



APPLYING FOR POSTGRADUATE STUDIES

Notes for Guidance

Use the following guidelines to help you complete your application form:

1. Complete Application Form

- ❖ Please complete the application form in **BLOCK CAPITALS** and ensure that **All** sections are completed in full.
- ❖ Make sure you indicate which degree scheme you are applying for.
- ❖ Applications for the degree of MPhil/PhD/DTh/DPT **must include** a 500 word research proposal in the supplementary information section and we also request that you include a CV.
- ❖ DMin applicants who wish to apply for Accreditation of Prior Learning (APL) based upon previous MA qualifications must specify the content of such qualification e.g. research methods, theological reflection etc.
- ❖ Please ensure that you have signed and dated the application form.
- ❖ If you require an acknowledgment of your application, please complete and return the enclosed postcard with your application form or enclose a self-addressed stamped envelope.
- ❖ Please ensure that your name on the application is the same as the name on your passport.
- ❖ International students: please provide your passport number on the application form.

2. Send Degree Certificates

- ❖ A **certified** copy of your previous degree certificate or transcript **must** be sent with your application, which we will keep on our files. Alternatively, you can send in your original certificate, which we will return to you, but we cannot guarantee its safety in the post. A certified copy means having a photocopy signed as an authentic copy. It may be signed by the issuing educational authority or a solicitor. Graduates of the University of Wales, Lampeter do not need to forward their degree certificate.

3. TOEFL/IELTS

- ❖ For non-English speaking international students, please enclose copies of your TOEFL/IELTS certificates. To follow a postgraduate course you must hold IELTS to a level of 6.5, TOEFL to a level of 575 (paper based) or 232 (computer based). There are various English courses available within the University. For further information please visit our web site: www.lamp.ac.uk

4. Obtain References

- ❖ It is the **responsibility** of the applicant to give the Confidential Referee Report Forms (enclosed) to the referees named on their application form and to ensure that they are returned. Both references **must** be returned with the application form.
- ❖ Referees should sign their name across the seal of the envelopes.
- ❖ The University of Wales, Lampeter reserves the right to contact the referees named on the form to check on the authenticity of references.
- ❖ Graduates of University of Wales, Lampeter only need to supply one reference.

5. Submit the Application

- ❖ If you are successful in obtaining a place to study with us an offer letter, enrolment form and fee form will be sent to you. A visa letter can only be issued once the enrolment and fee forms are sent back. All overseas students are requested to register with the local police authority once they have arrived in Lampeter.
- ❖ Fully completed application forms, accompanied by both references and an original/certified degree certificate/transcript, should be sent to:

Academic Registry, University of Wales, Lampeter, Ceredigion, Wales, UK, SA48 7ED

Please Note

- ❖ If you are applying to the University of Wales, Lampeter through one of our partner institutions please send all relevant forms to the partner institutions.
6. We would appreciate if you would complete and return the enclosed 'Where did you Hear about Lampeter?' form.

GUIDANCE NOTES

Tuition fees

- ❖ Please ensure you have sufficient funds to cover the entire cost of your postgraduate course before you submit your application.

Disability

- ❖ We have a full-time Student Support Officer dedicated to assisting and supporting students throughout their studies at the University, as well as a Student Health Nurse based in the local surgery. If you have a disability or enduring health condition please let us know. We will ask for permission to pass the information to members of staff who would be involved in supporting you. A '*Consent for Disability and Enduring Health Condition Disclosure*' form will be sent to you if you have indicated on the application form that you have a disability.

Criminal Convictions

- ❖ We are required to request information from applicants with criminal convictions; this is as a duty of care to other students and staff at the University. If you tick the YES box you will be sent a disclosure form requesting further details from you. Students who are admitted to the University with such convictions may be assured that this information is kept confidential and sealed for the duration of their study at the University. It will not be disclosed without permission from the student concerned.
- ❖ Relevant criminal convictions are currently defined as:

'...offences against the person, whether of a violent or sexual nature, and convictions 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 are not required to reveal them.

If you require guidance on completing your application form please contact the Academic Registry on the above address or:

Telephone number: 01570 424900

Email: pgadmissions@lamp.ac.uk