



Cardiff University

Postgraduate Application Form

Guidance Notes (paper-based applications)

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 submitting paper-based applications 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 Postgraduate Prospectus or relevant 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. Alternatively, please see our website at www.cardiff.ac.uk/postgraduate

Cardiff University is committed to promoting equality and diversity in all of its practices and activities, including those relating to student recruitment, selection and admission. The University aims to establish an inclusive culture which welcomes and ensures equality of opportunity for applicants of all ages, ethnicities, disabilities, family structures, genders, nationalities, sexual orientations, races, religious or other beliefs, and socio-economic backgrounds. This commitment forms part of the Equality and Diversity Policy which is available on our website at www.cardiff.ac.uk/cocom/equalityanddiversity

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
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- Part 7: Personal Statement
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- Part 9: Confidential References
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- Part 11: Declaration

Section 1 Proposed Postgraduate Programme

1.1 Please indicate the School(s) 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 **Course Finder** searchable database at www.cardiff.ac.uk/postgraduate. If you wish to study for a Professional Doctorate, please tick the relevant box. Research applicants, including applicants for professional doctorates, 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.

1.5 If you are a member of Cardiff University staff please tick the box, and provide your personal staff ID number (you can find this on your payslip. Cardiff University staff candidates only need to complete sections 1, 2, 3.1, 5 and 11 of the application form; they are not required to provide a personal statement or references.

Section 2 Personal Details

Last name

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

First name(s)

Please provide all of your first/given names in the order that they appear on official documents. Initials are insufficient. You can enter up to three names. Please also ensure that these names match the names on your passport.

Title

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

Date of birth

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

Nationality

Use the space provided to state your nationality. If you have dual nationality, please use the space here to specify your dual nationality.

*Note you will require a visa, please ensure that you enter the country whose passport you will be using for your visa application as your first nationality. The University will use your first nationality on your visa correspondence.

Country of birth

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

Country of residence

Please indicate the country in which you have been normally resident, except for periods of temporary absence, since 1st 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 by emailing admissions@cardiff.ac.uk

Correspondence address

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

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.

Note: Criminal Records Check

Admission to Postgraduate courses may be subject to the Rehabilitation of Offenders Act (1974) Section 4 (2) (Exemption) Order 1975 and DHSS Circular HV (88)9 guidelines regarding child protection and police checks. Therefore, if you intend to apply, you may be required as a condition of acceptance to satisfactorily complete the Criminal Records Bureau Disclosure process. The Disclaimer is provided on the application form. If the course requires Criminal Record Bureau clearance, the relevant forms will be provided to applicants.

Section 3 Academic and Professional Qualifications

It is necessary for all applicants to include copies of their degree transcripts/certificates, translated, where necessary, into English. 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 currently 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 are 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. Please also provide your employer's contact details. These may be used by the University to verify details provided on your application form.

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/postgraduate. 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 applications 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/learning-funding-yourstudies.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, as well as your current immigration status. 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, including applicants for professional doctorates, 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 a copy should be attached.

*Research Proposal (for Research applicants only)

Applicants for Research programmes, including applicants for professional doctorates, 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.

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 programme 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/postgraduate) 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, please 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.
- (c) Give consent for their personal data to be retained by the University for a specified period. In so doing, the applicant accepts that such information may be used and shared with UCAS or other relevant bodies for the purposes of verifying the identity, qualifications or references of the applicant.

Equality Monitoring Form

Parent/ Guardian Occupation (Information requested from UK Resident (Home – fees status) Applicants Only)

Cardiff University wishes to ensure that social diversity and its widening access objectives are reflected in the student population at all levels of study – undergraduate, postgraduate and continuing education. Currently socio-economic data is collected only for undergraduate applicants through the UCAS process. Cardiff University would like to extend this process to those applying directly to the University. This will enable statistical analyses to be undertaken in order to identify any groups which may be under-represented in the University's student community and to establish the support mechanisms which could be put in place to encourage such students to consider applying to Cardiff University. Although providing this information is optional, we would be grateful for your assistance in this process.

The information which you provide below, as part of the Equality Monitoring Form, will be detached from your application and will not be available to staff involved in selection decisions. In the event of your admission onto the course, this information will form part of your student record and will continue to be used for monitoring purposes throughout your studies at Cardiff University. Such use will be subject to the provisions of the Data Protection Act 1998.

Occupation Category Definitions

Higher managerial and professional occupations

Employ others in enterprises **employing 25 or more persons**. Planning and supervising operations on behalf of the employer - with a significant amount of knowledge and experience.

Professional occupations such as university lecturer, accountant, solicitor, medical practitioner, scientist.

Lower managerial and professional occupations

Plan and supervise operations **under the direction of senior managers**
(Occupations such as bank manager, restaurant manager, retail manager)

Intermediate occupations

Clerical, sales and technical occupations **not involving general planning or supervisory powers**
(occupations such as clerical officer, secretary, nursing auxiliary)

Small employers and own account workers

Employ less than 25 persons and carry out all or most of the entrepreneurial and managerial functions
Self-employed and engaged in any (non-professional) trade or personal service and have no employees.

Lower supervisory and technical operations

Formal and **immediate supervision of others** working in lower technical, semi-routine and routine occupations, e.g. foreman or supervisor
Lower technical craft and technical process operative occupations (occupations such as mechanic, plumber, tool maker, electrician, gardener).

Semi-routine occupations

Sales, service, technical, agricultural, clerical and childcare occupations with a short term and direct exchange of money for effort and **where the work requires elements of employee discretion**
(occupations such as postal worker, machine operative, caretaker, receptionist, sales assistant)

Routine occupations

As semi-routine but with a basic labour contract and **where there is the least need for employee discretion**
(occupations such as van driver, cleaner, porter, labourer, waiter/waitress).

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)
- Equality Monitoring Form
- Research Proposal (Research applicants only)