

University of Aberdeen

Notes for Postgraduate Applicants

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

IMPORTANT NOTES

- If using a paper copy of the form, please write clearly in BLOCK CAPITALS using black ink.
- Please note the deadline date for your application on page 1 of the application form. You can also 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.
- The University endeavours to process all applications for taught programmes within 21 working days of receipt, (approximately 4 weeks). **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 the Team Secretary at the contact details on the application form.
- 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 – Your programme of study is already inserted for you.

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/

Intended Source of Funding - Please enter whether you are Self Funded or your Local Authority/School/Employer is funding your studies. Please also complete the Fee & Curriculum Confirmation Form attached. Failure to complete this form will delay 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.

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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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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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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

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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 bind-over 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 x in the box if any of the following statements apply to you.	For these courses, you must enter x in the box if either of the following statements apply to you.
<p>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</p> <p>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.</p>	<p>a I have a relevant criminal conviction that is not spent b I am serving a prison sentence for a relevant criminal conviction</p> <p>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.</p> <p>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.</p>

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.

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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.

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Section 10

Referee details – 2 references are required for your application form. 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. 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) or are currently employed by the university, you may still be required to provide references. Please check with the relevant Team Secretary (*contact details on page 5 of the application form*).

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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!!

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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)
Two Academic References.

NOTE 1:

Some Programmes may vary their reference requirements from the above e.g. some 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 electronic 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.

5. Fee & Curriculum Confirmation Form
This form is required to be completed and enclosed with your application form. Failure to complete and return this form will delay your application.
6. Additional Application Form (for Guidance applicants only)

[* 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 April 2013