Guidance Notes
To accompany the General Postgraduate Application Form
2006 Entry

INTERNATIONAL STUDENTS
DOCUMENT CHECK LIST

Before sending your completed application to the University please check that you have enclosed the following items.

Copies of University transcripts

Copies of English Language result sheet
(see page 3)

Two academic references
POSTGRADUATE APPLICATIONS: 2006 ENTRY

GUIDANCE NOTES FOR APPLICANTS FROM OUTSIDE THE EUROPEAN UNION

1 INTRODUCTION

These guidance notes contain important information on how to apply for admission as a postgraduate student. Please read them carefully and keep them safe for future reference.

Further details on postgraduate admission can be found on the world wide web at:
http://www.qub.ac.uk/ado/postgrad/index.html

2 PROSPECTUS/COURSE LEAFLETS

Candidates are advised to consult the postgraduate prospectus, available either from the Admissions Office, or online at http://www.qub.ac.uk/studying/webpages/prospecti.html

More detailed information on taught courses and research opportunities may be found on individual School web sites (http://www.qub.ac.uk).

You may also wish to familiarise yourself with University regulations before commencing study. The general Higher Degree Regulations can be accessed at website:
http://www.qub.ac.uk/info/calendar/

3 APPLICATION FORM

The general postgraduate application form is used for the vast majority of postgraduate courses and research. However it should not be used for the courses listed on page 7, some of which have different closing dates.

Application forms can be obtained from the University’s website at:
http://www.qub.ac.uk/ado/postgrad/applying.html

Candidates applying for admission to the School of English (taught and research) are required to complete an additional ‘School’ application form. This form can be accessed through the School of English website at http://www.qub.ac.uk/en/teaching/postgraduate/pgappforms.htm or direct from the School of English at ☎ +44 (0)28 9097 3320.

4 WHEN TO APPLY

Early application is encouraged to enable arrangements to be made for tests, interviews and collection of referees reports where appropriate.

<table>
<thead>
<tr>
<th>Closing Dates:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Taught courses</td>
<td>1 April 2006 (5.00pm)*</td>
</tr>
<tr>
<td>Research:</td>
<td>30 April 2006 (5.00pm)*</td>
</tr>
</tbody>
</table>

*Since 1 April falls on a Saturday in 2006, we will deem applications received up until 5.00 pm on Monday 3 April as being ‘on time’.

*Since 30 April falls on a Sunday in 2006, and 1 May is Public Holiday, we will deem applications received up until 5.00 pm on Tuesday 2 May as being ‘on time’

Applications received after the closing dates will be considered at the discretion of schools subject to the availability of places.
5 RETURN OF COMPLETED APPLICATION FORMS

Application forms must be returned to the Admissions Office, Queen’s University Belfast, Belfast, BT7 1NN in the first instance and not to individual members of staff or schools. Receipt of your application will be acknowledged by the Admissions Office.

Please enclose copies of original transcripts with your application. Please do not send original documents to the Admissions Office.

6 COMPLETING THE APPLICATION FORM

Application forms must be completed in typescript or legible block capitals. If you do not write clearly this can cause difficulties and can delay the outcome of an application. If you are indicating an email address this, again, should be very clearly written.

You should complete a separate application form for each programme for which you are applying.

Not all the sections of the form may be relevant to you. However, please complete the form as fully as possible.

6.1 Schools/Institutes

Please list the school/institute to which you wish to apply. Details of the new academic structure, including the new schools, are listed on page 8.

6.2 Title of Course/Research

Taught Courses

Please state the precise title of the course. Several courses have similar titles and confusion can occur if the precise title is not indicated.

Research

Research candidates should indicate if they intend to proceed to either an MPhil or PhD. You should note that successful candidates register as undifferentiated research students in the first instance.

Please indicate clearly when you hope to commence your studies (ie month and year).

6.3 Surname/Family Name

Give your surname/family name and your first or given names. The name that you give as your surname/family will be the name under which you will be registered if admitted to the University. The form of your name should correspond exactly with the name on your degree certificate, passport and birth certificate. The form of the surname/family name that you give should be the one you use in all future correspondence with the University.

Example

Surname/Family Name: (Mr) Reddy  First Names: Maheswaran Shabbar

The Admissions Office will refer to this candidate as Mr Reddy in any correspondence.
6.4 **Addresses**

Please give the address to which you wish correspondence to be sent and also your home address if different from the correspondence address. **In July when we send details on accommodation and registration procedures to candidates holding offers we will use the home address as standard.**

In order to avoid delays in receiving a decision, please ensure that your address is written clearly. Changes of address should be notified to the Admissions Office.

6.5 **Email Addresses**

Please write, carefully, your email address, if appropriate. The University may find it convenient to contact you by email from time to time. It is important that you have regular access to your email.

6.6 **School Leaving/High School Results**

Please send certified photocopies of your pre-university transcripts if possible.

6.7 **Higher Education Qualifications**

You must provide certified copies of transcripts of your university performance preferably in sealed envelopes. Please do not enclose originals. If your application is successful, original documents will be at registration in September 2006.

6.8 **English Language Qualifications**

If English is not your native language, the University requires evidence of your level of ability in spoken and written English. If you do not already hold a recent acceptable qualification in English (eg IELTS or TOEFL), you may be required to obtain one before you can be admitted to the University. Candidates who already have an IELTS or TOEFL result should enclose a copy of the result with their applications. Candidates who have yet to sit the test should indicate, on the application form, when they intend to undertake a test.

While the minimum acceptable scores for some Science based courses are 6.0 in IELTS and 550 (paper) 213 (computer) in TOEFL, many other courses, including some Engineering courses, require a minimum score of 6.5 in IELTS and 575 (paper) 232 (computer) in TOEFL.

For those whose scores fall slightly below the required standards, the English Language Support Unit (ELSU) of the University can provide pre-sessional courses, and information about these courses, including duration and fees, can be obtained from ELSU – see page 9 for contact details.

**Candidates who attend pre-sessional courses through ELSU must take an IELTS test at the end of their studies and will be required to achieve the required IELTS score before commencing their postgraduate studies.**

6.9 **Referees**

Please enclose two academic references, in sealed envelopes, with your application form from members of academic staff who are familiar with your studies. The University does not provide standard reference forms.
6.10 **Financial Arrangements**

Please indicate how you intend to pay your fees and maintain yourself for the duration of your studies.

If your application is successful, you will be required to pay 50% of your fee before commencing your studies and the remainder in January 2007 (research candidates who commence their studies during the academic year rather than at the beginning of the academic year should check payment procedures with the University’s Income Office).

You should bear in mind that living expenses, exclusive of fees, are in the region of £6,000 - £8,000 per year.

6.11 **Candidates with Disabilities/Special Needs/Medical Conditions**

The University welcomes applications from students with disabilities and is willing to help in whatever way possible. However, we need to have full information. This will not affect the outcome of your application and will be treated in confidence. It is recommended that contact is made as early as possible with Disability Services at ☏ + 44 (0)28 9097 3225 or by email at disability.office@qub.ac.uk to ensure that appropriate support can be provided.

If you have a disability, special need or medical condition and require extra support in your study or accommodation please enter, in the box provided, the code from the list below which is most appropriate to you. If you have no needs arising from your disability or if you have no disabilities, please use code 0. If you enter a value other than 0 in this section please specify details.

**Disabilities/Special Needs/ Medical Conditions - Codes**

0 **None.**

1 **You have a specific learning difficulty (for example, dyslexia).**

2 **You are blind or partially sighted.**

3 **You are deaf or hard of hearing.**

4 **You use a wheelchair or have mobility difficulties.**

T **You have Autistic Spectrum Disorder or Asperger Syndrome.**

6 **You have mental health difficulties.**

7 **You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition.**

8 **You have two or more of the above.**

9 **You have a disability, special need or medical condition that is not listed above.**
6.12 **Criminal Convictions**

You must indicate, on the application form, whether or not you have a criminal conviction. If the answer is yes then place an X in the Yes box and if the answer is no then place an X in the No box.

The University has a duty of care to all its students and staff and therefore must know about any relevant convictions that an applicant has, irrespective of the course to which application is being made. 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 or the Rehabilitation of Offenders Order (NI 1978)) are not considered to be relevant and you should not reveal them (but see the next paragraph).

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 we may seek your permission to ask for a criminal record check to be carried out by the Police Service of Northern Ireland (PSNI).

### Courses in teaching, health, social work and 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 applies to you.

- **A** I have a criminal conviction.
- **B** I have a spent criminal conviction.
- **C** I have a caution (including a verbal caution).
- **D** I have a bind-over order.
- **E** I am serving a prison sentence for a criminal conviction.

If statement E applies to you, you must also give the prison address as your postal address on page 1 of your application 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 applies to you.

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

If statement B applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (see above) are not considered to be relevant and you should not reveal them.

If you are convicted of a relevant criminal offence after you have applied, you must also tell us. Applicants who enter X in the yes box or who contact us about a later conviction will not be automatically excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision. **Do not send details of the offence with your application.**
7 **DECISIONS**

Official University decisions will be conveyed to candidates **only** by the Admissions Office. Offers conveyed by schools cannot be regarded as official.

It should be noted that, in some cases, decisions will not be taken until after the closing date for applications.

8 **DEPOSITS**

The University charges a non-refundable deposit to secure an unconditional or conditional offer of a place on the MSc in Finance of £1,000. Deposits are not currently charged for any other programme.

9 **ACCOMMODATION AND ORIENTATION PROGRAMME/RECEPTION**

International candidates holding offers (unconditional or conditional) with the University will receive an Accommodation Handbook and application form from the Admissions Office from mid to late July 2006. Details on an orientation programme/reception for new international students will also be enclosed.

10 **FEE STATUS**

Candidates will normally be regarded as international for fees purposes if they have not been ordinarily resident in the EU for three years prior to entry to the University and if they do not have 'settled status'. Evidence of settled status is normally provided by an appropriate stamp in their passport indicating that they have indefinite leave to remain in the United Kingdom.

If you have any queries regarding your fee status, please contact the Admissions Office.

11 **FEES**

The annual composite fee covers tuition, examinations, assessment, a premium for personal accident insurance and membership of the Students’ Union.

The postgraduate international fees for the academic year 2006/07 are listed below:-

Courses which are essentially classroom-based  
(Band 1) - £8,142 per annum

Courses with a substantial laboratory or workshop component  
(Band 2) - £9,975 per annum

Medical and Dental courses involving clinical provision  
(Band 3) - £15,840 per annum

Fees for international students are fixed for the normal duration of their degree programme.

**Part-time**

International candidates are not normally permitted to study on a part-time basis. However, those whose spouses are full-time students of the University or who are in employment in Northern Ireland (eg the National Health Service), may be permitted to enrol on a part-time basis. Details of part-time international fees can be obtained from the Income Office - see page 9 for contact details.
12 POSSIBLE FUNDING FOR POSTGRADUATE STUDY

Funding for students from outside the European Union is very limited. Information on possible funding can be obtained from the Postgraduate Office (Awards) - see page 9 for contact details.

Applications for University administered funding should be returned to the Postgraduate Office (Awards) and not to the Admissions Office. The Admissions Office is not involved in funding applications and cannot take responsibility for such applications.

12.1 British Chevening Awards

The University is keen to attract students under the British Chevening Awards Scheme. The aim of these awards is to bring to the UK present and future leaders, decision-makers and opinion-formers, including particularly able students from countries with which the UK's economic relations are expected to develop. Preference is given to candidates already established in a career. Awards are given annually to students from a wide variety of countries and can cover all or part of the cost. You must be resident in your home country when you apply for an award.

Some of the awards are jointly funded with private companies, universities, trusts, foundations and other grant-making organisations. They are usually advertised locally in those countries where the awards are offered.

Contact the British Embassy, British High Commission or British Council Office in your own country. The web page for Chevening Scholarships is http://www.chevening.com/

12.2. Loan Forms (Candidates from the United States of America and Canada)

Loan forms or queries regarding loan forms should be directed to Mrs Donna Beckington, The International Office, Queen’s University Belfast, Belfast, BT7 1NN. Telephone number +44 (0) 28 9097 5093 or email d.beckington@qub.ac.uk

13 THE GENERAL POSTGRADUATE APPLICATION FORM MUST NOT BE USED FOR THE COURSES LISTED BELOW, SOME OF WHICH HAVE EARLIER CLOSING DATES

<table>
<thead>
<tr>
<th>Course</th>
<th>Closing Date</th>
<th>Contact Information</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Professional Legal Studies</td>
<td>15 November 2005</td>
<td>Contact the Institute of Professional Legal Studies</td>
<td>+44 (0)28 9097 5567 <a href="http://www.qub.ac.uk/pls">http://www.qub.ac.uk/pls</a></td>
</tr>
<tr>
<td>Postgraduate Certificate in Education</td>
<td>1 November 2005</td>
<td>Contact the School of Education</td>
<td>+44 (0)28 9097 5941 <a href="http://www.qub.ac.uk/edu">http://www.qub.ac.uk/edu</a></td>
</tr>
<tr>
<td>Master of Business Administration (part-time only)</td>
<td>1 June 2006</td>
<td>Contact the School of Management and Economics</td>
<td>+44 (0)28 9097 3683 <a href="http://www.qub.ac.uk/mgt">http://www.qub.ac.uk/mgt</a></td>
</tr>
<tr>
<td>MD (Doctor of Medicine)</td>
<td></td>
<td>Contact the School of Medicine &amp; Dentistry regarding closing dates and application forms</td>
<td>+44 (0)28 9097 2042</td>
</tr>
<tr>
<td>Psychology - taught courses</td>
<td>1 March 2006</td>
<td>Contact the School of Psychology</td>
<td>+44 (0)28 9097 5445 <a href="http://www.psych.qub.ac.uk/pg/">http://www.psych.qub.ac.uk/pg/</a></td>
</tr>
<tr>
<td>Pharmacy – distance learning</td>
<td>June 2006</td>
<td>Contact the School of Pharmacy</td>
<td>+44 (0)28 9097 5801 <a href="http://www.qub.ac.uk/pha/dl/">http://www.qub.ac.uk/pha/dl/</a></td>
</tr>
<tr>
<td>Institute of Lifelong Learning - MSSc courses</td>
<td></td>
<td>Contact the Institute of Lifelong Learning</td>
<td>+44 (0)28 9097 3264 <a href="http://www.qub.ac.uk/ill/webpages/gendetail.htm">http://www.qub.ac.uk/ill/webpages/gendetail.htm</a></td>
</tr>
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</table>
NEW ACADEMIC STRUCTURE

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES

Schools:

Education
English
History and Anthropology (including Institute of Byzantine Studies and Institute of Irish Studies)
Institute of Theology
Languages, Literatures and (Performing) Arts
Law (including Institute of Governance)
Management and Economics
Music and Sonic Arts (including Sonic Arts Research Centre)
Politics, International Studies and Philosophy
Sociology, Social Policy and Social Work (including Institute of Child Care)

FACULTY OF ENGINEERING AND PHYSICAL SCIENCES

Schools:

Chemistry and Chemical Engineering
Electronics, Electrical Engineering and Computer Science
(including Institute of Electronics, Communications and Information Technology [ECIT])
Geography, Archaeology and Palaeoecology
Mathematics and Physics
Mechanical and Aerospace Engineering
Planning, Architecture and Civil Engineering
Psychology

FACULTY OF MEDICINE, HEALTH AND LIFE SCIENCES

Schools:

Biological and Food Science (including Gibson Institute)
Biomedical Sciences
Medicine and Dentistry
Nursing and Midwifery
Pharmacy
USEFUL CONTACTS:

THE ADMISSIONS OFFICE
Queen’s University Belfast
Belfast
BT7 1NN

☎ +44 (0)28 9097 5081
Fax: +44 (0)28 9097 5137
Email: postgrad.admissions@qub.ac.uk
Web address: http://www.qub.ac.uk/ado

THE POSTGRADUATE OFFICE (funding enquiries)
Lanyon North
Queen’s University Belfast
Belfast
BT7 1NN

☎ +44 (0)28 9097 2585
Fax: +44 (0)28 9097 5137
Email: pg.office@qub.ac.uk
Web address: http://www.qub.ac.uk/pao

THE FINANCE OFFICE (INCOME SECTION)
Queen’s University Belfast
Belfast
BT7 1NN

☎ +44 (0)28 9097 3024
Email: IncomeOffice@qub.ac.uk
Web address: http://www.qub.ac.uk/bo

HOSPITALITY SERVICES (ACCOMMODATION)
Elms Village,
Queen’s University Belfast
Belfast, BT9 5BW

☎ +44 (0)28 9097 4525
Email: s.accommodation@qub.ac.uk
Web address: http://www.qub.ac.uk/sacc/

THE ENGLISH LANGUAGE SUPPORT UNIT (ELSU)
75 University Road
Queen’s University Belfast
Belfast, BT7 1NN

☎ +44 (0) 28 9097 5374
Fax: +44 (0)28 9097 5379
Email: elsu@qub.ac.uk
Web address: http://www.qub.ac.uk/elt/

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