

Postgraduate (and Direct Entry) Guidance notes on how to complete the application form

Thank you for your interest in the University of Birmingham.

At Birmingham we have been challenging and developing great minds for more than a century. Characterised by a tradition of innovation, research at the University has broken new ground, pushed forward the boundaries of knowledge and made an impact on people's lives. Today, inspirational research and teaching are still at the heart of all of our activities as we lead the field in many of the emerging disciplines of the 21st century.

Postgraduate students are central to our learning community. With over 350 taught programmes, and a wide portfolio of research opportunities to choose from, this is one of the most popular universities for postgraduate study in the UK.

More than 7,500 postgraduate students from nearly 150 countries around the world choose the University of Birmingham. We value this postgraduate community for the rich contribution they make to both the academic life and culture of our institution.

We would like to welcome you to Birmingham: there is much that we can do together.

How to apply

You are encouraged to apply using our online application form at www.apply.bham.ac.uk. This is the quickest and most efficient method for applying for admission to postgraduate programmes. However, if you are unable to apply online please complete this application form.



1. Personal details

- i) Name – please state all of your official first/given names and last/family names as they appear on official documents such as examination certificates and passport. Nicknames are not acceptable.
- ii) Date of birth – please enter as day, month, and year (eg, for 29 September 1982 please write 29/09/82)
- iii) Ethnic origin – please choose from the list below the code you feel most nearly describes your ethnic origin or racial/cultural background. We are collecting this data for equal opportunities monitoring.

The University of Birmingham is committed to promoting equality of opportunity in all of its activities. The information you provide will not form part of the selection process.

White	11
Black – Caribbean	21
Black – African	22
Black – Other	29
Asian – Indian	31
Asian – Pakistani	32
Asian – Bangladeshi	33
Asian – Chinese	34
Asian – Other	39
White/Black Caribbean	41
White/Black African	42
White and Asian	43
Other Mixed	49
Other	80
Not known	90
Information refused	98

- iv) Contact information – All applicants must provide a home address and this is the address we will use to contact you unless you have specified a correspondence/ temporary address. Please state the dates you will be living at your correspondence/ temporary address. If you have applied through an agent, please enter the agent's address details in the correspondence/ temporary address section.

- v) Email address – If you provide an email address we will use this address to confirm receipt of your application. If you are using a Hotmail or Yahoo email account our system generated email may automatically be directed into your Junk Mail folder which will empty itself after five days. To avoid this happening you will need to add our domain name (bham.ac.uk) to your safe list or add our address to your contact list in order to receive emails from us.

2. Proposed programme of study

Please read the current Postgraduate Prospectus carefully before completing this section or consult the University website www.bham.ac.uk. You must enter the full title of the programme as it appears in the prospectus.

- i) Distance Learning refers to anything not taught on the University of Birmingham campus. Please refer to the Postgraduate Prospectus or website for details of programmes that are offered by distance learning mode of study.
- ii) External/split location research study – International students normally carry out their research and are supervised at the University of Birmingham. However, some students require flexible study arrangements whereby most of the study period is spent in their home country with short periods at the University of Birmingham. Further information can be found on: www.ppd.bham.ac.uk/policy/regs/currentregs/
- iii) Prospective research students should find out from the prospectus or department to which they are applying, whether or not they are required to submit a research proposal as part of their application.

Departments in the Schools of Engineering and Science where students join an existing research group would prefer to know your

research interests and which area of the school or department you would like to work in, rather than be sent a detailed proposal.

Departments in our other Schools generally expect you to have a clear research proposal that is your own original idea.

Please check that your proposal is related to the academic expertise of staff in the School (details can be found in the prospectus and on the website).

- iv) If you are an applicant from a non-EU country and require a student visa to study in the UK, please note that immigration rules state that you can only study full time. For further information please refer to www.ukvisas.gov.uk or www.ukcisa.org.uk

3. Nationality and residence details

For further information on how fee status is assessed, please refer to UKCISA: UK Council for International Student Affairs website: www.ukcisa.org.uk

4. Disability

The University of Birmingham has long been committed to supporting students with disabilities, including dyslexia or health conditions. We are collecting this information to ensure that support needs are identified. The information does not form part of the selection process. Please enter the code most relevant to you in the box in Section 4. If appropriate please also give details of any special requirements or additional support needs you might have.

- 00 None
- 01 Specific learning difficulties, eg, dyslexia
- 02 Blind or partially sighted
- 03 Deaf or hard of hearing
- 04 Wheelchair user or mobility difficulties
- 06 Mental health difficulties
- 07 Unseen disability, eg, diabetes, epilepsy, heart condition
- 08 Multiple disabilities
- 09 Disability/special need not listed
- 10 Autistic spectrum disorder or Asperger Syndrome

5. Education – qualifications already held/to be obtained

Please give details of present and previous higher education institutions attended.

Transcripts

- If you have studied/are studying outside the UK, please enclose certified copies of your degree certificates and transcripts to date. If these are in a language other than English please provide official certified translations as well as copies of the original documents. Photocopied documents should have an original certification stamp, certified by a notary, an organisation such as the British Council, your university, or by a University of Birmingham local representative in your country (for information on local representatives see: www.international.bham.ac.uk/overseas_representatives.htm)
- If you are currently studying or have recently studied in the UK and your institution provides a transcript(s), please enclose a copy(ies). If sending a photocopy(ies), please ask your institution or academic referee to certify them as a true copy(ies).

6. Start dates

Most postgraduate taught and combined research and taught programmes start in late September/early October, but if yours is different you will be informed when you enquire. Start dates for research programmes can be at the beginning of any month apart from July and August.

7. English language proficiency

A good command of the English language is essential for postgraduate study. If English is not your first language you will need to obtain a recognised English language qualification before admission.

Details of English language requirements can be found in the Postgraduate Prospectus and on our website:

www.international.bham.ac.uk/english-language-reqs.htm. The University also offers Pre-sessional Academic English courses – see www.eisu.bham.ac.uk for full details.

8. Closing dates

In general, there are no closing dates for applications to taught programmes or research degrees, however, you are advised to apply as early as possible because many of our programmes are competitive. Also international applicants should allow time to obtain a visa. Where there are closing dates these are given in School or Departmental entries in the prospectus. If you are seeking financial support from research councils you should contact the School or Department for details of deadlines.

9. Funding

It is important that you have sufficient funds to pay for your tuition fees and living expenses during your period of study. Please give as much information as possible about your known or anticipated funding arrangements. Some laboratory-based programmes may also require a bench fee, to cover the cost of additional materials and equipment, details of which will be included in the offer letter. Scholarship information can be found on our website: www.studserv.bham.ac.uk/fsoffice

10. Criminal convictions

In order to protect our students and staff we are required to ask if you have any relevant unspent criminal convictions. 'Relevant' means offences against the person, whether of a violent or sexual nature, or 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. However certain programmes, for example teaching, health or social-work-related, are exempt from the Rehabilitation of Offenders Act and different rules apply with regard to criminal convictions and the University may ask you to agree to a criminal record check as a condition of an offer.

11. Processing your application

All applications for postgraduate study are processed through the central Admissions Office and forwarded to the programme selectors in the relevant department for consideration. The decision about your application is then sent to the central Admissions Office who will contact you. The decision will be either:

- An unconditional offer – you have met all the conditions required for entry.
- A conditional offer – the offer of a place is subject to you meeting the conditions stated in the offer letter. When you have met these conditions your offer will become unconditional.
- We are unable to offer you a place.
- The programme you have applied for is full. If a place becomes available we will consider your application or your application will be considered for entry the following academic year.

12. Offers of a place

If you are made an offer of a place it will be subject to the terms and conditions of the University. These terms and conditions will be included with an offer and relate to a

range of issues, for example the fees payable, or what the University will do should a research supervisor unexpectedly become unavailable. As a condition of an offer of a place you may be required to achieve a particular result in your current studies, undertake a preliminary period of study consisting of selected academic work or technical training, or provide evidence of English language proficiency.

If you are an international applicant we may speed up delivery by sending correspondence to you via our overseas representatives. Information about the services offered by the representative may be sent to you as well, but you are under no obligation to use these services. You will find details of our overseas representatives on our website: www.international.bham.ac.uk/overseas-representatives.htm

13. Accreditation of Prior Learning (APL)

The Accreditation of Prior Learning, or APL, is a process by which the University gives credit for learning achieved by an individual before entry to a programme of study. This learning may have been previously assessed and certificated by an education provider, in which case it is known as 'prior certificated learning'. It may also have been acquired outside formal education and training systems (for example, through work experience) and is therefore known as 'prior experiential learning'.

If you feel that you have sufficient qualifications and/or experience to give you partial exemption from a programme of study at Birmingham you are welcome to make a claim for APL. Please note, however, that you must first make a separate application for admission via the central Admissions Office.

For information on APL see:

www.marketing.bham.ac.uk/admissions/apl-introduction.htm

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