Completing the Postgraduate Application Form PDF Version

Dear Applicant,

We look forward to receiving your application form. The University has a comprehensive online application form, www.ncl.ac.uk/postgraduate/apply/, and we encourage you to use this online form if you can.

If you are unable to use the online form we encourage you to use the alternative (pdf version) postgraduate application form. You can either:

• print this form, complete it by hand and post it to us

OR

• complete and submit the form electronically

All postgraduate applications are administered by the University's Postgraduate Admissions Service. Their contact details are:

Address: Postgraduate Admissions, Student Services, King's Gate, Newcastle University, Newcastle upon Tyne, NE1 7RU
Telephone: +44 (0)191 208 5503
E-mail: pgadmissions@ncl.ac.uk

Section One – Your Details

This section is all about your personal data. It is compulsory to complete all of the information. It is particularly important that you provide information about how long you have been resident at your home address and whether you are currently resident in the UK, along with the dates. This information may help determine the fees that you should be charged.

If they are available, e-mail and mobile telephone numbers are very helpful. If you have an e-mail address, we will send an acknowledgement of receipt and other documents this way.

If your correspondence address changes, please contact the Postgraduate Admissions Service as soon as possible.

Section Two – Proposed Programme of Study

Programme name and qualification
Please be specific about the programme that you want to study – make sure that you state the full subject title and which award you are applying for (eg MA, MSc, PhD etc).

Academic year:
Please tell us which academic year you intend to start your studies. The normal academic year runs from September to August, so if you intend to start your studies between September 2011 and August 2012 you should state 2011/12 academic year.

Full-time/Part-time
It is important that you indicate whether you intend to study full-time or part-time. Some programmes are not available in both modes. International candidates from non-EU
states should note that the terms of the entry into the UK will normally prevent them from registering for part-time study.

**Exchange**
If you are an exchange student or a student visiting the University under a particular agreement, please tell us what type of exchange the programme is. Students who wish to study at the University for a short time, but not as part of a formal exchange programme, are regarded as Occasional Students.

**Research applicants only**
Applicants for research programmes (eg PhD, MLitt, MPhil) MUST provide details of their intended research (please note that this does not apply to taught programme applicants). The level of detail you should provide varies depending on which Graduate School your chosen subject belongs to:

- **Humanities and Social Sciences**
  Normally you should include a research proposal with your application that provides details of your proposed research project, including your initial thoughts about the topic, methodology and general approach you would take. For more details, please see our research proposal guidance at: [www.ncl.ac.uk/hss/postgrad/](http://www.ncl.ac.uk/hss/postgrad/)

- **Medical Sciences**
  If you have liaised with a research supervisor about your topic, you need to state their name on the application form. If you know which science area you’d like to research, but have not yet identified a supervisor, your application should briefly describe your research interests. We do not require a research proposal at this stage. For more details, please see our research proposal guidance at: [www.ncl.ac.uk/biomedicine/postgrad/research/finding](http://www.ncl.ac.uk/biomedicine/postgrad/research/finding)

- **Science Agriculture and Engineering**
  If you have liaised with a research supervisor about your topic, you need to state their name on your application form. If you know which subject area you’d like to research, but have not yet identified a supervisor, your application should briefly describe your research interests. We do not require a research proposal at this stage. For more details, please see our research proposal guidance at: [www.ncl.ac.uk/sage/study/postgrad/research_degree.htm](http://www.ncl.ac.uk/sage/study/postgrad/research_degree.htm)

The start date for most taught programmes is September. Most research students also start in September but may start later in the year so please make your intended start date clear. If you are an international student, please allow sufficient time to apply for your visa.

**Sponsored students**
If you are studying as part of a pre-arranged research grant, please make that clear in this section. If you have already reached agreement with the academic school or research institute at Newcastle about a particular project that you will be studying, you need only provide brief details of that project in this part of the form but you must state the name of the academic member of staff that you have been in contact with.

**Section Three – Qualifications**
This section is about your previous qualifications. It is helpful if you can provide as much information as possible in order to enable us to consider whether or not you might be suitable for your chosen programme(s).

You can be brief about your pre-University/College qualifications, but you must give details of all of your University qualifications.
What will your highest qualification be when you start the programme?
Please tell us what your highest qualification will be when you start your chosen postgraduate programme. If you are currently studying, this should be what your highest qualification will be if you are successful in your current study. Most postgraduate applicants select one of the following options:

- first degree of a UK institution (eg BA, BSc)
- higher degree of a UK institution (eg MA, MSc)
- graduate of an EU institution
- graduate of another overseas institution

University Academic Qualifications
If you have a first degree or another postgraduate qualification (for example a Master’s award), please state:

- the actual qualification such as MSc, BA, Diploma of Higher Education
- the title of the award or a brief subject area (eg biology, mechanical engineering, French, organic chemistry)
- the name of the university
- the classification and any specific grades for the overall award
- the relevant dates, (the month and year will suffice)
- the modules or units that you studied as part of this degree or qualification

Supporting documentation
When you submit your application, you should include copies of certificates or transcripts to confirm your degree or highest qualification. If any of your documents are in another language you will need to supply certified English language translations. If you are from outside the EU, you will also need to include a copy of the personal details page from your passport.

You do not need to send any pre-university qualification documentation, non-translated documents or non-academic certificates of achievement.

If we make you an offer, we may ask you to provide the original copies or certified copies of any documents you included with your application. You would normally bring these documents with you to Registration.

Work experience and/or professional experience
If you have no prior work experience, you can ignore this section of the form. However, if you have previously worked it might be that the experience is relevant and you might like to highlight it in this part of the application.

In this section, if you have other relevant skills and experience, you can detail them. If you are currently employed, it is helpful if you indicate your present or most recent employment.

Section Four – English Language
In this section we would like you tell us about your level of English language skills.

If your first language is not English, you will need to include a test certificate (IELTS, TOEFL or equivalent) to confirm your English language ability.

If you require additional English language training, the INTO Newcastle University Centre offers a range of courses, www.intorno.com/newcastle
Section Five – Further Information
It is important that you complete this section of the form in full.

Your funding details
It is important that you have considered the costs of postgraduate study and have made arrangements to cover your tuition fees, study expenses and living costs.

If you are being sponsored, a copy of your sponsorship letter is helpful.

Criminal convictions
To help the University reduce the risk of harm or injury to other students, you must declare all relevant criminal convictions. 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 (but please read below).

If you are applying for a course involving work with children or vulnerable adults, ALL criminal convictions are considered relevant - including spent sentences and cautions (including verbal cautions) and bind-over orders. You will also be required, if offered a place, to undergo police clearance for entry and will need to complete a Criminal Records Bureau (CRB) enhanced disclosure form. You may find it helpful to view further information available at the Criminal Records Bureau website www.gov.uk/disclosure-and-barring-service-criminal-record-checks-referrals-and-complaints

If you are convicted of a relevant criminal offence after you have applied, you must inform us immediately.

Equal Opportunities
The UK Commission for Racial Equality requires the University to collect information on the ethnic origin of all applicants. Please select the category that you feel best describes your ethnic origin.

All information will be handled in the strictest confidence and in accordance with the Data Protection Act.

Applicants disclosing a disability or medical condition
We welcome applications from disabled students. We are committed to providing an accessible environment and a range of support is available for students with additional requirements. If you indicate on your application that you have a disability, we can arrange for you to visit our Student Wellbeing Service (Disability and Dyslexia Support). This visit provides you with the opportunity to talk to the team, discuss support requirements, assess the suitability of facilities offered and ask any questions.

You must also tell us if you have a disability or a medical condition as we are required to provide coded information about any declared disabilities to the Higher Education Statistics Agency for monitoring purposes.

Section Six – Personal Statement
This part of the form is for taught programme applicants and some research degree applicants (MRes, MMus). It is your opportunity to convey your motivation and enthusiasm for your chosen programme and show your suitability for postgraduate study. Your statement should include examples that draw on relevant work, voluntary or study experiences and illustrate the transferable skills you will use when you become a postgraduate student (time management, project management, communication skills, working in a team and problem solving).
Your statement should cover areas such as:
- why you have chosen the course and why you have chosen Newcastle University
- how you will apply your current skills, knowledge and experience to the course
- successes and achievements that are relevant to the course and show your aptitude for postgraduate study
- how the programme fits into your career plans and ambitions

Section 7 – Referees and Declarations

Referees
You will need to include contact details for two referees, at least one of whom should be an academic referee.

If it is some time since you last studied, please contact the Postgraduate Admissions Service by telephone for advice.

Declarations
Paper applications must be signed and dated before they are considered valid.

Electronic applications are considered valid when you actually submit the form as there is a digital record of that submission.

Submitting Your Application
There are two main ways to submit your application:

You may print the form, complete it by hand and post it to us at: Postgraduate Admissions, Student Services, King’s Gate, Newcastle University, Newcastle upon Tyne, NE1 7RU.

Alternatively, you can complete the form online and submit the form electronically.