

## 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/](http://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: [www.ukba.homeoffice.gov.uk/visa-immigration/do-you-need-a-visa/](http://www.ukba.homeoffice.gov.uk/visa-immigration/do-you-need-a-visa/)

### 3. Proposed study at Aberystwyth

Please read the current Postgraduate Prospectus carefully before completing this section or consult the university website [www.aber.ac.uk/en](http://www.aber.ac.uk/en).

- 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 in the off-line mode by downloading application forms.
- Applicants for the PGCE (teacher training) must apply through the UCAS Teacher Training Registry NOT directly to the university. For more information go to: <http://www.ucas.com/how-it-all-works/teacher-training>
- 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](http://www.lawcabs.ac.uk)

### Modes of Study

- Distance Learning refers to programmes not taught on campus. For a list of courses available in this mode please refer to the Postgraduate Prospectus or website

[www.aber.ac.uk/en/postgrad/postgraduate-courses/distancelearning/](http://www.aber.ac.uk/en/postgrad/postgraduate-courses/distancelearning/).

- 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 a Taught Masters course. For further information please refer to: [www.ukba.homeoffice.gov.uk/visa-immigration/do-you-need-a-visa/](http://www.ukba.homeoffice.gov.uk/visa-immigration/do-you-need-a-visa/) and [www.ukcisa.org.uk/](http://www.ukcisa.org.uk/).

### Research applicants

- Prospective research students for all Departments **except Computer Science and Mathematics and Physic** are required to submit a research proposal as part of their application. The proposal should be your own original idea. 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
- Please attach a copy of your proposal to each application form.
- Computer Science applicants should initially indicate the **area of research** in which they are interested
- 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.

### 4. Funding, Scholarships 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.

#### • Studentships/ Research Council funds for Taught Masters.

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 read the

Postgraduate Fees and Funding website:  
[www.aber.ac.uk/en/postgrad/funding-fees/calculator/](http://www.aber.ac.uk/en/postgrad/funding-fees/calculator/)

- i. Aberystwyth International Excellence Scholarships (AIES): For non-EU students on full-time taught Master courses with the equivalent of at least a UK 2i Honours: deadline 31st July 2014.
- ii. Arts & Social Research Council (AHRC)
- iii. Economic & Social Research Council (ESRC) – “1+3” or “+3” quota. UK & EU Students
- iv. Commonwealth Shared Scholarship Scheme: applicants from developing countries of the Commonwealth for Masters courses with the Institute of Geography & Earth Sciences, Department of Information Studies and the MSc Food & Water Security course. 19<sup>th</sup> February 2014 deadline.

• **Studentships/ Research Council funds for Research Programmes**

Please only note these as your source of funding if you have been awarded or are eligible to apply for them. To check your eligibility please read the Postgraduate Fees and Funding website:

[www.aber.ac.uk/en/postgrad/funding-fees/calculator/](http://www.aber.ac.uk/en/postgrad/funding-fees/calculator/)

- i. Doctoral Career Development Scholarships (DCDS): For full-time PhD students only. 1<sup>st</sup> March 2014 deadline. Please check for earlier departmental deadlines. *NB: Department of International Politics and Institute of Geography and Earth Sciences: 1<sup>st</sup> February 2014.*
- ii. Arts & Humanities Research Council (AHRC)  
Details of competition to be confirmed.
- iii. Economic & Social Research Council (ESRC) (“1+3”; “+3”; Quota): UK & other EU students in social science subjects only. 1<sup>st</sup> March 2014 deadline. *NB: Department of International Politics and Institute of Geography & Earth Sciences: 1<sup>st</sup> February 2014.*
- iv. Biotechnology & Biological Research Council (BBSRC): UK & other EU students in biological sciences only. Please contact relevant Department.
- v. Natural Environment Research Council (NERC): UK & other EU students in Geography & Earth Sciences, Biological Sciences and Physics only. Please contact relevant Department.
- vi. Engineering & Physical Sciences Research Council (EPSRC): UK & other EU students in Computer Science, Mathematics, Physics and Biological Sciences only. Please contact relevant Department.
- vii. Science & Technology Facilities Council (STFC): UK & other EU students in Physics only. Please contact relevant Department.

- **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.
- If possible, please enclose 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.
- Alternatively scanned copies/ photocopies of certificates/transcripts will be acceptable, but please note that you may be asked to produce the originals during the application process or when you are studying with us.

**6. Personal statement**

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

**7. References**

**Postgraduate Taught Applicants – 1 reference**

Applicants for Postgraduate Taught 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 with the Department of Information Studies or for experienced non-graduates).

Offers may be made for Postgraduate Taught courses prior to the receipt of any references. The offer would then stipulate that a satisfactory reference was required as a condition of the offer. Applicants will not be admitted without satisfactory references.

*N.B. Excludes PGCE, Legal Practice Course and Graduate Diploma in Law.*

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

Please note that all applicants for Postgraduate research programmes must submit two academic references with their application form.

**Reference Criteria**

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

- Be written on letterhead paper. **Emailed references will only be considered** if they are sent directly from the referee’s official work email. We do not accept

references from yahoo, gmail or hotmail accounts, for example.

- Be signed and dated by the referee. Email references that meet the above criteria are the exception.
- 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 qualification, date 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 either at initial degree or Masters level.

### References for Research applications

Please note that **two academic** references are required for all Research applications.

### Distance Learning Courses

At least one reference should be professional/work based. If providing an academic reference is not feasible then providing a second professional reference may be sufficient

**References for non-graduates**, a work based reference may be submitted from your current or previous employer.

### 8. 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. Disability/ Medical Conditions/ Additional Requirements

Even if you have previously been assessed by the University, please declare your condition on your postgraduate application.

We are collecting this information to ensure that support needs are identified and 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 10. If appropriate please give

details of any special requirements or additional support needs you may have.

- 51 Specific learning difficulty e.g. Dyslexia
- 53 Social/communication impairment 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/ special needs
- 96 You have a disability not listed above

### 11. Criminal Convictions

In order to protect our students and staff we are required to ask if you have any relevant unspent criminal convictions.

#### What is a relevant conviction?

'Relevant' means: offences against the person, whether of a violent or sexual nature; offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking; offences involving firearms, arson or terrorist acts.

#### What is a spent conviction?

Convictions that are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. However certain programmes, for example teaching, are exempt from the Rehabilitation of Offenders Act and different rules apply with regards to criminal convictions. The University may ask you to agree to a criminal records check as a condition of an offer.

Convictions (for offences similar to those set out above) made by courts **outside Great Britain** are considered unspent. If this applies to you, tick the box "yes."

#### How will the university handle my application if I declare a relevant criminal conviction?

- If you tick the box "yes" you will not be automatically excluded from the application process.
- The information concerning criminal convictions will be passed on to appointed persons at the university. In line with best admissions practice, they will consider your application separately from your academic merits. During this consideration, they may ask you to provide further information about your conviction. If they are satisfied, your application will proceed in the normal way although they may add certain conditions to any offer they make. Otherwise they will notify you of their decision.

- Failure to declare a relevant criminal conviction may result in expulsion from the university.

All information concerning criminal convictions is treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998.

*Information was correct at time of publishing*