

Guidance Notes for Completing your Postgraduate Application

Thank you for choosing to apply to The University of Manchester. These guidance notes are designed to help you complete your application form and should be read carefully. It is also important that you read the relevant parts of the current Postgraduate Prospectus, and any other material you may have been sent about the proposed programme of study, before you apply. If you require further advice about submitting an application, please contact the relevant School directly.

What supporting documentation is required?

You must ensure that the following information is enclosed with your completed (and signed) application form:

- copies (not originals) of degree certificates and official academic transcripts of previous study showing the subjects taken and the grades obtained. If these are in a language other than English please provide official translations.
- two Referee Report Forms and accompanying letters of reference
- copies (not originals) of English Language certification, eg. IELTS or TOEFL (if applicable)
- research proposal (if applicable)

Failure to enclose all the necessary documents will result in delays in processing your application. If any of this supporting documentation is not available at the time you wish to submit your application, you must make this clear and ensure that the material is forwarded as soon as possible to allow your application to be fully processed. You are advised that in some instances, a decision on admission will not be made until a complete application is received.

Forward these documents and the completed form to:

Postgraduate Recruitment and Admissions

The University of Manchester

Oxford Road

Manchester M13 9PL

United Kingdom

Tel: +44 (0) 161 275 4740

email: pg.admissions@manchester.ac.uk

When should you apply?

For the majority of taught programmes or research degrees there is no official closing date for applications, although candidates are advised to apply as early as possible. Those programmes with specific closing dates are identified as such in the Postgraduate Prospectus.

Completing your application form

PERSONAL DETAILS

Names - please state all of your first/given names in the order that they appear on official documents and in the order they should be used.

Date of Birth - please enter as day, month, and year in that order, eg. 24th June 1980 should be stated as 24/06/80.

Country of Permanent or Home Residence - refers to your 'home' country, ie. the country in which you have been normally resident except for periods of temporary absence. It is not necessarily the country in which you are living for your current study.

Nationality - Your nationality should be that which is recorded in your passport. If you have dual nationality, please state this.

Ethnic Origin - please enter the code from the list below which best describes your ethnic origin. Only UK applicants are asked to complete this section. The University has a statutory obligation to collect this information, which is required for statistical purposes only. This information will not have any influence on the outcome of your application.

White - British	11	Chinese	34
White - Irish	12	Other Asian background	39
Other White background	19	Mixed - White and Black Caribbean	41
Black or Black British - Caribbean	21	Mixed - White and Black African	42
Black or Black British - African	22	Mixed - White and Asian	43
Other Black background	29	Other Mixed background	49
Asian or Asian British - Indian	31	Other Ethnic background	80
Asian or Asian British - Pakistani	32	Information Refused	98
Asian or Asian British - Bangladeshi	33		

Addresses - if the address(es) given are only temporary, please give the dates when you will be living there. The 'home address' is the address we will use to contact you unless you specify a 'correspondence address'. Please include an email address, mobile phone number, and a fax number if you have them.

PROPOSED PROGRAMME OF STUDY

Please read the current Postgraduate Prospectus carefully before completing this section. You may also wish to refer to School websites for more details about the programme of study and to see if there is any additional information required in order to process your application. If you wish to apply for more than one programme on the same application form, please list your choices in order of preference, with your first choice at the top.

Overseas applicants from non-EU countries should note that the terms of entry into the UK will normally prevent you from registering for a programme on a part-time basis (for more information, please refer to www.ukvisas.gov.uk/ or www.ukcosa.org.uk/)

Taught programmes - You need to provide us with the level of qualification (eg. MA, MSc) and the full title of the proposed programme as stated in the Postgraduate Prospectus.

Research programmes - Please specify the research group/theme you are interested in or the broad subject area of the proposed research topic. Please use the current Postgraduate Prospectus and/or Faculty or School website to identify the appropriate research group/area. If you are not sure which research group/area is relevant, you should contact the Faculty or School for advice. You are also asked to give the proposed title of your research and details of your research proposal. The amount of information required in a research proposal varies from subject to subject so you must refer to the Postgraduate Prospectus and/or School websites for information. In general, however, the following applies:

Faculty of Humanities - applicants are required to include a more detailed proposal on a separate sheet of paper (not more than 1,000 words) covering the following: title; how the proposed research relates to previous research in this field; main questions or hypotheses to be addressed; justification of these as worthy of investigation; overview of the proposed research methodology; sources and type of data and methods of collection; methods of analysis; main stages in the conduct of the proposed research with time allocation.

All other Faculties - applicants are required to provide a 20-30 word (minimum) outline of their research.

For all research programmes, it is very important that you include the name of your proposed research group or theme to help us identify the most suitable supervisor for you. If you have already discussed your proposal with a potential supervisor you should state his or her name on the application form.

If applying for a part-time research degree we require confirmation of free-time from your employer. You are also required to attach an initial study plan to your application. Please refer to the Postgraduate Prospectus and/or School websites for information.

In exceptional circumstances, it is possible to study on an external basis, or at another institution as well as The University of Manchester (ie. split-site). To guarantee an appropriate environment and supervision for the research to take place, such arrangements are usually made on an institutional level, rather than with individual students. This should be discussed with your proposed School before an application form is submitted.

QUALIFICATIONS

In this section, you should give details of present and previous higher educational institutions attended (ie. education since the age of 18). Please enclose copies of your degree certificates and academic transcripts received to date with your application. If these are in a language other than English please provide official translations. You will be requested to provide original copies of documentation on arrival at the University.

Please make sure that the names of educational institutions are written in full and not abbreviated to initials. Please also give the country in which the institution is located. Please indicate the type of award for which you studied eg. BA, BSc, or MA and the title used on the degree certificate/transcript. Give the grades you attained; eg. Degree Class, Grade Point Average (GPA), score out of 100. If you have not yet received your award, please indicate when you expect to receive the results and provide a transcript to date.

You should also list any academic prizes or distinctions, professional or other non-academic qualifications received. Please note that the Graduate Management Admissions Test (GMAT) or Manchester Admission Test (MAT) is a mandatory requirement for non-UK degree holders applying to certain business, management and finance programmes (as indicated in the current Postgraduate Prospectus).

Guidance Notes Continued

ENGLISH LANGUAGE PROFICIENCY

All applicants are required to provide evidence of their ability in English since a good command of the language is essential to study for a postgraduate degree. It is the admitting School or Faculty that will determine, as part of the decision on admission, whether an applicant's competence in the English language is sufficient for the programme to which he/she has applied. The minimum English Language requirements for admission to individual programmes are stated in the Postgraduate Prospectus. These normally take the form of a recognised English language qualification such as GCSE English Language, International English Language Testing System (IELTS), or Test of English as a Foreign Language (TOEFL), although there are a number of other acceptable qualifications. Applicants who have already successfully completed, or are successfully completing, a full-time university degree (ie. Bachelor's or Master's) in the UK of a minimum of one year's duration would normally be exempt from these requirements. Applicants who have taken a degree outside the UK but delivered in the English language may also be considered for an exemption from the requirements but this will be at the discretion of the admitting School or Faculty. Applicants with less than the minimum requirements may be automatically rejected or will be asked to retake the relevant examinations. Alternatively, they may need to successfully complete one of the English language courses at the University's Language Centre preceding entry to their programme of study. Applicants will be notified at the point of offer of any such conditions.

PROFESSIONAL/PREVIOUS EXPERIENCE

Please give details of any relevant professional/ previous experience related to your proposed field of study (or other training or experience of research methods). Do not simply attach a resume/curriculum vitae (CV) unless specifically instructed to do so. Please note that work experience is a requirement for some programmes. Use a separate sheet if you require more space. This section will be particularly relevant to students who want to be considered under the University's accreditation for prior experiential learning (APEL) policy, ie. the process of awarding academic credits for uncertificated learning gained from experience. More information is available on APEL from the School in which you wish to study.

FINANCE

It is important that you have sufficient funds to pay for your tuition fees and living expenses during your period of study. Some laboratory-based programmes may also require a bench fee to cover additional materials and/or equipment. Please give as much detail as possible about your known or anticipated funding arrangements. Further advice on fees and funding is available on the University's website and in the Postgraduate Prospectus. You may also like to contact the School in which you intend to study for information about possible sources of funding.

FEES ASSESSMENT

Home/Overseas Fee Status

If you are in doubt as to your status (UK/EU or overseas) for the purpose of the payment of tuition fees, you should seek clarification from the Student Services Centre BEFORE you register. To assist us with this process you are asked to answer the questions stated on this form. If you were born overseas and/or have lived overseas (or are in any doubt about your fee status), you will need to complete a Tuition Fee Assessment Form which will help the University to determine your status. You will also need to provide copies of all relevant pages in your passport. For any queries relating to tuition fees, please contact the Student Services Centre on:

Tel: +44 (0) 161 275 5000, Fax: +44 (0) 161 275 7860, email: ssc@manchester.ac.uk

DISABILITY/SPECIAL NEEDS

This section is included for the purposes of monitoring equal opportunities and to ensure that the University can provide students with appropriate facilities. The University is committed to equal opportunities in its admissions policy and considers applications from candidates with disabilities on the same academic grounds as apply to all candidates. Applicants who have a disability/special need which may require extra support or specific facilities to aid their study are advised to contact the University's Disability Support Office (Tel: +44 (0) 161 275 7512 or email: disability@manchester.ac.uk) prior to formal application.

Please enter in the box the code from the list of statements below which is the most relevant to you and, if appropriate, give details of any special requirements or additional support needs you might have;

00 None	06 Mental health difficulties
01 Specific learning difficulty, eg. dyslexia	07 Unseen disabilities eg. diabetes, epilepsy
02 Blind or partially sighted	08 Multiple disabilities
03 Deaf or hearing impairment	09 Disability/special need not listed above
04 Wheelchair user or mobility difficulties	10 Autistic Spectrum Disorder
05 Personal Care Support	

CRIMINAL CONVICTIONS

To help the University reduce the risk of harm or injury to its students caused by the criminal behaviour of other students and to identify candidates who may be unsuitable for certain programmes (ie. which involve contact with children or other vulnerable members of society) we must know about any relevant criminal convictions that you may have.

For programmes in teaching, health, social work and programmes involving work with children or vulnerable adults, you must tell us about all criminal convictions, including spent sentences and cautions and bind-over orders. For these programmes, you must enter X in the box if any 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

For these programmes, you may also need an enhanced disclosure document from the Criminal Records Bureau (www.crb.gov.uk). The admitting School will send you the appropriate documents to complete if this applies to you.

For all other programmes, the University only needs to know about 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 on the application form. You must enter X in the box if either of the following statements applies to you:

- 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 'e' or 'b' in either of the above categories applies to you then you must also give the prison address as your correspondence address and a senior prison officer must support your application.

Applicants who enter X in the box will not be automatically excluded from the application process. However the University may request further information about the conviction before making a decision.

If you have been convicted of a relevant criminal offence after you have applied you must tell the admitting School as soon as possible. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The University may then ask for more details.

REFERENCES

It is your responsibility to provide references from two people (referees) who have knowledge of your academic or professional ability in support of your application. Members of your family cannot provide references. In most cases, it would be appropriate for both references to be academic references (eg. from a lecturer or professor from your last university). However if, for example, your academic studies occurred some time ago it might be more appropriate to submit recommendations from those familiar with your professional performance. If you have difficulty in identifying suitable referees you should seek the advice of the relevant admissions tutor.

References must be submitted on official headed paper and must be signed. A completed copy of the University's 'Referee Report Form', which ensures that certain information is provided by the referee, must also accompany each letter of reference. References and Referee Report Forms should be submitted in sealed envelopes signed and/or officially stamped across the seal. You are advised to return references with your application to speed up the application process but they can be sent at a later date if necessary.

FURTHER INFORMATION

This section gives you the opportunity to include any other information about yourself or your plans that you have not been able to write elsewhere and that you feel may be relevant to your application. You may, for example, want to comment on why you wish to pursue a particular programme and what you hope to gain from it. If you find there is not enough space you can include additional pages. Some Schools (eg. Informatics) like to see a resume/curriculum vitae (CV) included with the application. These are indicated in the Postgraduate Prospectus.

HOW DID YOU FIND OUT ABOUT THE UNIVERSITY OF MANCHESTER?

Please use the check boxes to indicate how you heard about The University of Manchester. This information will help us with our future marketing efforts.

ENGLISH LANGUAGE PROFICIENCY

Is/was English the language of instruction of your first or subsequent degree(s)?
Schools may require a statement from the institution confirming this.

Yes No

Please give details of the formal English Language qualifications you have already obtained and any that you are planning to take in the near future:

GCSE English Language	Month	<input type="text"/>	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>	Grade, if known	<input type="text"/>			
IELTS	Month	<input type="text"/>	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>	Score, if known	<input type="text"/>			
TOEFL	Month	<input type="text"/>	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>	Score, if known	<input type="text"/>			
Other (please specify)		<input type="text"/>			Month	<input type="text"/>	<input type="text"/>	Year <input type="text"/>	<input type="text"/>	Score, if known	<input type="text"/>

You should enclose photocopies of the official score report/certificate(s) for qualifications already obtained.

PROFESSIONAL/PREVIOUS EXPERIENCE

Please give details of any relevant professional/ previous experience related to your proposed field of study (or other training or experience of research methods). Use a separate sheet if you require more space.

Position held	Name and place of employment (including country if not in the UK)	Nature of work	Dates (from/to)

FINANCE

How do you intend to finance your studies? Please tick appropriate box(es). Please note that ticking the boxes does not constitute an application for the funding.

Self or family (ie. private funds)	<input type="checkbox"/>	University/School Scholarship	<input type="checkbox"/>	Research Council/AHRB (UK/EU students only)	<input type="checkbox"/>	Overseas Research Student Award (international students only)	<input type="checkbox"/>	British Chevening Scholarship	<input type="checkbox"/>
Overseas Government or Ministry	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other (please give details)	<input type="text"/>				

If you have already applied for sponsorship/ scholarship, has this funding been confirmed? Yes No

If yes, please give the name of the funding body and include a copy of your award letter or letter of confirmation.

If yes, what will this sponsorship/scholarship cover? Please tick appropriate box(es)

All tuition fees	<input type="checkbox"/>	Partial tuition fees	<input type="checkbox"/>	Maintenance grant, ie. contribution towards living costs	<input type="checkbox"/>	Other, please specify	<input type="text"/>
------------------	--------------------------	----------------------	--------------------------	--	--------------------------	-----------------------	----------------------

FEE ASSESSMENT

Have you been permanently resident in the European Union (including UK) for the last three years? Yes No

If you were not born in the European Union (including UK), when did you arrive to live in the EU/UK?

D	D	M	M	Y	Y
---	---	---	---	---	---

If you have been granted leave to enter or remain in the UK please attach copies of documentation from the Home Office with your application. If you have not been permanently resident in the European Union (including UK) for the last three years and expect to be classed as a "Home" student for fees you may also want to attach further information.

If you were born overseas and/or have lived overseas (or are in any doubt about your fee status) you will need to complete a Tuition Fee Assessment Form available from the Student Services Centre. Your tuition fees status will then be formally determined and communicated to you.

DISABILITY/SPECIAL NEEDS

Please select the most appropriate code listed in the 'Guidance Notes'

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Please give details of any special requirements or additional support needs as a result of your medical condition or disability.

CRIMINAL CONVICTIONS

If you have a relevant criminal conviction, enter X in the box. See 'Guidance Notes' for a definition of relevant criminal convictions.

REFERENCES

It is your responsibility to provide references from two people (referees) who have knowledge of your academic or professional ability in support of your application. You are advised to return their references with your application and to use the accompanying Referee Report Forms (see 'Guidance Notes').

Surname																
First/ given name(s)																
Address																
Position Held																
Tel Number																
Fax Number																
email																
															Recommendation enclosed	<input type="checkbox"/>

Surname																
First/ given name(s)																
Address																
Position Held																
Tel Number																
Fax Number																
email																
															Recommendation enclosed	<input type="checkbox"/>

FURTHER INFORMATION

Please add any other information relevant to your application, eg. why you want to undertake this programme or research, details on your future career plans.

HOW DID YOU FIND OUT ABOUT MANCHESTER?

How did you find out about study at Manchester? Please tick appropriate box(es). Where appropriate, please give details.

University's Postgraduate Prospectus	<input type="checkbox"/>		Advert in Newspaper or Journal	<input type="checkbox"/>	
British Council Office	<input type="checkbox"/>		Overseas or UK Education Fair	<input type="checkbox"/>	
University's Postgraduate Open Day	<input type="checkbox"/>		University/College Careers Service	<input type="checkbox"/>	
Web	<input type="checkbox"/>		Personal Recommendation	<input type="checkbox"/>	
Agent	<input type="checkbox"/>		Other (please specify)	<input type="checkbox"/>	

DATA PROTECTION

The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form part of your University student record. All data is held and processed in accordance with the requirements of the Data Protection Act 1998 and within the limits agreed with the University's Data Protection Officer. A full statement of how The University of Manchester intends to process student data will be provided prior to Registration in the Registration Guide, but a copy may be obtained at any time from the Student Services Centre.

DECLARATION

I certify that the information given in this application and in the supporting documents is accurate and complete. I understand that the submission of false, misleading, or inaccurate information may be sufficient cause for refusal of admission or termination of registration.

Signature		Date						
			D	D	M	M	Y	Y

CHECKLIST - please make sure you have included the following

Application Form signed and dated	<input type="checkbox"/>	Two Referee Report Forms and accompanying letters of reference	<input type="checkbox"/>
Photocopies of degree certificates and official academic transcripts of previous study showing subjects taken and grades obtained	<input type="checkbox"/>		
Photocopies of any English Language certification (if applicable)	<input type="checkbox"/>	Detailed research proposal (if applicable)	<input type="checkbox"/>