What is the In2Surrey Scheme?

In2Surrey is part of the university’s Widening Participation programme. The scheme is designed for students who have the ability and desire to study at the University of Surrey achieve their goals despite their personal circumstances.

The scheme doesn’t guarantee students a place at the University of Surrey; they must be holding a current offer from us when they apply. We give fair consideration to all eligible students.

Successful completion of the scheme will result in an alternative offer equivalent to one A-Level grade reduction. See below table and other restrictions related to subject specific qualifications and GCSEs.

Students can also claim a one off award from the University of Surrey of up to £2000.

Students will interact with an e-mentor who is a current undergraduate student.

Alternative offer

For A-Level students

If students meet the eligibility criteria for In2Surrey, make the university their firm choice and pass the In2Surrey Learning Module we can provide an alternative offer of one grade lower

For example: AAB > ABB

Students must still meet all course entry requirements including specific subject qualifications e.g. A in Physics A-Level, English Language ability, GCSE qualifications, tests and/or interviews as listed in the undergraduate prospectus or university website

For BTEC Level 3 Extended Diploma students

If students meet the eligibility criteria for In2Surrey, make the university their firm choice and pass the In2Surrey Learning Module we may be able to provide an alternative offer equivalent to one A-Level grade lower, please see the table below:

<table>
<thead>
<tr>
<th>A-Level</th>
<th>BTEC</th>
<th>IB</th>
<th>ACCESS HE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*AA</td>
<td>D<em>D</em></td>
<td>38</td>
<td>45 @ Distinction</td>
</tr>
<tr>
<td>AAA</td>
<td>D*DD</td>
<td>36</td>
<td>45 @ Distinction</td>
</tr>
<tr>
<td>AAB</td>
<td>DDD</td>
<td>35</td>
<td>39 @ Distinction + 6 @ Merit</td>
</tr>
<tr>
<td>ABB</td>
<td>DDD</td>
<td>34</td>
<td>30 @ Distinction + 15 @ Merit</td>
</tr>
<tr>
<td>BBB</td>
<td>DDM</td>
<td>32</td>
<td>27 @ Distinction + 18 @ Merit</td>
</tr>
</tbody>
</table>

One BTEC Level 3 grade lower can in some cases be equivalent to two A-Levels. Therefore we may be unable to lower BTEC Level 3 offers by one full grade. For some students their In2Surrey alternative offer may look the same as their original offer on UCAS track.

Students must still meet all course entry requirements including specific subject qualifications e.g. A in Physics A-Level, English Language ability, GCSE qualifications, tests and/or interviews as listed in the undergraduate prospectus or university website.
For International Baccalaureate students

If students meet the eligibility criteria for In2Surrey, make the university their firm choice and pass the In2Surrey Learning Module we can provide an alternative offer of one grade lower

For example: IB36 > IB35

Students must still meet all course entry requirements including specific subject qualifications e.g. A in Physics A-Level, English Language ability, GCSE qualifications, tests and/or interviews as listed in the undergraduate prospectus or university website.

For Access to HE students

If students meet the eligibility criteria for In2Surrey, make the university their firm choice and pass the In2Surrey Learning Module we can provide an alternative offer equivalent to one A-Level grade lower*

For example: 45 units at Distinction level > 39 units at Distinction and 6 at Merit

*Please note that Access to HE offers may be unique to an individual and the mix of Distinction and Merit units required may be different to the above example.

Students must still meet all course entry requirements including specific subject qualifications e.g. A in Physics A-Level, English Language ability, GCSE qualifications, tests and/or interviews as listed in the undergraduate prospectus or university website.

All alternative offers will be visible on UCAS Track by May/June during the year of undergraduate entry.

Deferred entries are possible by notifying the Admissions Department and the In2Surrey Award will be held over to the appropriate year of undergraduate entry.

In2Surrey Award

When students successfully complete the In2Surrey Scheme and then join the University of Surrey as an undergraduate, they will be eligible for a one off award as follows:

- £500 for meeting the conditions of an alternative offer
- £1000 for meeting the conditions of the original offer
- £2000 for exceeding the conditions of the original offer

All awards are paid directly to the student in the form of a bank transfer during their first year of undergraduate study. Two equal payments are made in December & February of the first year.

This award does not need to be repaid

Students can only hold one merit based and one means tested award at a time.
Who is eligible for the In2Surrey Scheme?

In2Surrey is a national scheme open to students permanently residing in the UK and studying at state funded schools/colleges.

In order to apply students must be undertaking A-Levels, BTEC (QCF Level 3 Extended Diploma), International Baccalaureate or an Access to HE qualification and demonstrate the potential to study at the University of Surrey.

Students should have already applied or be in the process of applying to study an undergraduate programme at the University of Surrey. Students must be holding an offer from the University of Surrey in order to participate on the scheme.

This application must contain a supporting statement from a sixth form/college tutor/careers advisor or similar.

Students must also meet at least two of the following criteria;

- Be from families where there is no parental/carer experience of Higher Education in the UK
- Currently receive a 16-19 bursary or its equivalent
- Black and minority ethnic (BME) groups
- Refugees
- Be a Mature Learner
- Be from families where the main income earners are in non-professional occupations e.g. not a teacher, engineer, doctor or similar
- Are currently (or have been previously) in receipt of Free School Meals
- Be looking after someone e.g. a family member or friend
- Ever been looked after by a Local Authority?
- Have a disability or long term health problem which affects their daily life?
- Their current home postcode indicates that you live in an area of disadvantage with low rates of progression to Higher Education (based on POLAR 3 data)*
- Their studies suffered from significant disruption e.g. due to personal circumstances or issues within your education
- No longer in contact with your immediate family

*To check a student's POSTCODE visit www.hefce.ac.uk/postcode only quintiles 1 & 2 qualify

Important Additional Requirements

- The applicant will also need to meet all course entry requirements including specific subject qualifications, English Language ability, GCSE qualifications, tests and/or interviews as listed in the undergraduate prospectus or university website
- In2Surrey alternative offers only apply when the student has made the University of Surrey their firm choice
- In2Surrey alternative offers only apply when the student has successfully passed the Learning Module. Please see the ‘What work is required’ section for further details
Eligibility criteria in detail

Be from families where there is no parental/carer experience of Higher Education in the UK
If a student’s parents/guardians/carers have not completed a first degree or attended a University then they will fulfil this criteria.

Parents who have completed a Open University degree we would say do not have experience of HE due to teaching methods involved with distance learning, not living or studying on a campus and not going through the same application process.

Currently receive a 16-19 bursary or its equivalent
Students will need to be currently in receipt of the 16-19 Bursary or equivalent means-tested support to meet this criteria. This will be determined by the section of the application form that the school/college completes.

Be from families where the main income earners are in non-professional occupations e.g. not a teacher, engineer, doctor or similar
We use the National Statistics Socio-Economic Classification (NS-SEC) data to determine this.

We will also employ some common sense when identifying occupational statuses, for example an engineer (civil, aerospace) is not the same as an engineer (gas or electricity companies).

Are currently (or have been previously) in receipt of Free School Meals
Students will need to be currently in receipt of Free School meals or have been previously receiving FSM during the last 6 years. This will be determined by the section of the application form that the school/college completes.

Be looking after someone e.g. a family member or friend
Does the student look after a family member or friend who has a disability, long term illness, mental health problem or is affected by substance misuse?

The student might also self identify as a Young Carer.

Ever been looked after by a Local Authority?
The student must be in the care of a Local Authority or have left their care to fulfil this criteria. This will be evidenced in the application form sections for the student and the school/college to complete.
Have a disability or long term health problem which affects their daily life?

As defined by the Equality Act 2010 in which it states; “A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.”.

We will refer to the **Equality Act 2010** if we are unclear about a condition described to us by a student.

Their current home postcode indicates that they live in an area of disadvantage with low rates of progression to Higher Education (based on POLAR 3 data)*

Hefce (Higher Education Funding Council for England) have compiled a vast amount of data about the rates of progression into Higher Education from students across the country. This data is available at a postcode by postcode level.

To fulfil this criteria students must be currently residing in a **POLAR 3 quintile identified as 1 or 2**, which are the areas of lowest progression to HE.

To check this for yourself please visit [www.hefce.ac.uk/postcode/](http://www.hefce.ac.uk/postcode/)

Can show significant disruption to their education

From time to time students may experience circumstances in their lives that adversely affect their studies.

We will take into consideration any evidence from the application form that details significant disruption to the student’s education. This might include personal circumstances or events at school/college.

Sometimes this information is disclosed in the reference section of a UCAS form.

**We may contact the school/college or student to ask for additional evidence related to any of the above.**

**The University of Surrey’s decisions regarding eligibility for the scheme are final.**
What work is involved for students?

We ask that all students complete a Learning Module as part of the In2Surrey Scheme. The Learning Module currently has one part.

The Learning Module is;

1. A reflective report designed to explore personal learning experiences and the skills required to succeed within Higher Education
2. Usually set in February and due in March

Students will receive feedback from University of Surrey tutors, professors and/or lecturers on all work submitted.

Students are given two opportunities to pass

For details about the timings of the proposed Learning Module, please see the timeline on the next page.

How to apply?

Students must first apply to the University of Surrey for one of our undergraduate courses via UCAS by making us one of their five choices.

Students should then complete and submit a separate In2Surrey Scheme application form and send it to us via post or email.

We will acknowledge receipt of all applications to the scheme via email.

If the student receives an offer from the University and meets the In2Surrey Scheme eligibility criteria, they will receive a notification from us and be welcomed on to the programme.

The application form is available from the following webpage: surrey.ac.uk/in2surrey

Postal address details can be found on the back of this guide
Timeline for the In2Surrey Scheme

22\textsuperscript{nd} January 2018: Applications close
February 2018: Learning Module will launch
February 2018: E-Mentoring starts
February 2018: Welcome to In2Surrey event
March 2018: Learning Module due in
April 2018: Results of Learning Module sent to applicants
May-June 2018: Alternative offers visible on UCAS Track
August 2018: A-Level results/confirmation/In2Surrey Award administration
September 2018: Pre-entry day event at the University of Surrey

For more information you can contact the
Widening Participation & Outreach Department:
in2@surrey.ac.uk

Keep updated on the latest developments:
Web: surrey.ac.uk/in2surrey Twitter: @SurreyOutreach

Applications should be sent to:
In2Surrey Scheme
Widening Participation and Outreach Department
University of Surrey
Guildford
Surrey
GU2 7XH

Or emailed to:
in2@surrey.ac.uk