

1. Upon receiving your application, the University will issue an acknowledgement to assure you of the safe transit of your documents and to inform you of your application number.
2. The University will then advise you of the outcome of your application. Successful applicants, now in possession of either a conditional or unconditional study offer, will receive the following:
  - > Offer Letter
  - > Acceptance/Decline and Financial Guarantee Form\*
  - > Deposit contract\* (if a condition of the offer – this applies to all Masters programmes within the Business School)
  - > Conditions Governing the Admission of Students
3. From approximately June onwards, those who have satisfied all of their conditions of entry and returned the financial guarantee form, acceptance form and, if appropriate, deposit, will receive the following:
  - > Certificate of Acceptance (which includes your CAS number if a visa is required)
  - > Joining Letter
  - > Registration Instructions
  - > International Student Handbook (if applying from outside the EU)

### Where Can I Get Further Information?

Student Recruitment and Admissions Service  
University of Aberdeen  
University Office  
King's College  
Aberdeen  
AB24 3FX

**Tel:** +44 (0)1224 272090/91  
**E-mail:** [sras@abdn.ac.uk](mailto:sras@abdn.ac.uk)  
**Web:** [www.abdn.ac.uk/sras](http://www.abdn.ac.uk/sras)

Or be our friend at  
<http://aberdeenuniversity.bebo.com>  
[www.myspace.com/universityofaberdeen](http://www.myspace.com/universityofaberdeen)  
[www.facebook.com/universityofaberdeen](http://www.facebook.com/universityofaberdeen)



# APPLYING FOR POSTGRADUATE STUDY

Information about courses and research specialities, entry requirements, accommodation and other helpful information are contained in the University's Postgraduate Prospectus, available on the web at [www.abdn.ac.uk/prospectus/pgrad](http://www.abdn.ac.uk/prospectus/pgrad) or by request from the Student Recruitment and Admissions Service (SRAS). Applications will be considered from candidates offering a qualification deemed to be equivalent to an Honours degree from a British university.

All successful applicants must complete and return the documents indicated above. Those holding a conditional offer must also return any evidence or requested information (such as examination results) as soon as is possible. Only after all requirements have been satisfied, is a student considered to be "cleared for admission" and informed of this fact.

## What Types of Postgraduate Programmes are Available?

Programmes are available in either taught or research format. Full time, taught programmes are either 9 or 12-months in duration and can lead to a Postgraduate Diploma or Masters Degree respectively. The University offers more than 120 Masters programmes, mostly consisting of approximately 9 months of teaching followed directly by a 3-month project. Students who follow the full-time Postgraduate Diploma course will simply exit their course after approximately 9 months and will not proceed to complete the 3-month project. Research degrees are between 1 and 3 years in duration and lead to either a Masters or Doctorate qualification. Both taught and research programmes are available in a wide range of subjects and details can be found in the Postgraduate Prospectus.

## How Do I Apply?

Postgraduate application forms can be found online at [www.abdn.ac.uk/sras/postgraduate/apply.shtml](http://www.abdn.ac.uk/sras/postgraduate/apply.shtml) or are available by request from the Student Recruitment and Admissions Service. Standard paperwork is required by the University of Aberdeen to assess your suitability and the following information is relevant to applications for both taught and research programmes.

Complete applications **MUST** consist of:

- 1) A completed application form
- 2) Current and/or complete academic transcripts / degree certificate

- 3) Evidence of English Language proficiency<sup>1</sup> or details of pending examinations
- 4) Reference(s) from academic sources familiar with your work and person<sup>2</sup>
- 5) Some programmes require a C.V. Please check our online prospectus for exact requirements at [www.abdn.ac.uk/prospectus/pgrad/](http://www.abdn.ac.uk/prospectus/pgrad/)

Please note if your application is incomplete this will delay the decision as the department will need to contact you to request any missing documents are submitted first.

- 1 IELTS or TOFEL are the accepted standard qualifications.
- 2 Reference(s) must be on institutional headed paper and signed by your referee(s) and can be uploaded along with your on-line application. If your referee(s) wish for your reference(s) to remain confidential, then it should be forwarded, in a sealed envelope signed by the referee, to the University. Please check programme details in our prospectus for guidance on how many references are required.

## When Do I Apply?

The academic year at Aberdeen begins in mid September each year, and most\* **taught postgraduate** programmes commence at this time. Applications can be made at any time during the previous 12 months, though competition for popular courses may increase as the year progresses (\*A number of postgraduate courses also offer Jan/Feb starts. Applications are accepted up to 12 months before this time. It is advised that applicants apply as early as possible for these courses).



**Postgraduate study by research** can start at any time of year on a date agreed between the student and their supervisor. Application deadlines do not apply to research students, though students who coincide their start dates with other taught programmes will benefit from orientation and induction activities during these times. Please note there may be funding deadlines, therefore you should make sure you are aware of deadlines for any scholarships you are interested in applying for.

## What Happens to My Application?

When the University of Aberdeen receives your application, an acknowledgement is issued and completed applications are then considered for admission by the academic department.

Successful applicants will receive either a *conditional* or *unconditional* offer of admission. Under the terms of a *conditional* offer, applicants are requested to obtain or provide evidence of further or pending qualifications that will allow them to fully satisfy the course entry criteria. Such students may, for example, be awaiting final undergraduate degree results. *Unconditional* offers may also be issued directly to applicants whose qualifications fully satisfy the entry criteria of their desired postgraduate programme.

## What Information Will the University Send to Me?

Successful applicants should expect a minimum of three communications from the Postgraduate Admissions Office. Unsuccessful applicants will also be advised of the University's decision.