

Application for Postgraduate Admission Notes for Applicants



UNIVERSITY OF
STIRLING

These notes are designed to assist you when completing your application form.

Section 1 PERSONAL DETAILS

Help us by ensuring you complete this section clearly. Where possible we will contact you **via email** throughout the entire admissions process, and if you declare a correspondence address we will use this to communicate with you. For example a correspondence address might be an overseas agent or a temporary summer address.

Section 2 PROGRAMME OF STUDY

Taught programme choice – please note that we will process your application for your first choice initially. If you are unsuccessful you will then be considered for your second choice.

Research degree applicants – please note that in addition to a personal statement (**Section 9**), all self-funded applicants **must** provide a description of their research topic or indicate the area of research they wish to undertake. Expected word count is as follows:

Management and Natural Sciences related topics – up to 1,000 words;
Arts and Human Sciences related topics – up to 2,000 words.

Applicants for Research Council or other externally funded studentships for which a project description already exists need not submit a description of the research topic.

Section 3 EDUCATION AND QUALIFICATIONS

Copies of official transcripts should accompany this application or be forwarded as soon as possible. We are not able to process your application until we have received them.

Section 4 ENGLISH LANGUAGE PROFICIENCY

Proof of English language proficiency must be supplied with this application or forwarded as soon as possible. The University of Stirling accepts a wide range of English language qualifications; a full list can be obtained from the Postgraduate Admissions Office or the Postgraduate Prospectus (<http://www.stir.ac.uk/postgrad>).

Section 5 EMPLOYMENT AND RELEVANT EXPERIENCE

Please provide brief details of any recent employment experience. You may also wish to include a CV.

Section 6 RESIDENCE

Applicants must provide details of their current residence status. Please note residence mainly for educational purposes does not qualify as ordinarily resident in the UK or elsewhere in the European Union.

Section 7 FUNDING

Applicants should provide an indication of how they intend to fund their studies at the University of Stirling. Applicants requiring information on scholarships available at the University of Stirling should refer in the first instance to this website: http://www.stir.ac.uk/postgrad/financial_info/scholarships/index.php

Section 8 REFEREES

Applicants should arrange to have references sent to the Postgraduate Admissions Office on the Reference Form provided or on letterheaded paper from your referee's academic institution.

Section 9 PERSONAL STATEMENT

All applicants **must** submit further relevant information in support of their application. If you choose to attach this information separately, please do so on one single A4 sheet of paper. For guidance, a personal statement will normally include why you wish to study at the University of Stirling, and why you wish to study your chosen programme/research topic and will mention any relevant background study/experience you may have.

All research degree applicants should refer to Section 2 above, and should note that a personal statement and research proposal are compulsory elements of your application.

Section 10 SOURCE OF INFORMATION

Please indicate where you first heard about the programme you have applied for at the University of Stirling. Please also tell us about applications to any other UK colleges/universities.

Section 11 FURTHER INFORMATION

If you have any physical or other disability or medical condition that might necessitate special arrangements or examination facilities, please enclose relevant details with this application.

Criminal Convictions – You must tick the 'YES' box if you have a conviction, excluding any motoring offence for which you received no greater penalty than a fine or three penalty points, or any conviction which is spent (as defined by the Rehabilitation of Offenders Act 1974), except for certain programmes (see below). If you have not been convicted of a criminal offence you must tick the 'NO' box. Applicants who tick the 'YES' box will be asked to provide more details. If you are not sure whether a previous conviction should be reported you can obtain further advice from the Citizens Advice Bureau, Probation Service, or from NACRO. You can also contact a solicitor, but you may have to pay for legal advice.

You should be aware that for certain programmes, particularly teaching, health, social work and other programmes involving work with young people or care for other persons, you must report any criminal conviction, including spent convictions and cautions. If you wish to check whether this applies to any of the programmes you have chosen, please contact the Postgraduate Admissions Office (graduate.admissions@stir.ac.uk). You must inform the University of Stirling if you are convicted of a criminal offence after having submitted your application form.

Section 12 DECLARATION

Please ensure you read the notes contained in this section and then sign and date your application.

The Application Process

How applications are processed - All applications for postgraduate study are processed by the Postgraduate Admissions Office. When we receive your application, you will be sent an acknowledgement email/letter that will contain a **9-digit unique reference number**. Please remember to quote this number if you need to contact the University about any aspect of your application. We will endeavour to process all applications as quickly as possible and enquiries regarding the status of an individual application should be directed to: graduate.admissions@stir.ac.uk

Decisions on admission to postgraduate programmes are made by appropriate staff within academic departments and within the Postgraduate Admissions Office. The response you receive could be:

1. An **unconditional offer** which means that you satisfy all the conditions required for entry and we are offering you a place;
2. A **conditional offer** which means you have not yet satisfied all the conditions of entry. The condition/s of your admissions will be given in the letter and may include such things as the classification of your forthcoming degree award or evidence of English language proficiency;
3. We are **unable to offer you a place**.

Responding to an offer - If you receive an offer, please respond to it as soon as possible. A reply letter will be included in your offer pack; if you wish to accept the offer please sign and return the reply letter.

When we receive your acceptance of an offer, you will be send a confirmation letter, which you may use to help you obtain an entry visa to the UK (if overseas) or you may use it to help you apply for funding (to external funding bodies). At this stage we will also send you an application form for University accommodation.

A welcome/pre-registration pack will normally be sent to you during the summer if your programme of study starts in September. This will include confirmation of registration dates, a note of fees due and payment options, details of our airport collection service (for overseas arrivals) and full details of all welcome and orientation events for new postgraduate students.

Your Application Details. Keep these for future reference:

Note the date you posted your application:

Note your 9-digit unique reference number:

Postgraduate Admissions Office

Student Recruitment and Admissions Service
University of Stirling
Stirling, FK9 4LA, Scotland, UK

Telephone: + 44 (0) 1786 466655
Fax: + 44 (0) 1786 466039
Email: graduate.admissions@stir.ac.uk