



UNIVERSITY OF
LIVERPOOL

POSTGRADUATE TAUGHT APPLICATION PACK





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The University of Liverpool Contact Details

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Liverpool
L69 7ZX
United Kingdom

T: +44 (0)151 794 5927

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E: pgrecruitment@liv.ac.uk

www.liv.ac.uk/study/postgraduate

Introduction

Thank you for your interest in postgraduate taught studies at the University of Liverpool.

Contained within this pack is everything you will need to submit your application to us which includes:

- An application form
- Two reference forms
- An Equal Opportunities form

Taught programmes are usually either for one year full-time or two or more years part-time and comprise of a combination of lectures, tutorials etc, plus a long essay or dissertation. Such programmes usually have a specific title; eg MA in Science Fiction, MSc in Advanced Science and MSc in Biosystems and Informatics, which you should indicate on the form. Most taught postgraduate programmes are at Masters level, but there are some programmes which are at Diploma or Certificate level.

How to Apply

To apply for a Postgraduate Taught degree you will need to submit an application form (attached) and supporting documentation. It is important that you read through all of the following information before proceeding with your application.

Supporting Documents

In addition to the information required on the application form, you will need to send copies of the following documents to the Postgraduate Admissions Team with your application:

- School or college transcripts/certificates
- University transcripts
- Degree certificates
- English language certificates (overseas applicants only)
- Personal statement
- Proof of funding (eg. sponsorship letter, bank statement)
- Academic references. Some departments prefer to contact your referees directly. You should ask the department's Admissions Tutor for advice on how references should be provided before you submit your application.

Notes for Guidance

These notes are intended to help you complete the University's standard application form, and to ensure that, once completed, your application may be processed as efficiently as possible. The application should be returned to the Postgraduate Admissions Team at the address printed on the application form. If you are enclosing additional papers, please do not use staples or glue to attach them to the form.

Section 1: Personal Details

Address for Correspondence: If your correspondence address changes, please contact your Postgraduate Admissions Clerical Officer immediately.

Section 2: Proposed Degree Programme

In order to complete this section of the form, you will need to enter the programme and major codes which relate to the programme of study you wish to undertake. All the codes are listed along with the programme information within each department's e-brochure via www.liv.ac.uk/study/postgraduate

You may apply for more than one programme of study. You may wish, for example, to be considered for more than one of our MBA programmes. If you wish to apply for more than one programme, please use a separate line on the form for each application, and ensure that your choices are listed in order of preference. You will normally be allowed to register for only one programme.

Section 3: Education – Your UNIVERSITY Qualifications

Please include copies of your academic transcripts (ie degree/professional certificates) with your application, if available. You may be requested to provide originals on arrival at the University.

Section 4: English Language Qualifications:

If you are an international or EU student, you are required to provide evidence of your English Language ability. A range of English language qualifications are accepted; please see www.liv.ac.uk/international/countries/index.htm for a full list.

We would advise that it is **your responsibility** to check the English Language requirements for the course(s) you are applying for. If you require additional English language training, the University is able to provide tuition and arrange IELTS tests through its **English Language Unit**, details of which are available at www.liv.ac.uk/elu/

Section 7: Disability/Special Needs

A student's disability will not be a factor in their selection: telling us you have a disability or health need will **not** affect the University's decision whether or not to offer you a place, and the information will remain strictly confidential. It is important that the University knows of any disability for the purposes of monitoring equal opportunities and to ensure that the University can provide students with appropriate facilities.

Section 8: Criminal Convictions

To help the University to reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

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 (but see below).

If you are applying for a programme in teaching, health, social work, veterinary science or programmes 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 programmes, you may need an 'enhanced disclosure document' from the Criminal Records Bureau. More information may be found on the Criminal Records Bureau website at www.crb.gov.uk

Courses in teaching, health, social work, veterinary science and other courses involving work with children or vulnerable adults

For these courses, you must enter X in the YES box if any of the following statements apply to you.

- I have a criminal conviction.
- I have a spent criminal conviction.
- I have a caution (including a verbal caution).
- I have a bind-over order.
- I am serving a prison sentence.

If you are currently serving a prison sentence, you must also give the prison address as your correspondence address on the first page of your application form and a senior prison officer must support your application.

All other courses

For these courses, you must enter X in the YES box if either of the following statements apply to you.

- I have a relevant criminal conviction that is not spent.
- I am serving a prison sentence for a relevant criminal conviction.

If you are serving a prison sentence, you must also give the prison address as your correspondence address on the first page of your application form and a senior prison officer must support your application.

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.

Applicants who enter X in the YES box will not be automatically excluded from the application process. However, the University may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us immediately. We may then ask you for further details of the offence before making a decision.

Section 9: Referees

It is your responsibility to provide the names and addresses of two referees who have agreed to act on your behalf and can provide an academic ability reference, (at least one referee should be a member of the institution at which you last studied). Please approach your referees before you make your application and ask them to provide sealed references for you to submit with your application form. Reference forms for your referees to use are available in this pack but may also be downloaded from the University website at www.liv.ac.uk/study/postgraduate/applying/index.htm

Section 10: Personal Statement

Your Admissions tutor will use your Personal Statement to help them make a decision on your application and in particular your suitability for the programme you have chosen. This is your opportunity to explain why you wish to study this programme; it should not be written as a narrative but as an explanation of your interests and your future plans.

You should include:

- your interest and experience in this subject area
- your reasons for choosing this particular course and this particular University
- your future aim or career plan
- how the course of study connects to your future plan.

Section 11: Publicity

It would be helpful if you give an indication of the main source of information you used to find out about the University of Liverpool in order for us to target our publicity material more effectively.

Section 12: Checklist and Declaration

Please remember to sign and date the form before returning it to the Postgraduate Admissions Team. Applications received without a signature will **not** be processed. Please note that we will reject any applications which we believe to be fraudulent.

What Happens After Application

Our response to your application: We will acknowledge all applications by letter and email. The acknowledgment letter will be sent to the correspondence address you quote on your application. It will quote the programme you applied for and the contact details of your Postgraduate Admissions Clerical Officer.

Other options: If you are an International applicant and your application is unsuccessful, the University will forward your form to Liverpool International College (LIC) run by Kaplan International Colleges in close collaboration with the University. Liverpool International College offers complementary pre-university courses as a potential alternative route into study at the University of Liverpool.

Please tick the box in section 12 if you do **NOT** want your application to be forwarded to LIC.

Enquiries about your Application: Should you have any questions or queries regarding your application then they should be directed to your Postgraduate Admissions Clerical Officer whose details will be found on your acknowledgement letter.

Application Form for Postgraduate Taught Degrees (MA, MSc, MBA)

Note: This form is NOT for applications to research degrees.

Please complete this form in BLOCK LETTERS with a black pen or in typescript.

Please read the GUIDANCE NOTES before completing the form.

1. PERSONAL DETAILS

Title (Mr/Mrs/Ms. etc.)	Family Name	First or Given Name	Middle or Other Names
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth dd/mm/yyyy	Gender (Please ✓)	Nationality	Previous Last Name
<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Country of Birth

Passport Number (for International Applicants; the University will require this for you to apply for a student visa).

<input type="text"/>	Passport Issue date <input type="text"/>	Passport Expiry Date <input type="text"/>
Passport Country of Issue		<input type="text"/>

Have you continued to live in your country of birth up to the present day, with no gaps in residence?

YES NO

What country have you been living in for the past three years?

Permanent Address

<input type="text"/>
<input type="text"/>
City
Country
Postcode/ Zipcode
Tel
Mobile/cellphone
Fax
E-mail

Address for Correspondence (if different include full address)

<input type="text"/>
<input type="text"/>
City
Country
Postcode/ Zipcode
Tel
Mobile/cellphone
Fax
E-mail
Start date
End date

2. PROPOSED DEGREE PROGRAMME

Please note this is for taught degree programmes only. Applications for postgraduate research should use the Postgraduate Research Application Form.

If you wish to apply for more than one programme, please list your choices with your first choice at the top. Applicants applying for MBA programmes should indicate clearly which MBA they are applying for. Please consult the University's website for any necessary codes.

Programme Description eg MA Victorian Literature	Programme Code eg MA/VICTLIT	Major Code eg ELHA
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full Time (✓)

Part Time (✓)

Proposed Start Date

3. EDUCATION - Your UNIVERSITY Qualifications - Please list below ALL University-level qualifications achieved or currently being studied.

NAME OF COLLEGE/UNIVERSITY	START DATE (MONTH/YEAR)	END DATE (MONTH/YEAR)	QUALIFICATION (eg BA, BSc. etc.)	SUBJECT(S)	CLASS/ GRADE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. EDUCATION - Other Qualifications

Please list ALL other relevant qualifications, including any relevant school or professional qualifications

NAME OF COLLEGE/UNIVERSITY	START DATE (MONTH/YEAR)	END DATE (MONTH/YEAR)	QUALIFICATION (eg BA, BSc. etc.)	SUBJECT(S)	CLASS/ GRADE

4. ENGLISH LANGUAGE

What English language qualification do you have or intend to take? (Please tick (✓) as appropriate).

O level	<input type="checkbox"/>	Score/Grade	Date taken/to be taken	<input type="text" value="mm/yyyy"/>
GCSE	<input type="checkbox"/>	Score/Grade	Date taken/to be taken	<input type="text" value="mm/yyyy"/>
IELTS	<input type="checkbox"/>	Score/Grade	Date taken/to be taken	<input type="text" value="mm/yyyy"/>
For IELTS, please give your test report form	<input type="text"/>			
Paper-based TOEFL	<input type="checkbox"/>	Score	Date taken/to be taken	<input type="text" value="mm/yyyy"/>
Internet-based TOEFL iBT	<input type="checkbox"/>	Score	Date taken/to be taken	<input type="text" value="mm/yyyy"/>
WAEC	<input type="checkbox"/>	Score	Date taken/to be taken	<input type="text" value="mm/yyyy"/>
OTHER (please specify)	<input type="checkbox"/>	Score	Date taken/to be taken	<input type="text" value="mm/yyyy"/>

NOTE: The University of Liverpool checks all English language qualifications and there will be a penalty for providing false information.

5. EMPLOYMENT

Please tell us about your career or any work history related to your application. Please attach a CV or resumé separately.

NAME OF EMPLOYER	START DATE (MONTH/YEAR)	END DATE (MONTH/YEAR)	JOB TITLE OR POSITION	MAIN DUTIES

6. FUNDING

How will your tuition fees be paid? (Please tick (✓) as appropriate).

Personal/Family Resources Award Studentship/Scholarship Sponsorship Loan

If you have been awarded funding, please state:

Name of Award	Value and Duration of Award	Awarded?	Decision Pending
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you intend to apply for funding please state:

Name of Award	Value and Duration of Award	Awarded?	Decision Pending
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. DISABILITY/SPECIAL NEEDS

Do you have a disability? Yes No

Please also complete the Equal Opportunities Monitoring form attached. Any information on disability will be treated in confidence.

8. CRIMINAL CONVICTIONS

Do you have a relevant criminal conviction? Yes No

(See Guidance Notes for a definition of relevant criminal convictions)

9. REFEREES

Please enclose two references in sealed envelopes. We may need to contact your referees, so please also give their details below.

Name
Position
Address
Tel
Fax
Email

Name
Position
Address
Tel
Fax
Email

10. PERSONAL STATEMENT

Please attach a personal statement explaining why you wish to undertake this programme. You should include:

- your interest and experience in this subject area
- your reasons for choosing this particular course and this particular University
- your future aim or career plan
- how the course of study connects to your future plan.

Please attach with your CV or resumé.

11. PUBLICITY

How did you hear about the University of Liverpool and its programmes? (Please tick (✓) as appropriate).

University Prospectus	<input type="checkbox"/>	Departmental Advisor/Supervisor/Careers Advisor etc.	<input type="checkbox"/>	British Council	<input type="checkbox"/>
University of Liverpool website	<input type="checkbox"/>	Other website (please specify)	<input type="checkbox"/>	Alumni	<input type="checkbox"/>
Professional Journal	<input type="checkbox"/>	Friends/Relatives	<input type="checkbox"/>	Agent (please specify)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	_____			

12. CHECKLIST and DECLARATION

Where applicable I enclose the following documents with this application (Please tick (✓) as appropriate).

- Evidence of Academic or Professional qualifications
- Copies of English Language Certificates
- Sponsorship/Scholarship Letter (if applicable)
- References/Recommendation letters - please indicate number attached _____
- Other relevant items (please specify) _____

I certify that the information contained within this application is true and accurate to the best of my knowledge.

(International Application only – please see Notes) Please tick (✓) if you do **NOT** want your application to be forwarded to Liverpool International College.

I agree to the University processing personal data contained in this form, or other data which the University may obtain from me or other sources. I agree to the processing of such data for any purpose connected with my studies or my health, welfare and safety, or for any other legitimate reason.

Signature of Applicant _____ Date _____

We will accept a typed signature on your initial electronic application. A formal signature may be requested in further correspondence.

University Use Only

FOR POSTGRADUATE ADMISSIONS TEAM USE:

Applicant Name _____

Date received in SRAO _____

Forwarded to (name) _____ In Department: _____

DEPARTMENTAL USE:

Date received in department _____

Date references requested _____ Date references received _____

Recommendation _____

Rejection letter sent (date) _____

FACULTY USE: (Please tick (✓) as appropriate).

Funding confirmed Yes No

English Language qualifications acceptable Yes No

Entry qualification acceptable Yes No

Offer letter sent (date) _____

RECOMMENDATIONS:

Proposed start date _____ Proposed initial registration _____

Proposed Supervisor (s) _____

COMMENTS/CONDITIONS/ACTION

ENCLOSURES SENT WITH OFFER LETTER:

Agreement of Supervisor(s) (for research applicants) or Programme Director (for taught programmes): I agree to act as supervisor to this candidate.

DEPARTMENT	NAME	SIGNATURE	POSITION	DATE

Agreement of Head of Department (or nominee): I endorse the appointment of the above-named supervisor(s), and agree to accept this student and provide appropriate facilities.

DEPARTMENT	NAME	SIGNATURE	POSITION	DATE

Authorisation by Faculty: I authorise the offer of a place to this applicant.

DEPARTMENT	NAME	SIGNATURE	POSITION	DATE

Confidential Postgraduate Reference Form

SECTION 1: TO BE COMPLETED BY THE APPLICANT

Title (Mr/Mrs/Ms/Miss/Dr etc) _____ Date of Birth (DD/MM/YYYY) _____

First name(s) _____ Surname/family name _____

Programme applied for: _____

Department _____

Proposed Start Date _____

SECTION 2: TO BE COMPLETED BY THE REFEREE

The above named student is applying for a postgraduate taught degree at the University of Liverpool and has named you as a referee. Please complete this form and either return it directly to the University at the address shown overleaf, or place it in a sealed envelope, sign across the seal and return it to the applicant for forwarding to us.

Name of Referee _____

Position _____

Name of Institution/Company and Address _____

Telephone No _____ Fax No _____

e-mail address _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

REFEREE'S CONFIDENTIAL REPORT

Please provide comments on the academic suitability of the applicant. You may wish to comment on the applicant's prior academic achievements, their motivation and commitment to the programme they have chosen, academic writing skills and English language ability (if not a native speaker of English). If you prefer, you may attach a separate report on your Institution's headed notepaper.

Referee's Signature _____

Date _____

If applicable, please use Institution/University official stamp

Thank you for your time and co-operation in completing this reference form.

Please return the completed form to:

The University of Liverpool, Postgraduate Admissions Team, SRAO, 1st Floor, Foundation Building,
765 Brownlow Hill, L69 7ZX, UK

T: +44 (0)151 794 5927 F: +44 (0)151 794 2060 E: pgrecruitment@liv.ac.uk

Confidential Postgraduate Reference Form

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765 Brownlow Hill, L69 7ZX, UK

T: +44 (0)151 794 5927 F: +44 (0)151 794 2060 E: pgrecruitment@liv.ac.uk

Equal Opportunities Monitoring

In order for us to monitor equal opportunities, we would appreciate it if you would answer the following questions.

1 Ethnic Origin

Please selection the option which you feel best describes your ethnic origin:

White – British	10	Chinese	34
White – Irish	10	Other Asian background	39
White – Scottish	10		
Irish Traveller	14		
Other white background	10		
		Mixed – White and Black Caribbean	41
Black or Black British - Caribbean	21	Mixed – White and Black African	42
Black or Black British - African	22	Mixed – White and Asian	43
Other Black background	29	Other Mixed background	49
		Other Ethnic background	80
Asian or Asian British – Indian	31		
Asian or Asian British – Pakistani	32	Not known	90
Asian or Asian British – Bangladeshi	33	Information refused	98

If you have used the code for 'Other Black', 'Other Asian', 'Other Mixed' or 'Other Ethnic background', please describe your ethnic origin using your own words

2 Disability

In the application form we have asked about the nature of any disability in order that we can provide the best available support. For planning purposes we would appreciate it if you could identify the most appropriate description to describe your disability.

Disabilities/Support Required

- 0 You do not have a disability or are not aware of any additional support requirements in study or accommodation
- 1 You have a specific learning difficulty (e.g. dyslexia)
- 2 You are blind/partially sighted
- 3 You are deaf/hard of hearing
- 4 You are a wheelchair user/have mobility difficulties
- 5 You have mental health difficulties
- 6 You have an unseen disability, eg diabetes, epilepsy, or a heart condition
- 7 You have two or more of the above difficulties/special needs
- 8 You have a disability, special need or medical condition not listed above

If you would like to discuss support, access and facilities for disabled people, please contact

The Disability Support Team, Student Support Services, Student Services Centre, 150 Mount Pleasant,
The University of Liverpool, L69 3GD, UK

T: +44 (0) 151 794 4714 F: +44 (0) 151794 4718 E: disteam@liv.ac.uk Minicom: +44 (0) 151 794 4713

www.liv.ac.uk/studentssupport/disability

Your completed application for postgraduate studies should be returned to:

The University of Liverpool, Student Recruitment and Admissions Office, Postgraduate Admissions Team
The Foundation Building, 765 Brownlow Hill, Liverpool, L69 7ZX, UK