Important information regarding Access/HNC/HND/Foundation Degree course results**

In order to ensure that applicants following Access to HE courses are dealt with by the normal deadline, we would ask candidates to arrange for results to be submitted as soon as they are received and **not later than Friday 9<sup>th</sup> August 2024**. Decisions will be processed at the same time as A Level candidates in 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. If the final results are not normally given in terms of percentages, candidates should arrange for their tutor to forward a confidential reference to Academic Registry, giving an indication of their performance in percentage terms. Without this information, applications cannot be processed.

#### d. GCSE examination results

##### i) GCSE Grades submitted on the application form.

Applicants who have presented GCSE grades on their application form should already have uploaded scans/photos of their certificates. Applications have been processed on the basis that the grade entered on the application form is correct and that the general requirement of GCSE English, Mathematics and, for BEd Primary courses, Science grade C or above has been met. **Failure to supply acceptable evidence of claimed grades will result in an offer being withdrawn.**

##### ii) 2024 Summer GCSE Examination Results

If you are waiting for the outcome of GCSE results in either, English, Mathematics or Science, please note that the College does not receive GCSE results direct from the Examining Boards. It is essential therefore that you submit any such results directly to the Academic Registry using the [Application Result Submissions Page](#).

#### 2. Re-grading of A Level/AS examination results (GCE and Vocational)

##### **Important to Note**

If, as a result of a request for re-grading, your A Level/AS results are changed by an examining board, it is essential that you notify the Academic Registry as soon as possible. **It must be emphasised that the College is not bound to honour grade changes unless there is a vacancy on the course applied to.** The College is unable to recruit over the number of places allocated.

#### 3. Publication of Decisions in August

St Mary's University College will publish decisions via our web site. You will need to enter the email address supplied on your application form, and password to access this information. If you have difficulty accessing this facility, please email [ithelpdesk@smucb.ac.uk](mailto:ithelpdesk@smucb.ac.uk)

Careers staff in schools will be provided with the facility to look up our decision(s) in relation to their students' applications where consent has been given.

#### 4. Decision Making Process

##### a) BEd (Hons) Primary/ Post Primary

Academic Registry will consider all eligible applications prior to issuing offers. Applicants will be aware that the College does not make conditional offers as part of the application process to the BEd (Hons) degree. In addition, it should be noted that minimum entry grades published will have been presented as a guide only.

Offers will be determined by ranking applicants in order following the consideration of GCE A level grades or equivalent, including the subject grade which will be given particular importance. In relation to Access courses individual module results will be considered. Confirmed qualifications and grades will also be checked against eligibility criteria prior to a final decision. Other criteria that can be considered include interview performance, academic profile, application form and reference.

#### **b) BA (Hons) Liberal Arts**

Liberal Arts applicants who supply their results by the requested deadline and meet the conditions of their offer in full will be offered a place. Confirmed qualifications and grades will also be checked against eligibility criteria prior to a final decision. Applicants who applied after 31 May and have not been made a conditional offer will be considered where vacancies arise.

### **5. Confirmation of offers**

The College will make decisions during the month of August and will notify successful applicants of an offer as soon as possible. If an applicant has applied to both Liberal Arts and BEd, the College will consider an offer for one subject in each of these courses. Where applicants have applied for more than one subject within either the Liberal Arts or BEd degree, guidelines will be supplied with any offer made.

It is essential that acceptances using the on-line facility are notified without delay. **Where offers are declined by applicants, even in error, there can be no guarantee of places being reinstated.** You should therefore take care when accepting or declining an offer.

An admissions pack will be sent to those who have accepted their offer (See section 8 below).

#### **Important Information**

**Failure to accept an offer promptly and by the deadline indicated will result in the offer being withdrawn. Deadlines, by which replies must be received, will be indicated in the offer.**

**If an applicant declines the offer or fails to accept by the deadline set, the College will consider the next applicant on the list.**

Remaining applicants will be notified of the outcome of their application once all places have been filled.

### **6. Requests for Deferral**

The College will not normally agree to requests for deferred entry. Applicants will need to decline their offer and re-apply for September 2025.

## 7. Students with disabilities

Applicants who receive an offer and have a disability may wish to contact the College Student Guidance and Support Office regarding special requirements if they have not already done so.

## 8. Admissions Packs

Admissions packs, containing details of registration and induction procedures, will be dispatched once an acceptance of a place has been received. If your admissions pack does not arrive within seven working days, please contact the Academic Registry.

### (B) CONTACT WITH THE ACADEMIC REGISTRY AUGUST/SEPTEMBER 2024 AND PUBLICATION OF DECISIONS

The Academic Registry is anxious to provide applicants with decisions on their applications as early as possible and the various means by which this will be done are outlined below.

Due to the tight deadlines for decisions, direct access to Academic Registry staff will be limited. Details of how to access information and specific opening times will be published on the College web site.

The contact number for all enquiries relating to admission is 028 90268320.

#### Please also note:

1. **Offers will be notified via email.** It is therefore essential that you continue to access the email address provided when applying to St Mary's University College. If you have changed this email address, please contact [Academic Registry](#) forthwith.
2. Details of how to access decisions and supporting information will be posted on the College web site in August.
3. Please do not contact the office unless absolutely necessary. Decisions on some cases may take more time and often instant answers simply cannot be given.
4. **Please do not call into the College at this time.** Academic Registry Staff will be processing offers and **no appointments** will be available.