

Applying for Postgraduate Study

Guidance Notes to help you complete the application form.

1. Your personal details

- Name – please state all of your official names as they appear on your official documents such as examination certificates and passport.
- Date of birth – please enter as day, month and year (e.g. for 29 September 1982 please write 29/09/82).
- Permanent home address – we use this address to contact you unless you have specified a correspondence address. Non EU students should provide a permanent address in their home country.
- Correspondence address – our primary contact address for you. If you have come through an agent, please enter their name and address details.

2. Nationality and Permanent Residence

- This information is used to assess your fee category and for statistical purposes. For further information on how fee status is assessed please refer to UKCISA: UK Council for International Student Affairs website: www.ukcisa.org.uk
- Visa requirement – for information about whether you need a visa to study in the UK please refer to UK Border Agency website: <https://www.gov.uk/browse/visas-immigration/student-visas>

3. Proposed study at Aberystwyth

Please read the current Postgraduate Prospectus carefully before completing this section and/ or consult the university website www.aber.ac.uk You must enter the full title of the programme and qualification aim as they appear in official Aberystwyth University publications.

- Non-qualification applicants (Visiting Students) should note “Visiting Student” as their proposed qualification and apply offline by downloading and completing the relevant application form.
- Applicants for the PGCE (teacher training) must apply through UCAS, NOT directly to the university. For more information go to: www.ucas.com/how-it-all-works/teacher-training and to apply visit <https://www.ucas.com/postgraduate/teacher-training/ucas-teacher-training-apply-and-track>
- Applicants for the Legal Practice Course (LPC) must apply through the Central Applications Board (CAB), NOT directly to the university. For more information go to: www.lawcabs.ac.uk

Modes of Study

- Distance Learning refers to programmes not taught on campus. For a list of courses available through direct learning, please refer to the Postgraduate Prospectus or website: <https://www.aber.ac.uk/en/postgrad/distance-learning-courses/>
- If you are an applicant from a non-EEA country and require a student visa to study in the UK, please note that immigration rules state you can only study full time. For further information please refer to: www.ukvisas.gov.uk and www.ukcisa.org.uk.

Research applicants

- A research proposal is required for all research applications unless there is a predetermined research proposal attached to a funded project. Please check that your proposal is related to the academic expertise of staff in the Department (details can be found in the prospectus and on the website). Applicants are strongly advised to contact their intended department before constructing their research proposal.
- Research proposals should be 1,000 to 1,500 words in length and include:
 - i. Title
 - ii. Key research question to be addressed
 - iii. Sources/ methodology
- Your research proposal should be your own original idea (unless part of a predetermined research proposal attached to a funded project).
- This section should be completed by the candidate unaided, *unless* the candidate is applying to undertake research as part of a team in the Faculty of Science. In this instance the advice and comments of the prospective supervisor/team leader may be sought, and the candidate should indicate in the statement if this has been the case.
- Please attach a copy of your proposal to your application form.

4. Funding and Finance

It is important that you have sufficient funds to pay for your tuition fees and living expenses during your period of study. Please give as much information about your known or anticipated funding arrangements. Some laboratory-based programmes may also require a bench fee, to cover the cost of additional materials and equipment, details of which will be included in the offer letter.

- **Scholarships/ Research Council Funding.** Please only include these as your source of funding if you have been awarded or are eligible to apply for

them. To check your eligibility please see www.aber.ac.uk/en/postgrad/funding-fees/calculator/

- **Self financing:** means that you or your family intend to pay your fees direct to the University.
- **Private Sponsor:** A private sponsor might be your employer or local church, for example.

5. Your qualifications

- If your qualifications are from outside of the UK, please give the EXACT title of the qualification as it is known in the country where it is offered. Please do not try to describe it in terms of the UK system.
- Please enclose scanned copies/ photocopies of original certificates/ transcripts or copies authenticated by the awarding body for all University-level qualifications that you have obtained. An authenticated copy is a photocopy marked with the stamp or seal of the awarding institution, attested as a true copy of the original and signed by an appropriate officer of that institution.
- Please note that you may be asked to produce the originals during the application process or when you register to study with us.

6. Work Experience

Please provide details of relevant work experience (paid or voluntary) which you would like us to consider when reviewing your application.

7. Personal statement

Please provide a personal statement that outlines your reasons for wanting to undertake the course of study, together with information of any relevant experience you may have. Personal Statements should be within 1-2 A4 pages.

8. References

Postgraduate Taught (PGT) Applicants – 1 reference required

Applicants for PGT courses must submit at least one reference. In most cases these will be academic references but in some cases it will be a work based/professional reference (e.g. for Masters Courses, iMLA studies or for experienced non-graduates).

Offers may be made for PGT courses prior to the receipt of any references. Applicants will not be admitted without satisfactory references.

Postgraduate Research (PGR) Applicants (MPhil, PhD and LLM by Research) – 2 references required

All applicants for PGR programmes must submit two academic references with their application.

Please ensure all references meet the following criteria, the reference should:

- Be written on letterhead paper. Emailed references are accepted if they are sent directly from the referee's official work email. We do not accept references from yahoo, gmail or hotmail accounts.
- Be signed and dated by the referee.
- Contain the contact details and position of the referee.
- State your name, address and the course you have applied for.
- State how long the referee has known you and in what capacity.
- State your qualifications, dates achieved, results/ predicted results.
- Address the issue of your suitability for the course you have applied for.

Academic referees should be able to comment on your academic background at either undergraduate or Masters level.

References for non-graduates

A work based reference may be submitted from your current or previous employer.

9. English Language Proficiency

Non-native English speakers must take a University recognised test of academic English language proficiency. For further information please see our English Language requirements page: <http://www.aber.ac.uk/en/postgrad/howtoapply/before-you-apply/english-language/>

If you have been awarded a degree (Bachelors or Masters) from a UK University, you do not need to take an English proficiency test.

10. Welsh Language Proficiency

Please tell us about your Welsh language proficiency. This information does not form part of the selection process, except where an applicant is applying for a course which is delivered and accessed through the medium of Welsh.

11. Disability/ Medical Conditions/ Additional Requirements

Even if you have previously declared a disability/ medical condition or have been assessed for additional requirements by the University, please provide full details on your postgraduate application.

We use this information to ensure that support needs are identified and so we can assess what support the University can provide. This information does not form part of the selection process, and will be treated confidentially. Please enter the code most relevant to you in the box in Section 11.

- 51 Specific learning difficulty e.g. Dyslexia
- 53 Social/communication difficulty e.g. Autism
- 54 Long standing illness or health condition
- 55 Mental health difficulties
- 56 Physical impairment or mobility issues
- 57 Deaf/ hearing difficulty
- 58 Blind/partially sighted
- 08 You have two or more of the above disabilities/ additional needs
- 96 You have a disability not listed above

12. How did you find out about the University?

Please provide details about how you learnt of the opportunity for postgraduate study at Aberystwyth University. This information does not form part of the selection process and is purely for our information.

13. Declaration

Please read the declaration information and sign/date to confirm you understand provide your consent.

Information correct at time of publishing (February 2019)