

# Cardiff University

## Postgraduate Application Form



### Guidance Notes

#### General

These guidance notes are for use with the Cardiff University form "Application for Admission as a Postgraduate Student". This form should be completed by all applicants for postgraduate taught courses and research degrees at Cardiff University's Cathays Park and Heath Park campuses.

The information provided by you on the application form will be used to consider your application and, if you are offered a place, to make arrangements for your admission. This information will be made available to relevant course selectors and to other administrative staff responsible for recruitment and admissions. We will assume that you have read the appropriate Postgraduate Prospectus or School brochure before completing the application form. If you have not received sufficient information to enable you to complete the form, please let us know.

It is the policy at Cardiff University that student recruitment and selection is conducted on an equal opportunities basis, in accordance with the provisions set out in the Sex Discrimination and Race Relations Acts.

The form is set out in several sections, which should be completed clearly, in block capitals and **black** ink.

- Part 1: Proposed Postgraduate Programme
- Part 2: Personal Details
- Part 3: Academic and Professional Qualifications
- Part 4: Employment Information
- Part 5: Funding
- Part 6: Non-UK applicants currently in the UK
- Part 7: Personal Statement
- Part 8: English/Welsh Language Competency
- Part 9: Confidential References
- Part 10: How did you learn about postgraduate opportunities at Cardiff University?
- Part 11: Declaration

#### Section 1 Proposed Postgraduate Programme

1.1 Please indicate the School in which you would like to study.

1.2 For Taught course applicants, please tick the box that applies to the postgraduate programme you wish to follow. If you want to apply for a programme that is not listed, please indicate this in the space provided. Please also specify the exact title of the taught programme you are applying for. This will ensure that your application is seen by the relevant admissions tutor(s) and will help to prevent delays. Please use the course title given in the current Postgraduate Prospectus.

For Research applicants, please tick the box that applies to the research degree you wish to follow. Please also specify your proposed subject or area of research, or the name of the research group(s) in which you are interested. Please identify the research group using the title given in the current Postgraduate Prospectus. If you are not sure which academic school or research group is appropriate, you may find it useful to use the **Study@Cardiff** searchable database at [www.cardiff.ac.uk/courses/postgraduate](http://www.cardiff.ac.uk/courses/postgraduate). If you wish to study for a Professional Doctorate, please tick the relevant box. Research applicants also need to complete a Research Proposal\*. More details are given at the end of these Guidance Notes.

1.3 Use the check box to indicate whether you intend to study full-time or part-time. Some courses are only available by full-time study; others are only available by part-time study. Please check the Postgraduate Prospectus if you are unsure of this information.

1.4 Please state the month and year in which you would like to commence your studies. The majority of our Masters and Diploma courses start in September each year. Please check when the course you are applying for commences by looking at the individual course entry in the Postgraduate Prospectus. If you are applying for an MPhil/PhD, these can commence on the first of October, January, April or July, as agreed with the relevant School.

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## **Section 2 Personal Details**

### **Surname (family name)**

This is the name under which your file will be registered and the name you should use on any future correspondence with us. Make sure that this is the name on your transcripts and references to avoid confusion. If you have a previous surname please enter it as well, for example if you have married or divorced

### **First or given names**

Please provide all of your given names in the order that they appear on official documents. Initials are insufficient. You can enter up to three given names.

### **Title**

Please give the title you usually use. For example: Dr, Miss, Ms, Mr, Mrs, Professor. Do not leave this field blank.

### **Gender**

Please state whether you are male or female by entering **M** or **F** in the box.

### **Date of birth**

Your correct date of birth in conjunction with your application number allows easy identification of your application record.

### **Country of birth**

Please enter the name of the country in which you were born.

### **Nationality**

Use the space provided to state your nationality. If you have dual nationality, please indicate this.

### **Country of residence**

Please indicate the country in which you have been normally resident, except for periods of temporary absence, since 1<sup>st</sup> September 2001. For the purpose of this question, time spent studying away from your main country of residence is classed as temporary. If you have indefinite leave to remain in the UK, please send proof along with your supporting documents.

## **2.1 Address**

### **Home (Permanent) address**

This address will be used for all correspondence with you about your application unless you specify a correspondence address. Please include your telephone number, mobile number if applicable (UK applicants only) and include a valid email address that you check on a regular basis. Email is usually our best means of contacting you regarding your application. If you change your address or other contact details, please inform the Registry immediately.

### **Correspondence address**

Enter a contact address if you will be away from home for a significant period of time e.g. studying. If you provide a correspondence address, this will be used for all correspondence with you about your application. Please indicate the dates you are available at this address/contact telephone number/email address. If your address changes, please inform the Registry immediately.

### **Language Medium**

Please indicate whether you would prefer to receive any future correspondence about your application in English or Welsh.

## **2.2 Criminal Convictions**

If you have a relevant criminal conviction, please enter X in the box. 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.

However, 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. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens' Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice. At a later stage you may also be asked to provide more details.

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## Section 3 Academic and Professional Qualifications

It is necessary for all applicants to include certified and if appropriate, translated copies of their degree transcripts/certificates etc. Failure to do so will lead to delays in the processing of your application.

### 3.1. Most recent/current academic qualifications

Please give details of your most recent undergraduate or postgraduate degree - or the undergraduate or postgraduate degree for which you are currently studying. It is important to state the degree qualification obtained (including the class of degree awarded if applicable), the subject(s) of the degree, the date on which your degree was awarded or your results are expected, the length of the course you have undertaken/are undertaking and whether your studies were/are full-time, part-time or distance learning. Please also provide the full name and address, including country, of the university in which you studied/are studying.

### 3.2. Other academic qualifications completed

Please also list any other academic qualifications obtained from the age of 16 onwards in the spaces provided. Most admissions tutors are interested primarily in academic qualifications obtained at higher education institutions (university or college), but some academic schools require evidence of qualifications obtained before then, such as A-levels, Diplomas, HNDs and GCSEs etc. If you are not sure of the level of detail required by the School in which you would like to study, please contact them direct using the details in the Postgraduate Prospectus.

### 3.3. Professional qualifications

Please give details of any professional qualifications (with dates) that are relevant to your application.

### 3.4 Membership of Professional Institutions

If you a member of a professional institution, e.g. GMC, UKCC, please specify the name of that institution, the date you became a member, your level of membership, registration number and its expiry date if applicable.

## Section 4 Employment Information

Please give details of your current employment (if applicable) and any previous employment experience (with dates) that is relevant to your application. Please list your most recent post first and continue on additional sheets if necessary. You may also include a typed CV which should not exceed 2 sides of A4.

## Section 5 Funding

### How do you plan to fund your studies?

Please fill in your intended means of paying for the course. This may change at a later date depending on any scholarship applications. It does not constitute a binding agreement, and will not affect your application. Please include the name of any scholarships you have applied for/intend applying for. You do not need to provide evidence of available funds at this stage.

Cardiff University offers a limited number of studentships. These are extremely competitive awards and it would be in your best interests to explore alternative methods of funding. For more information on funding, please visit [www.cardiff.ac.uk/courses/postgraduate/funding](http://www.cardiff.ac.uk/courses/postgraduate/funding). Any application for funding listed in these pages will not be considered if you do not have a firm offer of a place to study. It is therefore important that you apply for your chosen postgraduate programme well in advance of the deadline imposed by the funding agency for the application for funding. International students are advised to contact the British Council for information about funding opportunities in their own country. Contact details can be found on the web at [www.britishcouncil.org/education/funding/index.htm](http://www.britishcouncil.org/education/funding/index.htm)

## Section 6 Non-UK applicants currently in the UK

Please indicate if you have received Home Office permission to live and work in the UK without time restrictions and enclose copies of relevant correspondence with the Home Office and copies of the appropriate pages from your passport. Please also provide details of when you first entered the UK and for what purpose. Finally, you should state in which country your parents or family are currently living.

## Section 7 Personal Statement

This is your opportunity to tell the Admissions Tutor why you wish to follow your proposed postgraduate programme and what you hope to gain from it. You should use this section to provide any information that would support your application for admission, such as relevant skills, experience and career goals. **Applicants for research programmes must also complete a separate research proposal which should be developed in conjunction with the proposed supervisor.** If the proposal has already been determined (i.e. the supervisors have advertised and have a project in mind already), then the copy should be attached.

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## Section 8 English/Welsh Language Competency

Please indicate your first language (the language which you consider to be your native language) in the boxes provided. If your first language is not English or Welsh, please indicate your level of competency in English by detailing which English Language qualifications you hold and the grade/score achieved. Please note that a satisfactory standard in an approved qualification is necessary before an unconditional offer to pursue a postgraduate course can be made. Please also provide proof that you have obtained the above qualifications (e.g. photocopy of certificate).

## Section 9 Confidential References

You must provide the names and addresses of two people (referees) who have knowledge of your academic or professional ability in support of your application. If you are currently a student or have recently completed your studies, at least one of the referees must be a lecturer or professor from your university.

### 9.1 References

Your references should be in sealed envelopes signed and/or officially stamped across the seal. You are advised to send these forms/letters of reference with this application. You may use the referee forms included with the Postgraduate Prospectus (these can also be downloaded from [www.cardiff.ac.uk/courses/postgraduate/apply](http://www.cardiff.ac.uk/courses/postgraduate/apply)) or the letters may be typed in the style of the referee's choosing. Wherever possible, letters should be officially stamped and include the postal address, telephone number, fax number and email address of the referee. If the referee chooses to type their own letter, please provide them with a copy of the referee report form as this contains guidance notes for the referee. To help us to match your documents to your application, make sure that the references bear your name as it appears on the application. Please note that your application may not be considered without references.

## Section 10 How you heard about Cardiff University

Use the check boxes to indicate how you heard about opportunities to study at Cardiff University – please tick all that apply.

## Section 11 Declaration

Please sign and date your application form to:

- (a) Confirm that the information you have provided is true, complete and accurate, and that any work submitted in support of this application is entirely your own;
- (b) Give consent for this information to be seen by relevant course selectors and other administrative staff responsible for recruitment and admissions.

### \*Research Proposal (for Research applicants only)

Applicants for Research programmes must also complete a separate Research Proposal of approximately **500** words which should be typed and submitted with this application form. This is to ensure, firstly, that the applicant has a researchable project in mind and secondly, that the School the candidate is applying to has the necessary expertise to provide adequate supervision. It is recommended that the proposal is structured to include some (or all) of the following: A suggested title for the proposed study; aims and objectives of the research; an outline of the proposed methodology/design, including information on the research sample and methods of data collection; a list of questions to be addressed by the research; an indicative bibliography and a brief summary of research that has already been undertaken in this field. Applicants should write their name, the School they have applied to and their proposed degree clearly at the top of the Proposal.

#### Checklist:

Please make sure that you include the following:

- Application form completed, signed and dated
- 2 completed referee report forms/reference letters and contact details for these two referees
- Photocopies of any relevant supporting documentation (e.g. degree certificate, transcripts, TOEFL test results)
- Equal Opportunities Monitoring Form
- Research Proposal (Research applicants only)

Cardiff University, in accordance with the general intention of its Charter and the provisions of the Sex Discrimination and Race Relations Acts, affirms its commitment to a comprehensive policy of equal opportunities such that no employee, student or applicant shall be treated less favourably than any other on any grounds not relevant to his or her employment by or membership of the University. Further details on the University's equal opportunities policy can be found on the University website at [www.cardiff.ac.uk/courses/postgraduate/apply/html](http://www.cardiff.ac.uk/courses/postgraduate/apply/html)