



University of Southampton Postgraduate Application Form - Guidance Notes

General

The postgraduate application form should be completed by applicants for all postgraduate courses (except courses in Social Work Studies, Clinical Psychology and the Diploma in Primary Health Care) and for all research programmes. These notes are intended to help you to complete the form. *Please read them carefully before doing so.*

Please complete all sections of the form, clearly in black ink.

We will use the information you provide on the application form to consider your application and, if you are offered a place, to make arrangements for your admission. The information you provide will be made available to one or more course selectors and to other administrative staff responsible for admissions arrangements.

We assume that, before completing the form, you will have read the appropriate postgraduate booklet or prospectus. If you have not received this, do please let us know and we will be happy to send a copy to you.

Section 1 Personal Details

Please complete all sections carefully. In particular, please note the following points:

Correspondence Address It is essential that you inform the admissions office immediately if your correspondence address changes.

Special Needs Any information provided will not affect the academic assessment of your application. However, it will enable us to identify any appropriate support needs at an early stage.

Section 2 Taught Course details and Section 3 Research details

Please complete *either* section 2 *or* section 3 - but not both. If you wish to apply for both a taught course and for a research programme, please complete a separate form for each application.

Section 4 Proposed Options/Research Topic

Some *taught courses* include units which are optional. Where this is the case, it helps us with planning to have an indication of your preferences at the application stage. Please consult the appropriate postgraduate prospectus or booklet and list your preferred options at section 4.

If you are applying for a *research* programme, please check on the availability of projects/topics with the appropriate academic department. In some cases, departments may ask you to enclose an outline of your proposed research topic with your application form.

Section 5 Higher Education

This section is divided into two parts. Please provide details of qualifications which you have already obtained in section 5a and details of qualifications for which you are currently studying in section 5b. Please also enclose certified copies of degree certificates/transcripts. (Please note that a certified copy is a photocopy which has been certified as a true copy of the original by the awarding university, a solicitor or other independent party).

Section 6 Professional or other qualifications

Please provide details of any relevant professional qualifications. Please continue on a separate sheet if necessary.

Section 7 English Language Competency

If your first language is not English, the University will require you to obtain a satisfactory standard in an approved English language qualification before entering the University. Acceptable qualifications include IELTS, TOEFL, GCE or GCSE English Language, Cambridge Proficiency or Cambridge Advanced. Test scores obtained more than 3 years ago are not normally accepted. If you have already taken one of these tests, please give details in section 7 of the application form and enclose documentary evidence of your result. If you would like further information about the English language requirement, please write to the Admissions Office.

Section 8 Details and Dates of Full Time Employment

If you have a large amount of work experience which cannot be fitted onto the application form, please enclose a separate curriculum vitae.

Section 9 Funding

Details of tuition fees are outlined in the appropriate course booklet or prospectus. They increase annually and you should write to the Admissions Office for up-to-date information. The level of fees paid will depend on the course or research programme you are applying for and on whether you are classified as a Home (UK/EU) or an International student. If you are unsure of your fees classification, please enclose relevant details with your application.

If you have already obtained a scholarship or grant for your period of study at this University, please give details. If not, please state how you intend to finance yourself. Some of the University's departments offer grants or scholarships. If you wish to apply for one of these, please write separately to the appropriate Head of Department.

Section 10 References

We require two references in support of your application. These must be enclosed with your application in sealed envelopes. You should also list the names and contact details for your referees in section 10 of the application form. Your referees should be people under whose guidance you have recently studied (unless one is an employer from whom you have gained relevant work experience). With your application form you should have received two reference request letters. Please pass these to your referees. They should help you to explain what we require from them.

Please note that we will be unable to make a decision about your application until we receive your references. It is your responsibility to obtain these and enclose them with your application.

Section 12 Information Required for Specific Courses only

Applicants for some programmes of study may need to enclose supplementary information with their application form.

If you are applying for any programme based at *Winchester School of Art* you must enclose, with your application form, a separate personal statement, explaining your reasons for applying. Please give details of your research interests, what led you to develop your particular interest in the subject matter of the course and any skills, activities, publications or pastimes which may be relevant to your application. For the *MA in Textile Conservation* and the *MA in Museum Studies:- Culture, Collections and Communication*, we are also particularly interested to learn whether you have had any relevant experience and what you thought of it, which of your present skills and aptitudes you feel would be of value to the profession, both during your studies and after and how you imagine your future after completing the MA.

If you are applying for the *MA European Fine Art/MA Sculpture/MA Fine Art Printmaking*, you should also enclose a wallet of colour slides of your work, together with a numbered list of the slides submitted and details of the work shown.

Section 13 Other Relevant Information

Criminal Convictions The University has special procedures for handling applications from students who have unspent criminal convictions. It is important that you declare any such convictions. The information which you provide will not affect the academic assessment of your application. However, it will enable us to put in place appropriate mechanisms to ensure that the interests and safety of other members of the University community are safeguarded.

Section 14 Signature

Please read the declaration carefully then sign and date the form. Please note that unsigned applications cannot be considered.

Section 15 Checklist

Please use the checklist at section 14 of the form to make sure that you have done everything possible to help us process it quickly. Then return the form to the appropriate address, given on the form. For most courses, there is no formal application deadline. However, in many cases, courses become full at an early stage and we therefore recommend that you try to apply between 6 and 9 months before the course starts. As mentioned above, some of the University's departments offer grants and scholarships. Application deadlines for these vary but are often quite early. Please ask the Department concerned for details.

As soon as we receive your application form, we will send you an acknowledgement. We will then let you know the outcome of your application as soon as possible. In most cases, this is likely to take between 6 and 8 weeks. If you have any questions about the progress of your application, please contact the Admissions Office on + (0)23 8059 3717, +(0)23 8059 6064, +(0)23 8059 4732 or +(0)8059 2837. If you have any complaints about the way your application has been handled, please contact Miss Jacqueline Hood, Admissions Office Manager.