



Guidelines for completing your postgraduate application

Please read these guidelines carefully before completing your application. It is also important that you read the relevant parts of the Postgraduate Prospectus, and any other material that you may have been sent about the proposed programme of study, before you apply. If further advice about submitting an application is required, the relevant academic department or Graduate School should be contacted 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
- two letters of recommendation, i.e. academic references, each to be returned in a sealed envelope along with a completed 'letter of recommendation' form (enclosed).
- copies (not originals) of English Language certification, e.g. 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. **Your application should be sent to:**

The Research and Graduate Support Unit
Christie Building
The University of Manchester
Manchester
M13 9PL, UK.

When should you apply?

For most programmes there is no official application deadline but you are advised to submit your application as soon as possible, especially if you are seeking financial support or applying to one of the more popular programmes. Ideally for taught programmes (MA/MEd/MSc, etc) you should apply before 31 March in the year in which you wish to start your programme of study, but later applications will be accepted if there are still vacant places. Applicants for research-based programmes (MPhil/PhD) should ideally submit their applications not less than four months before their intended date of registration. Those programmes with specific closing dates are identified as such in the Postgraduate Prospectus.

COMPLETING YOUR APPLICATION FORM

Biographical Information

It is important that the names you give on the application form are the same as on the official documents you submit. Your nationality should be that which is recorded in your passport. The address for correspondence is the address we will use to contact you (if different from the home address). If the address(es) you provide us with are temporary, please give us the dates when you will be there as this will help us when we want to contact you. It would also help us to respond quickly if you could provide a fax number, email address, and/or mobile telephone number.

Further Details

This information will be used to monitor applications and equal opportunities, and - in the case of applications from people with additional support needs - be used to ensure adequate service provision. The University is committed to equal opportunities in its admissions policy and in all aspects of its teaching, examining and other services. No students will receive less favourable treatment, directly or indirectly, on the grounds of race, colour, nationality, ethnic origins, gender, sexuality, marital or parental status, disability, creed, political belief or social or economic class.

Ethnic origin (UK applicants only)

Please give the code from the table below that most closely describes your ethnic origin.

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

Disability/additional support needs

It is important for the University to know about your support needs so that advice can be provided on the availability of any facilities that may be required. This might include adapted accommodation, extra equipment, readers or interpreters or extra time to complete your programme. We recommend that you contact the relevant academic department, Graduate School and/or the University's Disability Support Office (tel. +44 (0) 161 275 7512 or email: disability@man.ac.uk) to discuss your needs before you apply. You might also like to visit the University to find out more about access and facilities.

If you are a candidate with additional support needs please select the most appropriate code from the list on the following page and enter it in the box on the form.

If you do not have a medical condition, disability or specific learning difficulty, use code 0.

Guidelines continued

Medical condition, disability, or specific learning difficulty codes

0	None
1	You have a specific learning difficulty (for example dyslexia).
2	You are blind or partially sighted.
3	You are deaf or hard of hearing.
4	You use a wheelchair or have mobility difficulties.
T	You have Autistic Spectrum Disorder or Asperger Syndrome.
6	You have mental health difficulties.
7	You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition.
8	You have two or more of the above.
9	You have a disability, special need or medical condition that is not listed above.

Academic Information

Applicants intending to register for a research degree (MPhil or PhD) are asked to give the proposed title of research and a 20-30 word outline of the research they intend to undertake. Please refer to the prospectus and / or departmental websites when planning your research outline and give the name of your proposed research group / theme and, if possible, your preferred supervisor. Without this information it may be more difficult to process your application. Research degree applicants intending to register for a programme in the Graduate Schools of Arts, Education, Social Sciences and the Manchester Business School are also required to include, on a separate sheet, a fuller account (not more than 1,000 words) of the research they propose to undertake. This fuller research proposal should cover 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.

Copies (not originals) of your post-secondary school educational qualifications (degree certificates, official academic transcripts) should be included with your application. Documents in languages other than English must be accompanied by certified translations into English. If you are offered admission, and you decide to take up that offer, you will be required to bring with you to the University your original degree certificate(s) and transcript(s), before your registration as a student of the University is confirmed.

English Language Proficiency

This section should only be completed if your first language, i.e. your primary language of communication, is **not** English.

For students whose first language is not English, documentary evidence of competence in both written and spoken English must be provided. This normally takes the form of a recognised English Language qualification such as International English Language Testing (IELTS) or the Test of English as a Foreign Language (TOEFL).

You should list the formal qualifications that you have already obtained and any that you are planning to take in the near future. You should enclose a

photocopy of the English Language certificate or the official score reports for the qualifications already obtained with your application. If you have previously studied and been assessed in English Language at a recognised institution, you may be exempt from the above requirements. Applicants should check this with the Department in which they wish to study. English Language requirements may vary for different subject areas and further details are available in the Postgraduate Prospectus. Applicants may be required, as a condition of their admission, to undertake a pre-sessional English Language course; other applicants may be very strongly advised to do so. Details are available on request of courses run and fees charged by the University's well-established Language Centre (<http://langcent.man.ac.uk>).

Criminal Convictions

You are asked to state on the application form whether you have any criminal convictions. You must complete this section otherwise we shall not be able to process your application. You must enter **X** in the 'Yes' box if you have a conviction, not including a motoring offence resulting in a fine or three penalty points. If you have not been convicted of a criminal offence, you must enter **X** in the 'No' box. If you leave it blank we will contact you to get the information, but this will delay your application.

If you enter **X** in the 'Yes' box, we may require you to supply further details.

If you are serving a prison sentence, you must enter **X** in the 'Yes' box. You must also give the prison address as your correspondence address on the application form.

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

Letters of Recommendation

Two letters of recommendation, i.e. references, must be submitted from persons acquainted with your academic work. If that work occurred some time ago, recommendations from those familiar with your professional performance will usually be acceptable, but you should check this with staff in the Graduate School or Department in which you hope to study. Forms for the letters of recommendation are included in the application materials you have been sent. You should ask each of your referees to complete his/her form **and** letter of recommendation, place them in a sealed envelope, sign it across the seal, and then give it to you to return with your application. If the referee prefers, the letter may be sent direct to the Research and Graduate Support Unit. However, recommendations received with your application are processed more quickly.

Fees and Finances

Any offer of a place at the University is made on the understanding that you have sufficient funds to pay for your tuition fees, bench fees (if applicable), and living expenses during your period of study. Acceptance for study by the University does not imply the provision of any financial assistance unless you have been specifically awarded a University scholarship or grant. It is therefore important to consider how you will finance your studies at the same time as you make your application for admission. Details of tuition fees, living expenses, and sources of postgraduate funding are printed in the Postgraduate Prospectus, and can also be found on the University's postgraduate website (<http://www.man.ac.uk/study/pgrad>). You can also seek advice about likely bursaries, scholarships, sponsorships and grants from other sources from the Department or Graduate School where you intend to study.

ACADEMIC INFORMATION

PLEASE TEAR HERE

List all colleges or universities you have attended, or are now attending, since completing your secondary school education

University/College	Start Date <i>month year</i>	Completion date <i>month year</i>	Major Subject	Degree <i>(with class/grade received/expected)</i>	Date of award
	M M Y Y	M M Y Y			D D M M Y Y
	M M Y Y	M M Y Y			D D M M Y Y
	M M Y Y	M M Y Y			D D M M Y Y
	M M Y Y	M M Y Y			D D M M Y Y

Academic honours, distinctions, prizes or other awards you have received

Professional or other qualifications received

Published work (if any)

CONTINUED OVERLEAF



application for postgraduate admission continued

PLEASE TEAR HERE

EMPLOYMENT INFORMATION

Employment/work experience related to your proposed field of study (or other training or experience of research methods). Please put in as much information as possible here, if appropriate going back 10 years, and continue on a separate sheet if you need more room

Position	Employer	Nature of Work	Dates

CRIMINAL CONVICTIONS (You must complete this section - please refer to 'Guidelines')

Do you have any criminal convictions? Yes No

REFEREES

Please give the names and addresses of two persons who are acquainted with your academic work in your chosen field of study and enclose their letters of recommendation with this application confirming you have done so by ticking the appropriate boxes.

Name		Name	
Address		Address	
Email		Email	
Recommendation enclosed <input type="radio"/>		Recommendation enclosed <input type="radio"/>	

FINANCIAL SUPPORT

Please indicate how you intend to finance your postgraduate study at Manchester. Please tick appropriate box.

Funding already obtained. Please give details.

Funding for which you intend to apply. University Scholarship Research Council ORS Employer Self

Other (e.g. Inter-institutional or government agreement) please give details.

ADDITIONAL INFORMATION

How did you find out about study at Manchester? Please tick appropriate box.

Prospectus Advert in Newspaper/Journal* British Council Office Education Fair University/College Careers Service

World Wide Web Personal Recommendation Other (please specify)

*please specify publication where possible

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.

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 inaccurate information may be sufficient cause for refusal of admission or termination of registration.

Signature _____ Date

D	D	M	M	Y	Y
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FOR OFFICE USE ONLY

Date received (RGSU)

D	D	M	M	Y	Y
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 Date received Graduate School

D	D	M	M	Y	Y
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 Decision date

D	D	M	M	Y	Y
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Accept Reject Course _____ Direct entry PhD/EngD PhD MPhil Taught Masters Diploma

Department/School/Centre	Period of Course	Start Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Supervisor/Programme Director
D	D	M	M	Y	Y				
Research Topic or Title of Course			Name _____						
<input type="radio"/> Full-time <input type="radio"/> Part-time			Signature _____						

Approved by Graduate School Committee Tick Date

D	D	M	M	Y	Y
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