



## Registry Services

### Briefing Note:

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## HE Admissions - Introduction to Adjustment

### Introduction

The new Adjustment period allows applicants who have met and exceeded the terms of their conditional firm offer and have been accepted on that course to be eligible to enter an "Adjustment period", which allows them to find a course at a different institution whilst still holding their confirmed place.

### Why has UCAS introduced this new part of the scheme?

Evidence suggests that, for a number of reasons, some applicants do not apply to institutions with high entry requirements where they might have otherwise applied. Other evidence shows that predicted grades are not always accurate (though usually just by one grade) and this can affect an applicant receiving an offer from an institution.

### About Adjustment

To be eligible to use Adjustment applicants must have:

- results that have met and exceeded the conditions of their conditional firm (CF) choice and
- had their offer confirmed

### The Adjustment period

- Adjustment is available from A level results day (20 August 2009) until 2 September 2009.
- An applicant's individual Adjustment period starts when their conditional firm (CF) choice changes to unconditional firm (UF) or 20 August 2009, whichever is the later.
- From this time they have five calendar days (five 24 hour periods) to register and secure an alternative course, if they decide this is what they want to do.

If they become eligible to use Adjustment less than five calendar days before 2 September, they will have the remaining time before then to find an alternative place and have it confirmed by the HEI. For example, if they become UF on 31 August they will have three days to use the process.

## Eligibility

Only those applicants who have met and exceeded their original CF offer are eligible to use Adjustment. It is the HEI's responsibility to check that an applicant is eligible.

Applicants are not eligible to use Adjustment if:

- they are confirmed (UF) at their firm choice but did not exceed the conditions of the offer
- they have a confirmed place on a changed course offer
- their original offer was unconditional.

Applicants are not allowed to adjust their insurance choice.

So that applicants can easily identify whether an institution has any Adjustment vacancies, HEIs should be open and transparent on their website about:

- potential Adjustment vacancies; particularly as there are no published Adjustment vacancy lists
- how accommodation is allocated, by both the losing and gaining HEI
- bursary and scholarship entitlement.

Applicants are encouraged to consider some important points before they register and the following advice is provided in Track about Adjustment:

- Adjustment is entirely optional, and not everyone will want to try to find an alternative place. The careful research to find the right courses for the original application is important and its results should not be lightly discarded.
- There is no guarantee there will be any vacancies for the course the applicant wants to be considered for, and it is very unlikely that the most competitive courses will have any places available. The vacancy situation may change on a daily basis when other applicants adjust their place or are accepted through Clearing. Alternatively deferred entry or re-applying in 2010 may be the better option.
- Before deciding to use Adjustment, applicants must also consider non-academic arrangements such as accommodation and student finance. These may be difficult to secure or there may be delays if changes are made at short notice. They should contact their UF choice if they are concerned about arrangements that they have made with them.
- When the applicant has registered to use Adjustment, the university or college that is contacted can check that their results are higher than those needed to meet the conditions of their firm choice.
- Applicants can contact more than one university or college to discuss vacancies, but can only receive one formal decision through Adjustment.
- If an applicant has not received an alternative offer through UCAS before the Adjustment period ends, they will revert back to their original place.

## **Electronic Clearing**

From this year, the paper Clearing Passport has been replaced with electronic Clearing.

### **How the process works**

The process is very similar to previous years, with the applicant taking the lead to contact HEIs to discuss vacancies. It can be summarised as follows.

- Applicants will be eligible for Clearing if they have no offers.
- Track will show the applicant's unique Clearing Number and 'add clearing choice' button.
- Vacancies will be published on the UCAS Clearing vacancy website and in The Independent, as well as institution websites.
- Applicants should contact HEIs to discuss vacancies.
- When applicants receive an offer of a place verbally or by email/letter, and they want to accept the place, they must enter details of the institution and course in Track.
- Only courses that have vacancies can be entered in Track. If an HEI wants to offer a place for a course that has no Clearing vacancies, they should contact the UCAS HEI Team.
- HEIs can request a Clearing copy form for their record using web-link.
- If an unsuccessful decision is received another choice can be entered by the applicant.