

POSTGRADUATE APPLICATION DETAILS

Submission of required samples of work for MMus Performance and MMus Composition applications.

Applications to MMus Performance and MMus Composition require samples of work to support the application, these should be uploaded with your application form and submitted, however, if not they should be sent using the Dropoff service as detailed below, you have a 30 day period since your application was submitted to complete this otherwise it will automatically be withdrawn from the decision making process, you will receive reminder emails of this process.

MUSIC	<i>Additional material required:</i>
MMus (Composition Pathway)	A sample of 4–6 composition pieces, totalling 40–60 minutes of music. Please send files through https://dropoff.soton.ac.uk/
MMus (Performance Pathway)	A sample of recorded performance. Please send files through https://dropoff.soton.ac.uk/
Samples of work for Composition and Performance applications should be uploaded to https://dropoff.soton.ac.uk/	
Dropoff instructions below.	

University of Southampton - Dropoff Service

Faculty of Humanities Applications for MMus Composition/Performance – Please use the University of Southampton dedicated Dropoff service (please use the below link) to submit large files in support of an application to MMus Composition or MMus Performance, these should no larger than detailed below, they do not have to be HD or excessively long, we are also happy to accept sound files

Please read the below information on how to use our dropoff service, this will ensure that we receive the files direct to the Humanities admissions team for a decision on your application; if you send the files else where you may experience further delays in your application.

This service can handle files up to 20GB in size. There is a maximum of 20 GBytes per drop-off and 20 GBytes per file. Be sure to use a 64-bit web browser (such as Safari or Chrome on a Mac, or Chrome on Windows) on a 64-bit operating system (such as any Mac or Windows 7 64-bit) to upload more than 2GB in one drop-off.

Please follow the instructions and guidelines below to ensure that you send the files to the correct email address, until they are received your application will be held in pending.

Queries to pgafh@soton.ac.uk

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Following the link below please select with your mouse the Drop-off option from the buttons shown

<https://dropoff.soton.ac.uk/>

From the Home tab click the 'Drop-off' button to start the process

Anyone may perform the following activities:

Drop-off

Drop-off (*upload*) a file for a Southampton user (**email verificati**

Pick-up

Pick-up (*download*) a file dropped-off for you.

Creating a Drop-off

- When a user create a drop-off, you need to enter some identifying information about yourself;

Your Name: Your Full name as used in your application

Your Organisation: please enter your web id created when you applied

Your Email Address: As used in your application

- Play the game to proves that you are a 'Human' to allow the dropoff to continue, (some users may need to change browsers to enable the game to be viewed if you experience problems please view the process through Chrome) you will then be sent an email with a link within, please open the email and follow the link as instructed
- Complete the 'To' information
 - Name: Admissions
 - Email: PGAFH@SOTON.AC.UK
- Click 'Add Recipient' then close the box.

There are two ways in which users can dropoff multiple files at once:

- Attach each file individually on the dropoff page
- Archive and compress the files into a single package and attach the resulting archive file on the dropoff page. There are many ways to archive and compress files:
 - Mac users can select the files in the Finder and *Compress* (see the *File* menu)
 - Windows users can create a "compressed folder" or use WinZip
 - Linux/Unix users, give the zip utility a try

Please note that the uploaded files are scanned for viruses.

Size Limitations on Uploads

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Being able to upload files larger than 2 GB depends on the browser being used. The following major browsers have been tested:

	Browser	Uploads > 2 GB?
MAC	Safari 5.x	Yes
	Chrome	Yes
	Firefox 5.x	Yes
	Opera 10.x	Yes
PC	Internet Explorer 6	No
	Internet Explorer 7	No
	Internet Explorer 9 64-bit	Yes
	Firefox 5.x	Yes
	Opera 10	Yes

The Dropoff software itself has limits on the amount of data that can be uploaded in a single dropoff. Even for browsers that support uploads larger than 2 GB, dropoffs may not exceed 20.0 GB per file, or 20.0 GB total for the entire dropoff.

If you are having the following issues when dropping-off or picking-up a large file:

- Your browser reports a bad or broken connection after downloading a significant portion of the file
- An error page is displayed that indicates you dropped-off no files

Then you are most likely connected to the Internet via a connection too slow to move the amount of data in a timely fashion. Your computer has approximately 2 hours to fully send a drop-off.

Resumable Downloading of Files Most web browsers support *resumable downloads*. Imagine this scenario: you're sitting at your local coffee shop, downloading a 100 MByte PDF that a student uploaded to Dropoff for you. Suddenly, someone a few tables away starts watching the latest movie trailer (well, attempting to, anyway) and your wireless connection drops — you were 95MB into the download, and now you have to start over! Not so, if your browser supports *resumable downloads*; in which case, the browser requests only the remaining 5MB of the file.

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