

## **Applying for postgraduate study**

### **How to apply:**

Applications for taught and research programmes are made using our online application form ([https://studentrecords.soton.ac.uk/BNNRPROD/bzsksrch.P\\_Search](https://studentrecords.soton.ac.uk/BNNRPROD/bzsksrch.P_Search)).

Most programmes require additional supporting documentation to be submitted as part of the application process, these can be uploaded with the online application form. Decisions regarding admissions are not made until an application is considered as complete.

You will be sent an acknowledgement e-mail as soon as the University has received your application.

Further details of the application process, timelines and online tracking are explained below.

### **General entry requirements**

To apply for postgraduate study you must satisfy the University's general entry requirements as well as any specific requirements for your chosen programme.

Specific programme entry requirements are set out in the Key Facts section for each programme as well as on School admissions webpages ([www.southampton.ac.uk/postgraduate/pgstudy/postgraduate\\_admissions\\_contacts.html](http://www.southampton.ac.uk/postgraduate/pgstudy/postgraduate_admissions_contacts.html)). For details of our programmes, see our Taught Courses ([www.southampton.ac.uk/postgraduate/pgstudy/programmes/](http://www.southampton.ac.uk/postgraduate/pgstudy/programmes/)) and Research Programmes ([www.southampton.ac.uk/postgraduate/pgstudy/researchareas/](http://www.southampton.ac.uk/postgraduate/pgstudy/researchareas/)).

As well as academic qualifications and practical experience, we look for evidence of your interest in the programme and an understanding of the rigorous demands of postgraduate study.

If you are an international student you will need to ensure that your academic and English language qualifications meet our entry requirements. Please check the International Students section ([www.southampton.ac.uk/international](http://www.southampton.ac.uk/international)) for further details.

### **Application deadline**

There is no University deadline for applications for taught or research programmes, however some Academic Schools may have their own application deadlines. Details are available in the Key Facts for each course or research programme. Please check with the Academic School ([www.southampton.ac.uk/postgraduate/pgstudy/postgraduate\\_admissions\\_contacts.html](http://www.southampton.ac.uk/postgraduate/pgstudy/postgraduate_admissions_contacts.html)) for the latest information.

You should apply as early as possible if you need to secure a UK visa or if you are applying for funding or sponsorship (see [www.southampton.ac.uk/postgraduate/feesandfunding/postgradfeesfunding.html](http://www.southampton.ac.uk/postgraduate/feesandfunding/postgradfeesfunding.html)).

Deadlines for research funding are usually at least six months in advance of the start date.

### **Guide to submitting your application**

1. Identify the Programme(s) of Study that you wish to apply for. See Taught Courses and Research Programmes, Academic Schools or Research Directory ([www.southampton.ac.uk/research/researchdir/](http://www.southampton.ac.uk/research/researchdir/)).
2. Check Application Requirements and programme Entry Requirements (see Taught Courses and Research Programmes or Academic Schools).
3. Find programme via Programme Search page
4. Login or if new user create login ID
5. Fill in application details via application checklist
6. Upload supporting documents
7. Submit Application
8. Use online tracking to track progress of application.

### **Completing the online form**

Guidance for completing the online application form is provided on each page of the form via the 'Help' text.

### **What happens next?**

Once you have submitted your online application you should expect to receive an e-mail acknowledgement within three working days. This e-mail confirms that we have received your application in our student record system.

Once your application is on our system you can access the online tracking facility.


### **Application summary and online tracking**

The application summary and online tracking can be accessed by following the link in the acknowledgement e-mail or by logging onto the online form and choosing the relevant application from the 'Processed Applications' list.

### Student Record System Self Service

[HELP](#) [EXIT](#)

#### Application Menu

 The data below shows your complete and partly complete applications for postgraduate study. To continue with an application, view a submitted application, or create a new application click the appropriate link below. Please also take the time to read the Guidance Notes on this page by clicking on the HELP link above.

More information is available from the on-line prospectus. Applicants should also refer to the Guidance Notes which are available in each section of the application form by clicking on Help.

Please note that any applications that have not been submitted will be deleted after the end of the academic year applied for.

Uploaded supporting documentation will be automatically deleted if an application has not been submitted within 30 days of starting.

#### Applications in Progress

Admission Term	Application Type	Application Preference	Field of Study	Date Created	Last Section Updated
New	Create a new application				

#### Processed Applications

Admission Term	Application Preference	Date Created
2009-2010 Academic Session	Not entered	20 May 2009
2009-2010 Academic Session	Not entered	20 May 2009

[Email to Admissions](#)

[Return to Homepage](#)

RELEASE: 7.3.1.1

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The online tracking facility shows:

1. a summary of your application
2. the online tracking

**Student Record System Self Service**

HELP EXIT

**Application Summary**

 The application listed below has been received by the Admissions Office, and is currently being processed.

Please refer to the postgraduate prospectus, or contact the Admissions Office if you have any questions relating to your application.

**Application Summary**

**Name and Address**

Name: Mrs Susan Demo Smith  
Permanent Address: 1 The House  
The Street  
Bristol  
United Kingdom  
Phone Number: 012 234567

**1**

**Application Data**

Reference Code: KW/0127/sat2sat2/01  
Admission Term: 2009-2010 Academic Session  
Admission Type: Direct (Self Service)

**Current Program**

Master of Arts (Taught)  
Level: Postgraduate Taught  
Program: MA History  
Catalog Term: 2009-2010 Academic Session  
School: Humanities  
Campus: Southampton campuses  
Programme Applied For: MA History  
Date Created: 20 May 2009

**Requirements**

Requirement	Received Note	Status
Reference 2	Dr I. Jones	Awaiting reference from referee
Reference 1	Professor Marcus Brodie	Awaiting reference from referee
Degree Transcript		Awaiting document from applicant
Acknowledgment Sent		

**2**

View/Print Submitted Application Detail  
Return to Application Menu

RELEASE: 7.3

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NB. If there is no online tracking it is because your application is not yet in our system, please wait 1 working day, if you still cannot access the online tracking contact [admissions@soton.ac.uk](mailto:admissions@soton.ac.uk) or call 023 8059 4732

**What does online tracking show me?**

The online tracking is used to log outstanding application requirements

Requirements			
Requirement	Received Note		Status
Reference 2	Dr I. Jones		Awaiting reference from referee
Reference 1	Professor Marcus Brodie		Awaiting reference from referee
Degree Transcript			Awaiting document from applicant
Acknowledgment Sent			

Some Schools may also use it to log conditions.

The tracking is also used to display messages and reminders to you

Requirements			
Requirement	Received	Note	Status
Reference 2		Dr I. Jones	Awaiting reference from referee
Reference 1		Professor Marcus Brodie	Awaiting reference from referee
Degree Transcript			Awaiting document from applicant
Acknowledgment Sent			

**Requirement** The description of an item or message

**Received** If you have submitted a document in support of an application requirement or a condition, the date at which the University has received it is indicated here.

**Note** If the Academic Schools wishes to convey further information it will appear here

If you have submitted the names of your referees they will also appear here

**Status** For application requirements and conditions this field indicates what action needs to be taken, if any.

### Statuses

The following statuses are used as part of the online tracking:

Awaiting document from applicant  
 Awaiting reference from referee  
 Document received and accepted  
 Document received and not accepted  
 Awaiting replacement document  
 Information sent to applicant

### Application requirements

When you submit your online application you will see that the general application requirements for the programme of study are displayed in the online tracking. These requirements will have a status of:

- Awaiting document from applicant
- Awaiting reference from referee

These application requirements are the usual documents that are required in order for the School to be able to consider your application for a decision.

If you have uploaded documents that relate to these requirements then once they have been received in the student record system a received date will be populated.

We would normally expect to review any application requirements within two working days. Once we have received your supporting documentation we will update the status to either:

- Document received and accepted
- Document received and not accepted

If an application requirement is showing as 'document received and not accepted' you will need to provide new documentation to support this requirement. You will normally receive an e-mail confirming that the document has not been accepted, once this e-mail is sent the status will change to 'Awaiting replacement document'

If you are unsure what you need to provide please contact your Academic School ([www.southampton.ac.uk/postgraduate/pgstudy/postgraduate\\_admissions\\_contacts.html](http://www.southampton.ac.uk/postgraduate/pgstudy/postgraduate_admissions_contacts.html)).

#### Awaiting document from applicant

If we have not received supporting documentation within 2 working days of your application being submitted then you will receive an e-mail listing the documents that are still outstanding. An item confirming that an e-mail has been sent to you will also be added to the online tracking:

Requirements		
Requirement	Received Note	Status
OD1 Documentation Outstanding		Information sent to applicant

A follow up e-mail will be sent after 14 days:

Requirements		
Requirement	Received Note	Status
OD2 Documentation Outstanding		Information sent to applicant
OD1 Documentation Outstanding		Information sent to applicant

If we still have not received your supporting documentation after 30 days then your application will be withdrawn and you will receive a final e-mail and message:

Requirements		
Requirement	Received Note	Status
WD1 Application Withdrawn		Information sent to applicant
OD2 Documentation Outstanding		Information sent to applicant
OD1 Documentation Outstanding		Information sent to applicant

If you are unable to provide the documents within the 30 day period please contact your Academic School.

### Other submitted documents

We do not normally acknowledge uploaded supporting documents that are not application requirements.

### **Decision made**

Once a decision on your application has been made a 'decision made' item will appear on your tracking.

Requirements			
Requirement	Received	Note	Status
Decision Made			
Application Complete			
OD1 Documentation Outstanding			Information sent to applicant

You should expect to receive an official letter confirming the decision.

The decision will either be:

Conditional Offer  
Unconditional Offer  
Unsuccessful  
Application Withdrawn

### **Conditional Offer**

If the decision is a conditional offer then your Academic School may choose to use the online tracking to display the outstanding conditions. This will enable you to track your conditions and the supporting documentation that you submit.

As with the application requirements your conditions will initially be recorded as 'Awaiting Documentation from Applicant'. When documentation is received the condition status will be updated to either:

- Document received and accepted
- Document received and not accepted

### **Reply to Offer**

Once an offer has been made you will be sent an offer letter with a 'reply to offer' form, you have 60 days in which to reply. You should return this form as soon as possible to confirm that you accept the offer.

If you do not reply within 30 days a reminder e-mail will be sent and a code inserted in the online tracking:

Requirements		
Requirement	Received Note	Status
DM01 Offer Outstanding 30 Days		Information sent to applicant
Decision Made		

You will be sent a second reminder after another 20 days and then finally your application will be withdrawn after the full 60 days, you will receive an e-mail and a notification in the online tracking:

Requirements		
Requirement	Received Note	Status
WD2 Application Withdrawn		Information sent to applicant
DM02 Offer Outstanding 50 Days		Information sent to applicant
DM01 Offer Outstanding 30 Days		Information sent to applicant
Decision Made		

If you are unsure about replying to your offer please contact your Academic School for advice.

### Requirement Descriptions/ Document Types

These are explanations of the Document Types that you are able to upload. Not all programmes require these documents. If you are unsure of what the application requirements or entry requirements for the programme are you should check the Study Routes page and/or the Academic Schools pages.

Document Type/Requirement	Description
Degree Transcript	You must provide the complete transcript of the academic qualification that meets the programme entry requirement.  If you are still studying for the qualification you should provide a partial transcript.
Translated Transcript	If your transcript is written in a language other than English you should provide an authenticated translation.
Degree Certificate	A copy of your Degree Certificate.  Original Degree certificates <u>must</u> be provided on entry or before if requested by the Academic School.
Reference	All applicants are required to provide two academic references. Suitable referees may include a former tutor, supervisor or employer.
English Language Qualification	Original evidence of English language proficiency. This would usually be in the format of an original language certificate.  For further guidance please see



	<a href="http://www.southampton.ac.uk/international/entry_reqs/">www.southampton.ac.uk/international/entry_reqs/</a>
Personal Statement	The Personal Statement is an opportunity to provide additional information relevant to your application, such as a statement of purpose or details of other achievements/interests. For details of programme entry requirements please refer to the Study Routes webpage.
Resume/Curriculum Vitae	Provide a Resume or C.V. if this is an application requirement
Research Proposal	Study at the level of MPhil/PhD or Masters of Research will usually require you to provide a Research Proposal as an application requirement.
Project Proposal	Some programmes in the School of Psychology require a project proposal, please check the Study Routes section of the website or the School of Psychology website.
Art Portfolio	Some programmes in the School of Art require an Art Portfolio, please check the Study Routes section of the website or the School of Art website.
Music Composition/Performance	Some programmes in the School of Humanities require examples of Music Composition and/or performance, please check the Study Routes section of the website or the School of Humanities website.
Sample of Written Work	Some programmes in the School of Humanities require a Sample of Written Work, please check the Study Routes section of the website or the School of Humanities website.
Additional Questions	Some programmes in the School of Health Sciences require an additional questions document to be submitted, please check the Study Routes section of the website or the School of Health Sciences website.
Evidence of Professional Quals	Some programmes may require specific evidence of Professional Qualifications, please check the Study Routes section of the website or the School website.
Medical Clearance Certificate	Some programmes may require a Medical Clearance Certificate to be submitted, please check the Study Routes section of the website or the School website.
Proof of Graduate Basis (GBR)	Some programmes in the School of Psychology may require a Proof of Graduate Basis (GBR) document, please check the Study Routes section of the website or the School of Psychology website.
Fee Questionnaire	If we cannot determine your fee status you will be sent a fees questionnaire to complete.
Fees Supporting Document	We may request further documentation in order to make a fees classification.

Industrial Placement App Form	If a programme requires an Industrial Placement Application Form this will be sent out by the School separately.
Sponsorship Document	Any relevant documentation pertaining to sponsorship.
List of Publications	If you are unable to list all of your relevant publications in the allotted space on the application form you can submit it as an additional document.
CV Detailing CBT Experience	Some programmes in the School of Psychology may require a CV Detailing CBT Experience, please check the Study Routes section of the website or the School of Psychology website.

## Definitions

<b>Term</b>	<b>Definition</b>
Programme of Study	The programme that you wish to apply for. This can also be known as a 'course'.
Supporting Documents	<p>The paperwork that you submit in support of your application. An example would be a transcript.</p> <p>Some programmes of study require supporting documentation to be submitted at the point of application. These are known as 'application requirements'</p>
Application Requirements	The documents that you MUST provide before the School can consider your application.
Complete or Complete Application	The university will consider an application to be complete when we have received an application form and all documentation that meets the application requirements.
Conditions	<p>The requirements that you must fulfil before you begin your programme of study. There can be different types of conditions, for example Academic condition or English language conditions.</p> <p>These are communicated to you via the offer letter.</p>
Entry Requirements	The general requirements that an applicant must meet in order to gain a place on the Programme of Study.
Online Tracking	The facility that allows you to monitor the progress of your application online.
Programme Search Page	The webpage that you use to search for the Programme of Study that you wish to apply for.

Application Checklist	The online application form includes a checklist, which lists the pages that you are required to complete before submitting an application. This checklist enables you to see how much of the application form you have completed and if you are able to submit.
Login	<p>You are required to login in order to access to the online application form. Once you have identified the programme that you wish to apply to you will be asked to create a Login ID and PIN.</p> <p>If you wish to access your application at a later date, or apply for another programme, you will need to 'Login' which means you enter the Login ID and PIN you previously created.</p>
Submit	<p>Once you have completed the application form, and there are no uncompleted sections of the application checklist, then you can submit your form.</p> <p>Once the form is submitted it will be received by the University and you are able to track your application online.</p> <p>You cannot make updates to the application online once it is submitted.</p>
Conditional Offer	<p>If the School wishes to make you an offer, but there are still entry requirements that you need to fulfil, you will receive a conditional offer.</p> <p>The conditions of the offer will be set out in your offer letter.</p>
Unconditional Offer	<p>If the School wishes to make you an offer and you meet all the entry requirements they will issue you an unconditional offer.</p> <p>However, even if you have received an unconditional offer you will need to supply evidence of your original supporting documents on arrival.</p>
Withdrawn	The admissions process has certain deadlines with regard to supporting documentation and replying to offer. If these deadlines are not met your application will be withdrawn.
Decision	The University has assessed your application and supporting documentation and has determined if we are able to make an offer or not.
Language Requirements	<p>The University has set standards of English language proficiency that all applicants must meet. This may vary between Programmes of Study. Further information can be found at:</p> <p><a href="http://www.southampton.ac.uk/international/entry_reqs/">www.southampton.ac.uk/international/entry_reqs/</a></p>
Academic School	The University is made up of a number of Academic Schools. For Academic School contact details see:

	<a href="http://www.southampton.ac.uk/postgraduate/pgstudy/">www.southampton.ac.uk/postgraduate/pgstudy/</a>
General Entry Requirements	admissions to degree regulations

### Online tracking fields

Field name	Explanation
Requirement	The description of an item or message
Received/ Received Date	If you have submitted a document in support of an application requirement or a condition, the date at which the University has received it is indicated here.
Note	<p>If the Academic Schools wishes to convey further information it will appear here</p> <p>If you have submitted the names of your referees they will also appear here</p>
Status	For application requirements and conditions this field indicates what action needs to be taken, if any.