

Postgraduate Application Pack

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Introduction

If you wish to apply for a taught programme and/or a research programme of study please complete the University's Postgraduate Application Form. The University accepts applications throughout the year but you should check with the relevant Academic School for any particular deadlines. You are encouraged to apply early, especially for popular programmes or if you are applying for a University studentship.

Before you complete the application form:

- You should check programme details and entry requirements by consulting the University's Postgraduate Prospectus, the University's website (**via www.soton.ac.uk/postgraduate**), Academic School/individual programme booklets or the relevant Academic School website (**via www.soton.ac.uk/about/academicschools**)
- Please read the guidance notes carefully.

Completing the Application Form

- Please write in black ink and capital letters
- Return your completed application to Registry Services at the address below:

Registry Services
University of Southampton
Highfield
Southampton
SO17 1BJ
United Kingdom

Further information

- To request a copy of the printed postgraduate prospectus, telephone +44 (0)23 8059 4741 or email prospenq@soton.ac.uk
- For help and advice on the admissions process, contact Registry Services by telephone on +44 (0)23 8059 4732 or by email at admissions@soton.ac.uk

This information can be made available, on request, in alternative formats, such as electronic, large print, Braille or audio tape and, in some cases, other languages. For further information, contact Registry Services on +44 (0)23 8059 4732.

Application form - guidance notes

The information below relates to the numbered sections on the application form. Although some sections of the form may not be relevant to you, please complete it as fully as possible to avoid unnecessary delays to your application.

1. Name and contact details

If you have previously studied at the University of Southampton, please state this and provide your personal ID or Student Number (if known).

Please print your **title, surname/family name**, and any **other names in full** (i.e. personal and/or forename/s) and in capital letters. The name provided should correspond exactly with the name on your degree certificate(s), passport and birth certificate. If this is not the case, please complete the **previous surname/family name** section or give further details on a separate sheet.

Your **permanent home address** is the address where you usually live. If you would prefer correspondence about your application to be sent to a different address, please complete the **address for correspondence** section, specifying relevant dates (if known).

Please include your personal **email addresses**. This will enable us to contact you quickly if we have any queries about your application.

International applicants who are liaising through one of the University's authorised representatives should also include the representative's details, including name, email address, company name and country.

Please also provide any telephone numbers associated with your permanent and correspondence addresses and your **mobile telephone number** (if applicable).

If, having submitted your application, any of your personal details change, please inform the Academic School as soon as possible. If you do not know which School to contact, please inform Registry Services of any changes.

2. Programme of study

Please complete **either** section A (Taught programme) or section B (Research). If you would like to apply for both taught and research programmes, please complete a separate form for each application. All applicants should complete section C.

If you want to apply for two taught programmes within the same Academic School please list these in order of preference as Choice 1 and Choice 2. If you want to apply for a taught programme in another School or any research programme, please fill in a separate form.

Please list the exact **programme name**, as specified in the postgraduate prospectus, (which is available online at www.soton.ac.uk/postgraduate), School/programme booklets or on the relevant Academic School website. Several programmes of study have similar titles and, if we need to clarify these details at a later stage, your application could be delayed. Please note that in, line with visa regulations, most international students cannot enrol for part-time study.

If are required to apply for an ATAS Clearance Certificate you will need to ensure that you fill in this section with a short statement covering your proposed topic or area of research.

Details of the ATAS scheme and who requires the Certificate can be found on the University International office website and on the Foreign and Commonwealth Office website: www.fco.gov.uk/atas.

If you are applying for a research programme, but do not require an ATAS clearance certificate, you may still be required to include an outline of your proposed research topic/s with your application form. For more details please contact the relevant Academic School.

Research students may be able to start their programme of study at any point during the year, depending on the availability of supervisors and equipment. Please indicate your preferred start date on the application form.

For further details, please contact the relevant School.

3. Higher education

Please use this section to provide details of your academic career to date (at university level or equivalent). Please provide details of your current study or most recent qualification first.

Institution: name of the institution which awarded your qualification.

Title of qualification: include details of the type of award, e.g. BA, BSc or MA.

Main subjects studied: state the major academic discipline/s studied, e.g. Chemistry, Economics with French, etc.

GPA/degree classification: list the grades you attained and the type of assessment method, e.g. percentage, Grade Point Average (GPA), degree class, etc.

Results expected: If GPA/degree classification has not been confirmed, please indicate when you expect to know the outcome.

Language of instruction: Indicate the language in which the majority of the programme was taught, e.g. English, Japanese etc.

Please provide evidence of study (e.g. certificate or transcript). You can attach photocopied evidence with the application form but you may be required to provide original documentation to complete the admissions process.

HESA Unique Student Identifier (HUSID). If you have previously attended a British higher education institution and you know your HUSID, please state it in this section.

If you have a Qualified Teacher Status please enter your QTS number in this section.

4. Professional or other qualifications

Please list any professional or other qualifications that you hold, for example Chartered Institute of Marketing (CIM) qualifications, Chartered Engineer (CEng) status etc. Please also include details of any professional body membership, e.g. Association of Chartered Certified Accountants (ACCA), the Institution of Electrical Engineers (IEE) and the Law Society.

Guidance notes

5. English language proficiency

If your first language is not English, and you do not already hold a first degree from a UK university, you will be required to achieve a satisfactory result in an approved English language test. This will ensure that you can enjoy the full benefits of your university studies.

Nationals from certain countries are exempt from English language tests. For details see our International Students' web pages at: www.soton.ac.uk/international/join_us/entryreqs.html or contact the International Office at international@soton.ac.uk.

The University accepts a range of qualifications, such as IELTS and TOEFL, or successful completion of an appropriate pre-entry English language course at the University. For a list of acceptable qualifications please consult the postgraduate prospectus, or see our online information about how to apply for postgraduate study at www.soton.ac.uk/postgraduate. Our entry requirements for international students are also listed on the International Students' web pages at www.soton.ac.uk/international. In general, only qualifications attained in the last three years will be accepted as evidence of current language proficiency.

If you have already taken an English language test please, give full details in the space provided. **Please provide evidence of the qualification (i.e. certificate) with your application.**

Any offer of admission will remain conditional until the original documents have been submitted (with the exception of IELTS courses). If you have recently taken an IELTS test, please supply the 18-digit Test Report Form (TRF) number for verification.

6. Details and dates of relevant employment

Please provide details of any work experience or relevant employment which could strengthen your application. If specific work experience is required as an entry condition for the programme, please include details here. If further space is required, please continue on a separate sheet or enclose your curriculum vitae with the application.

7. Nationality/Residency information

Information provided in this section will help to determine the level of tuition fees you pay (home or overseas). Definitions of the EU and EEA are given at the end of this section.

You are asked to assess which residential category applies to you. Please select the category which best describes you and enter the code in the box provided. The code you choose is provisional and the information will help the University to determine your residence status and thus your fee level. The University may request additional information and documentary evidence from you before a decision is taken.

Residence category definitions

A You are a UK or EU national, or are the child, spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years prior to the start of your programme of study, but not just for full-time education.

If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.

If you are an UK or EU national you may also have lived in an 'overseas territory' during these three years.

B You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years prior to the start of your programme of study, but not just for full-time education.

C You are a refugee or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since this status was recognised or granted, or you are such a person's husband/wife/civil partner or child (and were such on the date on which the refugee made his/her application for asylum).

D You are a non-UK EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife, civil partner or child) and you have lived in the EEA or Switzerland for three years.

You are a non-UK EEA or Swiss national and you are a 'frontier worker' (or you are such a person's husband, wife, civil partner or child). A 'frontier worker' is an EEA/Swiss national working in the UK but who resides in Switzerland or the territory of an EEA State other than the UK and returns to their residence in Switzerland or an EEA state, at least once a week.

E You are the child of a Swiss national and you have lived in the EEA or Switzerland for three years. If the main purpose of your residency in the EEA or Switzerland over this three year period was to receive full-time education you will have been ordinarily resident in the EEA of Switzerland immediately before this period. You will also be ordinarily resident in the UK on the 'first day of the first academic year of the course'.

F You are the child of a Turkish Worker. Your Turkish national parent is ordinarily resident in the UK and is currently, or has been, lawfully employed in the UK. You will be ordinarily resident in the UK on the 'first day of the first academic year of the course'. You must also have been ordinarily resident in the EEA and/or Switzerland and/or Turkey for the three years before the 'first day of the first academic year of the course'.

G You would otherwise meet the criteria of categories A, B, C, D, E or F but you have been living outside the UK, Channel Islands, Isle of Man, EEA, Switzerland, Turkey or Overseas Territories (or more than one of these) because you, your spouse/civil partner or your parent has been temporarily working outside the area in question.

O Other - You do not fit into one of the above categories used to indicate eligibility for 'home' fees classification. By selecting this option you understand that your application will be considered as 'overseas' for fees purposes.

Guidance notes

Nationals of the following countries are citizens of the European Union (EU):

Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

The European Economic Area (EEA) includes the countries of the EU plus Iceland, Liechtenstein and Norway.

The following are referred to as 'Overseas territories', Anguilla, Aruba, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Ducie & Oeno Islands, Falkland Islands, Faroe Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Henderson, Mayotte, Montserrat, Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius and Sint Maarten), Pitcairn, South Georgia and the South Sandwich Islands, St Helena and Dependencies (Ascension Island and Tristan de Cunha), St Pierre et Miquelon, the Territory of New Caledonia and Dependencies, Turks and Caicos Islands and Wallis and Futuna.

If you select category 'O' but find that the circumstances which influenced this decision change between the time of submitting your application and a maximum of two months following commencement of your studies, please contact Registry Services immediately. In these circumstances, your fee classification may change.

8. Funding

Please use this section to explain how you intend to finance your studies. Please note that the information you supply will not be taken into account when considering whether to offer you a place.

If you wish to apply for funding from the University, please give further details in a covering letter. If you are applying for a funded studentship advertised by the University, please include any requested information, the name and/or reference number of the studentship and specify where it was advertised.

If you will be supported financially by a sponsor or another individual, and the support has already been agreed, please enclose written confirmation with your application.

If you are an international student, you will have to demonstrate that you have sufficient funds to pay for your fees and support yourself throughout your studies on your entry to the UK.

9. References

The University requires two recent references in support of your application. Please use the two reference request forms included at the back of this application pack. Referees may provide this information direct to the Academic School by e-mail or post. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). Alternatively, references may be enclosed with your application form, but they must be included in a sealed envelope with the reference request form.

It is your responsibility to contact your referees and to send them the reference request form for completion.

10. Specific programme requirements

Applicants for some programmes of study may need to enclose supplementary information with their application form (e.g. curriculum vitae, personal statement, portfolio of work, transcript of results or a detailed research proposal). You are **strongly advised** to check the postgraduate prospectus, (online information at www.soton.ac.uk/postgraduate) Schools/ programme booklets, and the appropriate School website for full information. If you are applying to the **School of Management**, the **School of Education** or for some **postgraduate Psychology programmes**, you will need to include a short curriculum vitae and a statement of purpose. See Section 13 for further details.

If you are applying to Winchester School of Art for MA Fine Art or the following pathways in MA Design: Fashion Design, Textile Design, Textile and Fibre Art or Communication Design, you should also enclose either a wallet of colour slides (or photographs) with a numbered list and details of the work shown or a CD-ROM (in PDF or JPEG format) with a list of images.

11. Additional needs

We are committed to delivering services and support that will allow every student to fulfil his/her potential in an accessible learning environment. The information you provide in this section helps us identify whether we can make any adaptations to meet your needs. We encourage you to declare any condition you may have, even if you do not require any special arrangements or facilities. Completing this section will not in any way influence the assessment of your academic qualifications. Once an academic assessment of your application has been made, the University's Disability Service may invite you to visit the campus to discuss particular requirements.

12. Criminal convictions

The University has special procedures for handling applications from people with criminal convictions. It is important that you declare any relevant convictions. The information that you provide will not affect the academic assessment of your application. However, it will enable us to ensure that the interests and safety of all members of the University community are safeguarded. Relevant criminal convictions include offences against an individual, 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. Spent convictions (as defined by the Rehabilitation of Offenders Act 1974) 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 for a postgraduate programme of study, you must tell us. We will then ask you for further details.

Programmes in teaching, health, social work or those involving work with children or vulnerable adults:

You must tick the 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 for a criminal conviction.

Guidance notes

You may need an 'enhanced disclosure document' from the Criminal Records Bureau or Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents to complete.

If statement 'e' applies to you then you must also give the prison address as your correspondence address and a senior prison officer must support your application (e.g. as a referee).

All other programmes:

For all other programmes, **you must tick the box** if either of the following statements apply 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, you must also give the prison address as your correspondence address and a senior prison officer must support your application (e.g. as a referee).

13. Any other relevant information

Please use this space (or continue on a separate sheet) to provide additional information relevant to your application, such as a statement of purpose or details of other achievements/interests. Please also refer to Section 10.

If you are applying to any programme based at Winchester School of Art, please use this section to provide a personal statement which explains your reasons for applying, giving details of your research interests and any skills, activities, publications or pastimes which may be relevant to your application.

If you are applying to any programme based at the Textile Conservation Centre on the Winchester campus, please use this section to provide a personal statement which explains your reason for applying and giving details of any relevant experience and skills which you feel would be of value to the profession and your future career aspirations.

14. Additional information

Please note that this information will not be used to determine whether to offer you a place. It helps us to improve our admissions process and the information made available to students.

15. Signature

Please read the declaration carefully, then sign and date the form.

Checklist

Before returning your completed application form, please check that you have enclosed the following documentation:

- completed Ethnic Origin Form
- two sealed references (unless these are emailed directly to the University by your referees)
- evidence of prior academic attainment (e.g. university transcripts or degree certificates)*
- evidence of prior English language proficiency (if appropriate)*
- any programme-specific additional documentation (e.g. curriculum vitae, personal statement, portfolio of work or detailed research proposal)
- any additional information about how you will be funding your studies.

* Although photocopies are sufficient for applications, you may

need to provide original documentation before the admissions process can be completed.

Ethnic Origin Form

Please complete the separate Ethnic Origin Form. This information is used to monitor the University's progress at increasing diversity in our student community. This information is not used when making a decision about whether to offer you a place. The information is kept separate from your application and is not seen or made known to anyone considering your application.

Reference request forms

Please detach these forms and forward them to your referees for information (email references) or for inclusion with each reference (paper form references). See Section 9 of the guidance notes.

Data protection

Information collected from applicants will be used only for the purposes for which it was collected and to support the University's central activities (mainly teaching and research). It also supports procedures which underpin activities such as admission, enrolment, accommodation, examinations, alumni activities and helps us to compile records and statistics.

The University may be called upon to co-operate with the police in crime investigations and with certain other public authorities. In such circumstances, personal data may be released. You should be aware that information about your enrolment, attendance and progress at the University may be passed to the Immigration and Nationality Directorate of the Home Office for the purposes of immigration.

Our commitment to improvement

The University continually strives to improve the quality of the student experience at Southampton and the effectiveness of its administrative processes. We welcome feedback about your experience as an applicant. Please let us know your views (contact details are given out on the end of this section). The University is committed to providing a high quality and fair admissions procedure. However, we recognise that there may be occasions when applicants feel that they have cause for complaint. A complaints procedure is available to applicants via Registry Services. Please contact us for further details.

What happens now?

The University's Registry Services section will acknowledge receipt of your application pack by email or post (usually within three working days). The application pack is then passed to the appropriate School for consideration.

The School will usually contact you about your application within two weeks of receiving an application, references, etc. It is not always possible to make a decision within this timescale but the School will keep you informed on progress. If you have any questions, however, please contact Registry Services or the relevant Academic School directly.

Postgraduate Application Form

Application Ref: / /

FOR OFFICE USE ONLY

Before completing this form, please ensure that you have read the guidance notes thoroughly
PLEASE COMPLETE IN BLACK INK AND CAPITAL LETTERS

Have you studied at the University of Southampton previously? Yes No

If you have previously studied at the University of Southampton, please provide your personal ID number or student number (if known) _____

1. Name and contact details

Title (Mr/Mrs/Miss/Ms etc) _____

Surname/family name _____

Other names in full _____

Previous surname/family name _____
(if applicable)

Gender: Male Female Date of birth

Home (permanent) address, including postcode	Address for correspondence, including postcode
Postcode	Postcode

Correspondence address valid from to

Personal email address _____

Other email address _____

Telephone number _____ Mobile phone number _____

For applications submitted through a University-authorized representative, please complete the following:

Representative name _____ Email _____

Company name _____ Country _____

2. Programme of study

School _____ Start date Full time Part time

Please complete A or B

A. Taught programme (leading to a Certificate, Diploma or Masters Degree). Please write the exact programme title.

Choice 1 _____

Choice 2 _____

(Please only input a programme in Choice 2 if it is in the same Academic School as Choice 1. If not, please fill in a second application form).

5. Professional or other qualifications

Please list any professional or other qualifications and memberships that you hold.

6. Details and dates of relevant employment (please continue on separate sheet if needed).

Please see the guidance notes for information about CVs.

Employer's name	Location/country	Position held	Dates of employment

7. English language proficiency

Please complete this section fully and, if possible, enclose a copy of your English language certificate with the application form. Please note: as a condition of your offer, you may need to supply the original transcript. English language qualifications must date back no more than three years.

a. Do you consider English to be your first language? Yes No

b. Does your country appear on our list of countries exempt from English language tests? Yes No

(visit: www.soton.ac.uk/international/join_us/countriesexemptlangtest.html)

If yes, please go to section 8 of the form. If no, please go to question c. below.

c. Have you taken an English language proficiency test in the last three years? Yes No

If yes, please go to question d. below. If no, please go to question e.

d. Please provide details of the test date and outcome.

IELTS Scores: Overall _____ Listening _____ Reading _____ Writing _____ Speaking _____

Test Report Form (TRF) number (if known) _____ Date _____

TOEFL Scores: Total _____ Essay _____ Date _____

Other English language qualification Title _____

Score _____ Date _____

e. Are you planning to take an English language test? Yes No

If yes, please provide details of the planned test and date _____

If no, please note that you may be required to take an English Language test as a condition of entry.

8. Funding

It is helpful for the University to know how you intend to finance your studies.

Please note that the information provided **will not be taken into account** when considering your application.

Please tick relevant boxes below:

Self Family Employer/Sponsor Name of Employer/Sponsor
 Studentship Name of Studentship

Have you already been awarded this studentship? Yes No

9. References – Please provide details of two people who can provide a reference (See Guidance Notes).

Please note that you are responsible for contacting your referees and sending the reference request form to them.

1. Name		2. Name	
Position		Position	
Address		Address	
Telephone		Telephone	
Email		Email	
Reference enclosed <input type="checkbox"/> or Reference to follow by email <input type="checkbox"/> or Reference to follow by post <input type="checkbox"/>		Reference enclosed <input type="checkbox"/> or Reference to follow by email <input type="checkbox"/> or Reference to follow by post <input type="checkbox"/>	

10. Specific programme requirements

a. Applicants for some programmes of study may need to enclose supplementary information with their application.

e.g. curriculum vitae, personal statement, portfolio of work, transcript of results or a detailed research proposal.

Please see the guidance notes for further details.

Please specify any supplementary information you have included:

b. Applicants for MA Fine Art and/or MA Design

Please indicate your chosen pathway _____

I enclose either a wallet of (number) _____ colour slides **or** a CD ROM of my work

Plus a numbered list of slides and details of the work shown

11. Additional needs

Please tick the relevant box if you have any of the following disabilities/medical conditions

- | | | | | | |
|---|--------------------------|---------------------------|--------------------------|------------------------------------|--------------------------|
| Visual impairment (o2) | <input type="checkbox"/> | Hearing impairment (o3) | <input type="checkbox"/> | Mobility impairment (o4) | <input type="checkbox"/> |
| Personal care support (o5) | <input type="checkbox"/> | Mental health issues (o6) | <input type="checkbox"/> | Multiple disabilities (o8) | <input type="checkbox"/> |
| Unseen disability (e.g. diabetes, epilepsy, or asthma) (o7) | <input type="checkbox"/> | | | Autism spectrum disorder(10) | <input type="checkbox"/> |
| Specific learning difficulty e.g. dyslexia (11) | <input type="checkbox"/> | | | A disability not listed above (96) | <input type="checkbox"/> |

Please give further details if you have any of the above needs _____

Are you receiving Disabled Student Allowance from your funding body?

Yes No Awaiting outcome of claim

12. Criminal convictions

If you have a criminal conviction which you are required to declare please tick the box
(Please see the guidance notes for further information.)

13. Any other relevant information

Please give details of any other relevant information to support your application, e.g. publications, prizes, awards etc. You may also use this section for your personal statement/statement of purpose if required. See Sections 10 and 13 of the guidance notes. Please continue on a separate sheet if necessary.

14. Additional information

How did you find out about the University of Southampton?

Former student	<input type="checkbox"/>	Friend/family member	<input type="checkbox"/>	Tutor/academic staff	<input type="checkbox"/>
Careers advisor	<input type="checkbox"/>	UK education fair If so which one? _____	<input type="checkbox"/>	International education fair If so which one? _____	<input type="checkbox"/>
Article/advertisement If so which one? _____	<input type="checkbox"/>			Search engine/website If so which one? _____	<input type="checkbox"/>
British Council	<input type="checkbox"/>	Other (please specify) _____			

How did you find out about the programme?

University of Southampton website	<input type="checkbox"/>	Academic School Website	<input type="checkbox"/>	Other search engine/website If so which one _____	<input type="checkbox"/>
School brochure/Programme booklet	<input type="checkbox"/>	School office/academic staff	<input type="checkbox"/>	Postgraduate prospectus	<input type="checkbox"/>
Former student	<input type="checkbox"/>	Friend/family member	<input type="checkbox"/>	Article/advertisement If so which one _____	<input type="checkbox"/>
				Other (please specify) _____	

Why did you choose to apply to Southampton? _____

Are you also applying to other institutions? Yes No

If yes, which ones? _____

15. Signature

By submitting this application, I declare that the information I have provided is accurate and no material information has been omitted. Any work submitted in support of this application is entirely my own. I consent to the University processing my application. I agree to abide by the University's rules and regulations if accepted onto a programme of study.

Signature _____ Date

Checklist

Please check that you have:

- completed all relevant sections of this form.
- completed and enclosed the Ethnic Origin Form.
- obtained two references, either enclosed or emailed directly to the University.
- enclosed evidence of prior academic attainment (e.g. university transcripts or degree certificates).
- enclosed a copy of your English language certificate, if applicable.
- included additional employment information and/or a curriculum vitae (CV), if appropriate.
- enclosed any supplementary information/work required for specific programmes, as indicated in Section 10.
- included any additional information about funding applications.

Please ensure that this application is fully completed, or the admissions process could be delayed.

If you are unable to provide any of these documents with your application, please send them directly to the appropriate Academic School. If you do not know which School to contact, please send your additional documents to Registry Services as soon as possible. Please ensure that references are provided, as your application cannot be processed without them. Offers of admission may remain conditional on receipt of original documentation.

Please return your application to:

Registry Services, University of Southampton
Highfield, Southampton, SO17 1BJ, United Kingdom

Telephone: +44 (0)23 8059 4732

Fax: +44 (0)23 8059 5490

Email: admissions@soton.ac.uk

Web: www.soton.ac.uk

Reference request – Postgraduate study application

First name(s) _____

Last name _____

Date of birth

Programme of study _____

Academic School _____

Academic School email address _____

Registry Services
University of Southampton
Highfield
Southampton
SO17 1BJ
United Kingdom

To the applicant:

Please complete the boxes above with your name and the title of the taught or research programme of study for which you have applied. You will need to supply two references. Suitable referees may include a former tutor, supervisor or employer.

To submit a reference in paper form:

- Detach this form and pass a copy to both referees. Please ask for a confidential reference to be returned to you in a signed and sealed envelope.
- Return the unopened envelope with your application to Registry Services.

If you have already submitted your application, please send the reference to the relevant Academic School. If you do not know which School to contact, please send the reference to Registry Services.

To submit a reference by email:

- Detach this form and pass a copy to both referees.
- Ask both referees to submit a reference by email to the relevant Academic School. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). If you do not know the email address, the reference should be sent to Registry Services at admissions@soton.ac.uk

To the referee:

The person named above has submitted an application for postgraduate study at the University of Southampton and has nominated you as a referee. The University places great importance upon these references and we thank you for your assistance in supporting this candidate's application.

Please could you supply the University with a letter of reference, commenting on the candidate's academic ability and suitability for the proposed programme of study. Please include the following information in your reference:

- length of time you have known the candidate and in what capacity
- details of the candidate's degree programme, e.g. subjects, result (or expected result) and performance
- position of the candidate relative to other students in the same year (if known)
- candidate's motivation and intellectual capacity, and his/her aptitude and potential for postgraduate study
- details of relevant work experience and, if the candidate has been employed by you, a brief description of their duties and standard of work
- for a candidate whose first language is not English, please indicate his/her standard of written and oral English
- any other relevant information.

You can submit the reference in paper form or by email:

1. In paper form: please ensure that your reference is written on an official letterhead and authenticated by an official seal or stamp. Attach this form to your reference and place both in a sealed envelope. Pass this envelope to the candidate, who will forward your reference unopened to the University.
2. By email: please ensure that your reference contains the candidate's name, date of birth and the programme of study as listed above. Please also include your full postal and telephone

contact details, and the contact details for the academic or other organisation through which you came into contact with the candidate. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). Please email your reference to the Academic School as detailed above. If the candidate has not provided the School's contact email address, please send your reference to: admissions@soton.ac.uk

Under the provisions of the Data Protection Act 1998, we may be required to make our applicant files (including any references) available for inspection by the individual concerned.

Please note: As we are unable to make admissions decisions without references, a delay in receiving the reference may affect the candidate's chance of securing a place on his/her chosen course.

Notes: The following brief notes may assist you with the reference:

Postgraduate Certificate: Suitable for students whose background is not adequate for them to proceed direct to a Masters degree or whose first degree was in a different discipline. Programme of study typically lasts one year, full time.

Postgraduate Diploma/Masters Degree: Postgraduate degree study, including an intensive taught element and three to five months' independent research, leading to a dissertation. Full-time study usually lasts one year.

Master of Philosophy/Doctor of Philosophy: Research degrees usually require at least two years' full-time study for the MPhil or three years for the PhD.

Other Doctorate degrees (taught, professional and clinical): Programme of advanced study and research designed to develop the ability to work within a professional context. Study is typically part time over several years.

Reference request – Postgraduate study application

First name(s) _____

Last name _____

Date of birth

Programme of study _____

Academic School _____

Academic School email address _____

Registry Services
University of Southampton
Highfield
Southampton
SO17 1BJ
United Kingdom

To the applicant:

Please complete the boxes above with your name and the title of the taught or research programme of study for which you have applied. You will need to supply two references. Suitable referees may include a former tutor, supervisor or employer.

To submit a reference in paper form:

- Detach this form and pass a copy to both referees. Please ask for a confidential reference to be returned to you in a signed and sealed envelope.
- Return the unopened envelope with your application to Registry Services.

If you have already submitted your application, please send the reference to the relevant Academic School. If you do not know which School to contact, please send the reference to Registry Services.

To submit a reference by email:

- Detach this form and pass a copy to both referees.
- Ask both referees to submit a reference by email to the relevant Academic School. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). If you do not know the email address, the reference should be sent to Registry Services at admissions@soton.ac.uk

To the referee:

The person named above has submitted an application for postgraduate study at the University of Southampton and has nominated you as a referee. The University places great importance upon these references and we thank you for your assistance in supporting this candidate's application.

Please could you supply the University with a letter of reference, commenting on the candidate's academic ability and suitability for the proposed programme of study. Please include the following information in your reference:

- length of time you have known the candidate and in what capacity
- details of the candidate's degree programme, e.g. subjects, result (or expected result) and performance
- position of the candidate relative to other students in the same year (if known)
- candidate's motivation and intellectual capacity, and his/her aptitude and potential for postgraduate study
- details of relevant work experience and, if the candidate has been employed by you, a brief description of their duties and standard of work
- for a candidate whose first language is not English, please indicate his/her standard of written and oral English
- any other relevant information.

You can submit the reference in paper form or by email:

1. In paper form: please ensure that your reference is written on an official letterhead and authenticated by an official seal or stamp. Attach this form to your reference and place both in a sealed envelope. Pass this envelope to the candidate, who will forward your reference unopened to the University.
2. By email: please ensure that your reference contains the candidate's name, date of birth and the programme of study as listed above. Please also include your full postal and telephone

contact details, and the contact details for the academic or other organisation through which you came into contact with the candidate. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). Please email your reference to the Academic School as detailed above. If the candidate has not provided the School's contact email address, please send your reference to: admissions@soton.ac.uk

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