



UK Postgraduate Application and Statistical Service

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## Introduction to UKPASS for institutions

### SUMMARY

UKPASS is an online service designed to assist institutions to recruit postgraduate students.

It features:

- a web-based application
- an applicant tracking service
- an application management service
- a management information and statistical service.

### BENEFITS

These include:

- a ready-to-use online service branded with your own logo and questions
- a rolling application – recruit for different start months and years
- electronic attachments, for example transcripts as part of the application
- support from all UCAS services including the Verification Unit
- marketing of your institution through UKPASS
- a reporting function for agent information, competitor detail, HESA statistics and more...

### SCOPE OF THE SCHEME

Use of UKPASS is flexible at institution, faculty and course level and can be used for full-time, part-time, and distance learning postgraduate programmes. UKPASS can be used for taught and research programmes.

### APPLICATION ROUTES THROUGH UKPASS

Applications for postgraduate courses recruiting through us can be made through the following websites:

- your own website
- www.ukpass.ac.uk
- www.prospects.ac.uk

UKPASS lets you track the referral routes taken by applicants.

### 'WHITE LABELLED' AND TAILORED SERVICE

We use the concept of 'white labelling'. This means that when an applicant reaches the stage of selecting your institution and course, they will be presented with an online application that has your logo at the top of each page.

Core data is collected for every application but requirements for postgraduate applicant data can vary between institutions. Therefore we also provide the facility for you to specify up to 15 institution-level questions and up to ten course-level questions, to gather additional information essential to you.

If you charge an application fee, this can be collected through UKPASS.

Applicant responses can be in the form of text entered directly into the application or by attachment, if you have selected this option. You can also specify whether the response to a question is mandatory or optional and choose to give a range of answers for applicants to select from.

### A SERVICE NOT A SYSTEM

We provide traditional admissions features, such as comprehensive core data collection on applications and decision making, but also give you the flexibility to manage postgraduate admissions in a way that suits you. We do not chase your decisions, or students' replies.



## UCAS SUPPORT

Although very different from other admissions systems available through UCAS, UKPASS has support from all key areas of the business:

- HEI Customer Service Team
- Verification Unit (against fraud)
- External Relations Unit
- Process and Quality Unit
- UCAS Technical Support.

## MANAGEMENT INFORMATION PROVIDED BY UKPASS

UKPASS can collect, collate and supply management information at both institutional and national levels.

At the institution level various reports are provided through web-link. All of these reports are configurable and you can download the data to be imported into your own management information system.

- number of applicants
- number of applications
- profile of applicants (eg age range, gender, nationality).

## NEXT STEPS

We can visit your institution to discuss your requirements with key staff involved in all aspects of your postgraduate recruitment. A presentation on the characteristics and benefits of UKPASS is given including screen shots of the application process. During a visit you and your colleagues can ask questions about how to start using UKPASS.

To arrange a visit please contact [info@ukpass.ac.uk](mailto:info@ukpass.ac.uk).

Follow up a visit to your institution by attending one of our free familiarisation days. Delivered by our Professional Development Team at UCAS, these sessions offer an excellent opportunity for those involved in managing postgraduate applications to see a demonstration of the service and to try it out for themselves.

If you would like to attend a familiarisation day please see our website: [www.ukpass.ac.uk/he\\_staff/](http://www.ukpass.ac.uk/he_staff/) and click on the link for available dates and booking information

[www.ukpass.ac.uk](http://www.ukpass.ac.uk)

