

University of Aberdeen

Notes for Applicants

These Notes will assist you in completing an Application Form for Postgraduate Taught or Research Programmes, or In-Service (Education) study.

A number of Frequently Asked Questions (FAQs) can also be viewed at:

www.abdn.ac.uk/prospectus/pgrad/general/page.php?name=faq

IMPORTANT NOTES

- If using a paper copy of the form, please write clearly in BLOCK CAPITALS using black ink.
- Please check our website for information on the dates for receipt of applications. For international students, applying to taught programmes, there may be a deadline. Any application received after the deadline, will be considered for the next available intake. Please note this deadline is to ensure students have sufficient time to complete the application process and apply for their visa, and arrive in Aberdeen in time of the start of their programme.
- There is no deadline for those students classed as UK/EU for tuition fee purposes but allow time for your application to be processed (approximately 4 weeks) and for you to make arrangements to come to Aberdeen in time for the start of the session. There is also no deadline for application to Research programmes as students can start at a time agreed with the relevant College.
- The University endeavours to process all applications for taught programmes within 21 working days of receipt, (approximately 4 weeks). Applications for research degrees can take longer to process. **In both cases this is dependent upon applications arriving complete with references and other supporting documents.**
- If you have any questions or need to make an enquiry about an Application you have made to the University, please contact Postgraduate Admissions at the address on the application form or Tel: +44 (0)1224 273506, Fax: +44 (0)1224 272041, e-mail: pgadmissions@abdn.ac.uk Please remember to quote your Applicant Personal ID number in all correspondence.

APPLICATION FORM

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Section 1

Date of Birth – Enter day, month, year. Dates should be written in this format: 20-Jan-1981

Previous Name – If you have changed your name for any reason (e.g. marriage) please enter your former name(s).

Section 2

Programme to which Application is being made – Applicants can apply for the following:

TYPE	AWARD	DISCIPLINE
A. Postgraduate study by Research	PhD, MPhil, MLE, LL.M, MLitt, MSc, MTh, MRes	e.g. PhD in History
B. Postgraduate Taught Programme	MBA, MLE, MLitt, MSc(Econ), MEd, MSc, MTh, Postgraduate Diploma, Postgraduate Certificate	e.g. MLitt in Strategic Studies or MSc in Petroleum Geology
C. Registered Postgraduate Study	This applies to research applicants who wish to study at a postgraduate level, but not receive a formal qualification.	
D. In-Service Education	This applies mainly to teachers who wish to undertake part-time continuing professional development study	Advanced Diploma in Professional Development (Chartered Teachers)

Details of the admission requirements and the minimum and maximum study period requirements are prescribed in the relevant regulations in the University Calendar, which can be accessed at www.abdn.ac.uk/registry/calendar/

Example:

<i>Proposed Programme of Study and Discipline</i>	MSc Ecology, School of Biological Sciences (Zoology)
<i>Intended date of Entry</i>	9/2011
<i>Proposed Mode of Study</i>	Full Time X Part Time
<i>Intended Source of Funding</i>	Self-funded

Intended Source of Funding - If you wish to apply for a University studentship that has been advertised in the media or on the internet please state the details of that studentship and where you saw it advertised. You will also need to include a copy of your Curriculum Vitae (CV) with your application.

International applicants should note that if you need a Tier 4 student visa to enter the UK, you are required under British Immigration law to study on a full-time basis.

Research Proposal – Applicants who are applying to undertake a postgraduate research degree, not a taught programme, should fill in this section. If, however, you wish to continue with us onto a PhD after you complete a postgraduate taught programme, you are invited to complete this section if you have already developed a research proposal.

Applicants for a Research degree should include as much detail as possible in a preliminary research proposal to assist us in providing you with appropriate research training. The proposal should indicate in which research areas you wish to receive training, and should give the name of your intended supervisor if known. Please provide as much detail as possible and give reasons why you wish to become proficient in those areas. Please also give full details of any relevant research experience you have in those areas. If you have already developed ideas for your own research project please give full details, although we appreciate that many applicants will prefer to discuss this in detail with their supervisor(s) at the start of their studies.

Academic Technology Approval Scheme - Please note that overseas applicants for some Science, Engineering or Technology disciplines may require an Academic Technology Approval Scheme (ATAS) certificate. The ATAS certificate must be obtained before applying for a student Entry Clearance or Visa. For more information visit www.fco.gov.uk/atas Examples of research proposals, to be agreed with your supervisor, and which will form part of the application for an ATAS certificate can also be found at this web-site.

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Section 3

Contact Address – Write the address to which you want the University to send any hard-copy correspondence. Please let us know if your contact details change, especially if you are due to leave Halls of Residence etc. Please note that all documentation relating to your application will be sent to this address.

Permanent Home Address – Overseas applicants who will require a visa in order to enter the UK must supply their permanent home address. You should also supply your permanent home address if your contact address is temporary eg, because you are currently studying.

Email Address – Please write as neatly as possible as we will often use email to correspond with applicants whose contact address is overseas. If you are still at University please use an e-mail address that we can contact you on after the end of term.

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Section 4

Educational and Other Relevant Qualifications – Please list your qualifications in the format given below. If you have not yet finished your current studies or received your final results, you should indicate the date on which you expect to be awarded the qualification. Please just include college and university programmes.

Example:

<i>Qualification Title, Subject and Level</i>	<i>Examining Board or University/College</i>	<i>Result or Grade</i>	<i>Date of Award or Anticipated Award</i>
BSc Honours Biochemistry	Delhi University, India	1 st Class	7/2007
MSc Pharmacology	Cambridge University		11/2009

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Section 5

Employment History – Indicate whether the work was part-time (PT) or full-time (FT). Weekend and vacation work may be included.

Example:

<i>Date From</i>	<i>Date To</i>	<i>Employer</i>	<i>Title and Description of Post (s) held</i>
2/2009	Now	Tesco Supermarket	PT Shop Assistant – checkout and shelf stacking
6/2005	8/2008	Surrey County Council Playscheme	FT Play Supervisor – organising play activities for 35 under 12s for summer playscheme.

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Section 6

English Language Proficiency – Applicants whose native language is not English, need an IELTS (International English Language Testing System, located at www.ielts.org) or TOEFL (Test of English as a Foreign Language, located at www.ets.org/toefl) English Language qualification taken **within 2 years of the programme start date**. Please insert your test score (written and overall scores) and the date of your test. Applicants who have been taught in English for substantial parts of their education may request exemption from providing a language certificate. You should give details in this section. For details of acceptable English Language qualifications, contact the Student Recruitment and Admissions Service or visit: www.abdn.ac.uk/sras/international/english

Section 7

HESA Student Identifier – Applies to applicants who have previously studied in a UK Higher Education Institution. This can often be found on your university transcript. If you do not have a record of it, contact your previous Higher Education Institution.

GTC Number – Applies only to part-time In-Service (Education) applicants. The number is allocated by the General Teaching Council to all UK teachers.

Have you previously been refused admission to study, or continuation of study, other than on academic grounds? – Refers only to a refusal from the University of Aberdeen.

Criminal Convictions - To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know if you have any relevant criminal convictions.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults	All other courses
For these courses, you must enter <i>x</i> in the box if any of the following statements apply to you.	For these courses, you must enter <i>x</i> in the box if either of the following statements apply to you.
a I have a criminal conviction b I have a spent criminal conviction c I have a caution (including a verbal caution) d I have a bind-over order e I am serving a prison sentence for a criminal conviction If statement e applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.	a I have a relevant criminal conviction that is not spent b I am serving a prison sentence for a relevant criminal conviction If statement b applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send us details of the offence, simply tell us that you have a relevant criminal conviction and we will write to you to ask for more details.

Section 8

Permanent Domicile – This should be the country that you consider to be your permanent home.

Residential Category – Most UK and EU applicants will tick the first box. Non-EU nationals who are claiming UK-fees status must enclose documentary evidence of their residential category in the form of a letter from the Home Office confirming right to permanent residence in the UK or a copy of the relevant page from their passport.

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Section 9

Disabilities – The University needs to know if you have a disability, special need or medical condition which may affect your ability to follow the programme of study, or which may require additional support or specific facilities. The information you provide will not affect any decision about your academic suitability for the programme, and is treated confidentially.

Section 10

Referee details – Ideally your referees should be current or past teachers/lecturers. However, if you have been out of education for a period and/or are working, you should use your current or most recent employer, or other professional person, as one or both of your referees. Please note that some programmes, such as the MSc in Project Management will require you to supply work references. Friends and relatives should **not** be used. Please note that even if you are a recent graduate of this University (within the last 2 years) some Schools may still require references for Research degrees.

Section 11

How did you hear about this programme? – Tick just ONE box to indicate how you first heard about the programme.

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Section 12

Personal Statement – This space provides you with an invaluable opportunity to influence the admissions selectors and explain your motivation in applying for your chosen programme of study. Make sure your statement is clear and relevant.

Declaration - Do not forget to sign and date your application.

Section 13

CHECK LIST OF DOCUMENTS TO BE INCLUDED WITH YOUR APPLICATION FORM

1. *Degree certificate(s)
[A **good photocopy** is required. Applies for degree(s) already completed.]
2. *Transcript(s)
[An **original** transcript is required. If the degree is not yet complete an original transcript to the present date is permitted.]
3. A valid TOEFL or IELTS certificate (if applicable).
[A **good photocopy** is required. If you have not yet taken a test please state your anticipated test date on your application form.]
4. Reference(s)
For Research programmes – Two Academic References.
For Taught programmes – One Academic Reference from applicants with a first degree from an institution outwith the UK and from applicants who have yet to complete their first degree from a UK institution.
Applicants who have completed their degree from a UK institution are not required to supply a reference.

NOTE 1:

Some Schools may vary their reference requirements from the above e.g. some programmes may ask for work references rather than academic.

NOTE 2

If your referee(s) agrees to share the reference(s) with you, the reference(s) can be uploaded along with your on-line application. The reference(s) must be on institutional headed paper and signed by your referee(s). The original copy must be produced if required by the University. If your referee(s) is unwilling to share the reference(s) with you then it should be forwarded, in a sealed envelope signed by the referee(s) across the seal, to the PG Admissions address.

[* Denotes that the above documents must be translated into English and authenticated by a Notary Public, or similar authority]

Consideration of your application will be delayed if you do not include the required documents.

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Section 14

Additional Statistical Data Questionnaire

Occupation – If you will be over 25 years of age on entry you should write your own most recent occupation. If you are under 25, please enter the occupation of the parent, step-parent or guardian who has or had the highest income in the household in which you have been brought up. If he or she is retired or unemployed, give the most recent occupation.

Are you a first generation student - If you are the first person in your household to go to University please insert a cross in the Yes box.

Revised May 2010