

Postgraduate Application Guidance notes

You are advised to read the guidance notes carefully before completing your application

These instructions are intended to help you to complete your application, so that we can make the best use of the information you provide. Please note:

- No decision will be made on your application until your file with us is complete, i.e. all supporting documents have been received.
- We will make our decision on the basis of the information you provide, beginning with the application form; because our application form/format may not allow you to explain your career fully, please send us, in addition, a copy of your up-to-date CV/résumé.
- In your answers to the questions on the application form and in your CV/résumé, you must account for all of the time since you completed your secondary/high school education, up to the present. An incomplete personal history will delay our consideration of your application.
- We may invite you to participate in an interview, in which case we will contact you to make the arrangements. Once your application file is complete, we will contact you by e-mail as soon as possible with an indication of our decision. We encourage all applicants, if possible, to visit the School of Management to meet staff and view the facilities. We hold a number of events during the year to facilitate such visits, or you can contact our admissions office staff to arrange an individual visit. In the latter case, however, it is not always possible to ensure that the appropriate member(s) of academic staff will be available to meet you.
- Formal offer letters for admission are issued by the Postgraduate Admissions Co-ordinator, University of Bradford, on our recommendation. There will be a delay between our e-mail notification to you and your receipt of the formal offer letter.

Please follow the instructions below

1. PROGRAMME TITLE

Select, by ticking the corresponding box, the programme you wish to apply for. International students can only apply for courses where the mode of study is full-time as you will only be able to obtain a student visa to study in the UK on a full-time basis.

MBA, PhD and DBA applications should be completed on the corresponding individual programme application form.

The Graduate Diploma in Law can be studied full-time as well as part-time. The full-time programme is part of the national clearinghouse system, administered by the CPE/Diploma in Law Courses Central Applications Board. You should apply online at www.lawcabs.ac.uk or obtain an application form from: Graduate Diploma in Law Central Applications Board, PO Box 84, Guildford, Surrey, GU3 1YX

2. PERSONAL DETAILS

Name: state this as it appears in your passport; your student record will use this information which will also appear on a degree certificate.

UB number: if you have applied before to study at the University of Bradford, state your applicant/student UB number.

Contact address/ tel/fax/e-mail: note that we will use e-mail to contact you throughout the procedure for application and admission, including to give notice of arrivals/induction details. We rely upon you to keep us advised of any changes in your contact details, particularly your e-mail address.

Nationality: this information, along with your place of normal residence, may have a bearing upon the amount of your tuition fees and the procedures to be followed if you need a Visa to study in the UK.

Disabilities/special requirements: some parts of the School of Management campus are inaccessible to users of wheelchairs.

3. ACADEMIC QUALIFICATIONS

Academic: since completing secondary education; it is not necessary for you to provide proof of your high school qualifications. We only require your first degree classification and transcripts.

Dates of study: specify the month/year you started and ended each course

F/t or p/t: if you studied for some of your course in full-time and some in part-time modes, state the dates for each mode of study

Institution: name the city and country where you studied, as well as the institution, college or university at which you studied

Subjects studied: give the subject title of your degree award, e.g. Philosophy, or Engineering; we require a detailed transcript of your marks/results for your studies to be amongst your supporting documents

Awarding body: this is the academic institution/organisation that has approved the award of your degree qualification; we require a copy of your award certificate(s) to be amongst your supporting documents

Date of award: this will normally be the date shown on your degree certificate

ACADEMIC QUALIFICATIONS cont.

Qualification obtained: give the title of your degree award, e.g. BA, BSc, MLitt

Other qualifications: provide details of degree or other qualifications you expect to obtain prior to the commencement of this programme

Courses attended: give details of course(s) attended that may be relevant to your intended programme of study

Membership: if you are a member of any professional body or institution, provide information on details of membership

PROFICIENCY IN ENGLISH

If you are not a native speaker of English, you must provide evidence of your command of English for academic purposes, e.g.

- a degree of an approved university in which the language of instruction and examination is English
- a degree awarded by an approved university consequent upon a course of study in which English was the main subject
- an approved professional qualification (i.e. one accepted as being of degree standard) awarded on the basis of examinations conducted in English
- If you cite a degree as proof of your English, you must provide supporting evidence that you have obtained the degree not more than two years before you begin your postgraduate programme with us.

EFL score: if we have asked you to provide proof of your proficiency in English through one of the recognised tests – such as IELTS or TOEFL – you must achieve a 6.5 score on the IELTS test of English, 580 in the written TOEFL, 240 in the computer-based TOEFL, or 94 or better in the internet-based TOEFL. You must normally have achieved the score we need, not more than two years before you begin your postgraduate programme with us.

4. EMPLOYMENT EXPERIENCE

This should normally relate to employment since completing your Bachelor's degree studies; because our application form/format may not allow you to explain your career fully, send us, in addition, a copy of your up-to date CV/résumé. The CV/résumé will be used to get an overview of the chronology of your career, so please ensure that you account for all of the time from your education until the date of your application to our programme. Any period(s) of time that you do not account for may lead to delays in the processing of your application. We must base our admissions decision on the information you provide on the application form and in your CV/résumé.

Dates of post: specify the month/year you started and ended each post, and indicate any promotions within each post

Full-time or part-time: if you worked for part of each post in full-time and part-time modes, state the dates for each mode of work

Employer's name & address: also specify the type of business, e.g. vehicle manufacturing, or advertising consultancy

Job title: state your job title(s) as used by your employer

Reason for leaving: may include family/personal reasons

Key activities & responsibilities: a significant part of the learning rewards in our programme arises from the shared professional experiences of participants, so we attach great significance to what you tell us about your professional/managerial responsibilities and achievements

5. PERSONAL STATEMENT

Tell us about yourself and explain why you wish to join our programme. You may continue on additional sheets, if necessary.

6. FINANCIAL SUPPORT

Financial obligations: postgraduate education requires a substantial investment from the student in terms of academic effort and financial resources. Before beginning your studies with us, you should ensure that you have sufficient financial resources to meet your commitments in terms of tuition fees, study materials and living expenses for the duration of your course. Responsibility for arranging and securing sufficient funds must lie with the student. For our part, we seek to maintain tuition fees for all our students at levels that strike the best balance between providing a high quality learning experience, and value for money (as recognised, for example, in the Financial Times rankings). In order that all students rather than a few can receive these benefits equally, the School does not offer scholarships.

7. ADDITIONAL INFORMATION

These questions are part of our market research, the answers to which do not influence the outcome of your application.

8. REFERENCES

Two references are required to complete the application process. Personal references should be from individuals who have current or very recent knowledge of you and your career, and not from people related to you by blood or marriage.

You are responsible for ensuring that the references are sent by the referees. We recognise that you may not be able to influence the time it takes your referees to provide us with the information you request, but we hope that they will be encouraged by our willingness to accept references in a number of formats:

(i) on our reference forms, available as a download from <http://www.bradford.ac.uk/management/msceref>

or

(ii) on official headed paper from the referee's company/organisation;

or

(iii) by e-mail from the referee to us via msc.mgt@bradford.ac.uk

9. DECLARATION & SIGNATURE

If you provide false or misleading information in your application, this will be viewed as a serious matter by the University.