

Postgraduate Application Pack

University of
Southampton



University
of Southampton

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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/study**), 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 the Admissions and Student Data Office at the address below:

The Admissions and Student Data Office
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 the Admissions and Student Data Office by telephone on +44 (0)23 8059 4732 or by email at admissions@soton.ac.uk

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

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 the Admissions and Student Data Office 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.

You can apply for up to two taught programmes of study. If you wish to apply for more than one, please use a separate line on the form for each programme and list your choices in order of preference. Your second choice will only be considered if you are not selected for your preferred programme.

Please list the exact **programme name**, as specified in the postgraduate prospectus, (which is available online at www.soton.ac.uk/study), 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 you are applying for a research programme, you may be required to include an outline of your proposed research topic/s with your application form. For further details, please contact the relevant 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.

If you have a previous student ID from this University, please include it on the form. This helps us maintain a full, accurate record of your studies.

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.

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.

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/study/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.

Guidance Notes

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 live in the Channel Islands or Isle of Man, or you are the child of a UK or EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education.
- 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, 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 or child.
- D** You are an EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child) and you have lived in the EEA or Switzerland for three years, but not just for full-time education.
- G** You would otherwise meet the criteria of categories A, B, C, or D but you have been living outside the UK, Channel Islands, Isle of Man, EEA or Switzerland (or more than one of these) because you, your husband or wife or your parent has been temporarily working outside the area in question.

- O** Other (none of the categories listed from A–G apply)

The European Union (EU) includes the following countries: Austria, Belgium, Republic of Cyprus, Czech Republic, Denmark (not including the Faroe Islands and Greenland), Estonia, Finland, France (including the French overseas departments of Guadeloupe, Martinique, French Guyana, Reunion, Saint-Pierre et Miquelon), Germany (including Heligoland), Greece, Hungary, the Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal (including the Azores and Madeira but not Macao), Slovak Republic, Slovenia, Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries), Sweden and the United Kingdom (with Gibraltar).

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

If your category code is 'O', but your citizenship (or that of either of your parents) changes or you are granted Indefinite Leave to Remain in the UK from the date of application until a maximum of two months following commencement of your studies, please contact the Admissions and Student Data Office 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 email. Alternatively, references may be enclosed with your application form, but they must be included in a sealed envelope with the reference request form.

Your referees should either be a former tutor, supervisor or an employer from whom you have gained relevant work experience. Please refer to the enclosed reference request form for further details.

Guidance Notes

It is your responsibility to contact your referees and to send them the reference request form for completion. **We cannot make a decision about your application without your references.** Therefore, please send the reference request form to your referees as soon as you decide to apply to the University.

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/study) 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 the **MA Fine Art Practice and Theory** or **MA Textiles Practice and Theory**, you should also enclose **either** a wallet of colour slides **or** CD ROM of your work, **plus** a numbered list of slides and details of work shown. This is applicable for pathways in: Painting, Printmaking, Sculpture, Fine Art by Project, Textiles/ Fashion by Project, Textile Design or Textile and Fibre Art.

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:

- a. I have a criminal conviction
- b. I have a spent criminal conviction
- c. I have a caution (including a verbal caution)
- d. I have a bind-over order
- e. I am serving a prison sentence for a criminal conviction.

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 for any programme of study 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. For applicants who wish to study at the Textile Conservation Centre, please give 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.

Guidance Notes

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 the Admissions and Student Data Office. Please contact us for further details.

What happens now?

The University's Admissions and Student Data Office 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 the Admissions and Student Data Office or the relevant Academic School directly.

Contact details:

The Admissions and Student Data Office
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

Alternatively, contact details for the relevant Academic Schools, are available at: www.soton.ac.uk/about/academicschools

2. Programme of study (continued)

B. Research Programme Please indicate the degree you wish to study for:

MPhil MPhil/PhD MPhil(ResMeth) MRes EdD EngD DClinP DM DM/PhD

Topic or field of research proposed (if known)

Name of proposed supervisor/contact (if known)

Preferred commencement date

C. All applicants:

Have you studied at the University of Southampton previously?

Yes No

If yes, which programme(s)?

When?

Personal identification number or student number (if known)

Have you applied for postgraduate study at the University of Southampton previously?

Yes No

If yes, which programme(s)?

When?

Are you applying for other programmes at the University of Southampton?

Yes No

If yes, please give details:

3. Higher education

Please provide details of your current study and academic qualifications. Please list your current studies or most recent qualifications first.

Name of institution & country of study	Title of qualification	Main subjects studied	Dates of attendance (from – to)	GPA/degree classification	Date results expected (if applicable)	Language of instruction
<i>For example:</i> University of Southampton, UK	BSc Hons	Chemistry	Oct 2002 to July 2005	Upper second class	June 2005	English

4. Professional or other qualifications

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

5. 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
(See guidance notes for details.)

If yes, please go to section 6 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.

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 (from – to)

7. Nationality/Residency information

Your application cannot be considered without this information. Please pay careful attention to the guidance notes, when completing this section.

Nationality (if dual, give both) Country of birth

Nationality of parent(s)

Country of permanent residence

Date of first entry to the United Kingdom, if appropriate

Please indicate (by ticking the relevant box) where you will have been ordinarily resident for the three-year period immediately prior to the start of your course:

Within the UK Within the EU Within the EEA Outside the UK, EU and EEA

Fee/residence status (please refer to guidance notes): A B C D G O

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.

We cannot make a decision about your application until we receive your references.

1. Name	<input type="text"/>	2. Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Reference enclosed <input type="checkbox"/> or Reference to follow by email <input type="checkbox"/>		Reference enclosed <input type="checkbox"/> or Reference to follow by email <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 Practice and Theory and/or MA Textiles Practice and Theory

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

- 1 Specific learning difficulty (e.g. dyslexia) 2 Visual impairment 3 Hearing impairment
4 Mobility impairment 5 Mental health issues 6 Unseen disability (e.g. diabetes, epilepsy, or asthma)
7 Multiple disabilities 8 Disability/medical condition not mentioned in list
9 Autism spectrum disorder 10 Temporary disability

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

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	<input type="checkbox"/>	International education fair	<input type="checkbox"/>
Article/advertisement	<input type="checkbox"/>	Agent/representative	<input type="checkbox"/>	Other (please specify)	<input type="text"/>
British Council	<input type="checkbox"/>	Search engine/website	<input type="checkbox"/>		

How did you find out about the programme?

University website	<input type="checkbox"/>	Prospectus and enquiries office	<input type="checkbox"/>	School office	<input type="checkbox"/>
Postgraduate prospectus	<input type="checkbox"/>	Programme booklet	<input type="checkbox"/>	Other (please specify)	<input type="text"/>

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

d	d	m	m	y	y
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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 the Admissions and Student Data Office 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:

The Admissions and Student Data Office
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



**University
of Southampton**

Admissions and Student Data Office
University of Southampton
Highfield
Southampton
SO17 1BJ
United Kingdom

First name(s)

Last name

Date of birth

d d m m y y

Programme of study

Academic School

Academic School email
address

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 the Admissions and Student Data Office.
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 the Admissions and Student Data Office.

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. If you do not know the email address, the reference should be sent to the Admissions and Student Data Office 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. 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



University
of Southampton

Admissions and Student Data Office
University of Southampton
Highfield
Southampton
SO17 1BJ
United Kingdom

First name(s)

Last name

Date of birth

d d m m y y

Programme of study

Academic School

Academic School email
address

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 the Admissions and Student Data Office.
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 the Admissions and Student Data Office.

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. If you do not know the email address, the reference should be sent to the Admissions and Student Data Office 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. 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.

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**University
of Southampton**