

ADMISSIONS PROTOCOL FOR POSTGRADUATE TAUGHT AND POSTGRADUATE RESEARCH APPLICATIONS

Stage	Process	Responsibility
1.	Application received by Student Recruitment & Admissions Service (SRAS) (on-line from direct applicants or from Agents). Online application details and uploaded documents transferred from Postgraduate Applicant Portal (PGAP) and Agent Portal into Admissions System automatically every 5 minutes. Summary Sheets generated by SRAS and e-mailed in PDF form to Schools twice daily	SRAS
2.	Automated acknowledgement generated on submission of application.	SRAS
3.	Summary Sheet received in dedicated e-mail account by School. Date of receipt recorded in Postgraduate Tracking (Admissions System). Summary sheet annotated electronically and Supporting Documents screen in Tracking updated to indicate which documents have been received, e.g. two references, transcript, degree certificate, proof of English language qualifications.	School Secretarial Staff
4.	If supporting documents required to make a decision have not been received, School e-mails applicant or Agent to request required documents.	School Secretarial Staff
5.	Institution and qualification type checked on NARIC.	School Secretarial Staff
6.	Complete applications (i.e. those with all accompanying documentation) sent to relevant Selector.	School Secretarial Staff
7.	Incomplete applications held until additional documentation (requested in stage 3 above) is received. If the latter is not received within two weeks, the application may be withdrawn if a conditional offer cannot be issued.	School Secretarial Staff
8.	Relevant Selector makes decision either to offer or reject. For some PhD programmes, applicants may be invited to attend an interview in person or by Skype before a decision will be made.	Academic or Academic-Related Staff ¹
9.	School staff refer offer/reject decisions to Head of School or other senior academic for endorsement only where this is required by a particular Head of School.	School Secretarial Staff Heads of School
10.	Selector e-mails decision to School secretary who records decision in Postgraduate Tracking (Admissions system).	School Secretarial Staff
11.	School staff send Summary Sheet containing decision to SRAS by e-mail.	School Secretarial Staff

¹ It is for Heads of School to decide who should be the relevant academic or academic-related member of staff to make the decision concerning a particular application. For research students, this could be, for example, be the prospective supervisor. For PgT applications, this could be, for example, the relevant Programme Co-ordinator. In some cases, Heads of School may wish to endorse the decision.

12.	SRAS checks fee status, checks and verifies English documents, if relevant, and confirms precise conditions, if any. Overseas applicants who have previously studied in the UK will be asked to complete a Previous UK Studies Form so that academic progression and UK study limits can be checked before generating and issuing offer letter.	SRAS
13.	SRAS would contact relevant School member of staff (secretary, administrator or academic) in regard to any queries before confirming an offer/rejection.	SRAS School contact Selector
14.	Admissions system (i) updated to indicate decision and, where appropriate, any conditions and (ii) generates offer letter. Rejection decisions are sent by an automated e-mail process. [Note: The following information would be sent as part of the offer letter: Standard Terms Governing Offers of Admission, Next Steps; Useful Information, Financial Guarantee/Acceptance Form.]; For PGT applications, the aim is that 80% of applicants will receive a response from the University within 5 working days.	SRAS
15.	Applicants return acceptance form with Financial Guarantee to SRAS. Admissions System updated and student “cleared” for admission once all offer conditions have been met and evidence of funding source has been confirmed and, in the case of applicants who require a Tier 4 visa, pre-CAS checks have been concluded satisfactorily. A Certificate of Acceptance and covering letter is e-mailed to the applicant or their Agent no more than 6 months before the programme start date.	SRAS