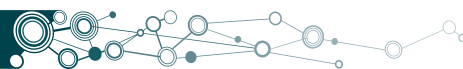




Postgraduate Application Guidance Notes



How to apply: important information



Stage 1:

Completing your form

Course of study

- A list of our courses is available at www.soi.city.ac.uk/pgcourses/
- State clearly on your form which course you are applying for and which mode: full time, part time Geographic Information courses are no longer running.
- You may wish to state your second and third preference courses should you be unsuccessful in applying for your first choice.

Date of commencement

- All our courses commence once a year in September.
- State the year you intend to commence your studies.

Personal information

- State your full name on your form and all enclosed documents.
- If you have changed your name, please provide copies of documentary evidence of the name-change process (e.g. marriage certificate, or deed poll documents).
- It is very important to include an email address, especially if you are an overseas applicant.
- If you are based in the UK, also include a daytime contact/mobile telephone number.

Statement in support of your application

This is an important part of the application, and will be given careful consideration by the Admissions Tutor. State clearly and in detail:

- why you have chosen this particular course;
- what you can contribute to the course; and
- what you hope to do after completing the course.

You should expect to write between 500 and 800 words. Applicants who write only a few lines in this space are likely to find their applications are rejected.

Please ensure that you complete all sections of the application form.

Stage 2:

Supporting documentation

References

- We accept references in two formats: on the reference forms and envelopes enclosed with your application (or printable from the online application system), or on institution-headed paper (no photocopies).
- It is your responsibility to arrange references from two referees before submitting your application.
- If you have studied at higher education level in the last seven years, at least one reference should be from an academic referee.
- Ask each referee to forward you their reference in a signed and sealed envelope to ensure confidentiality.
- We cannot accept references by email.

Transcripts

- All home/EU and overseas applicants must include a transcript of their first degree with the application.

Overseas applicants and English

- If English is not your first language, you must supply evidence with your application that your command of the English language is suitable for study at postgraduate level.
- You are usually expected to have achieved satisfactory results in either a TOEFL or IELTS test. For further details visit www.city.ac.uk/study/apply/postgraduate/entry.html

Stage 3:

Submitting your application

Please ensure that the following documents are included with your completed application:

(If applying online you will have the opportunity to upload copies of supporting documents; however you will still be required to send your references by post)

- Two sealed and signed references.
- Transcript.
- English language test results (where appropriate).
- Equal Opportunities Monitoring Form.*

* A copy of this form should be completed and returned with your application. The information you submit on the form is confidential and will only be used for our monitoring purposes. It will not be made available to the Admissions Tutor.

Postal applications:

Please send your application to:
Postgraduate Team
Programmes Office
School of Informatics
City University London
Northampton Square
London EC1V 0HB
UK

If you are enclosing important documents, it is wise to send your application by registered post, or to be signed for on delivery. We are not responsible for applications which are sent but not received.

Online applications

Go to www.soi.city.ac.uk/pgcourses/ and follow the links to apply online.

The closing date for receipt of applications is 1 September. We however recommend applying as early as possible, as competition for places is very high.

What happens next?

- If further information is required we will contact you (usually by email) with details.
- Complete applications are passed onto the Admissions Tutor for consideration.
- We normally aim to make a decision on completed applications within four weeks of the date of receipt of the form.
- Please note that we cannot make a final decision on applications until all supporting documentation is received.

Queries about the application process

If you have any queries about the application process, please contact the Programmes Office at pgenquire@soi.city.ac.uk, on + 44 (0)20 7040 0248, or visit www.soi.city.ac.uk/pgcourses/pg-admissionsfaq.html.

Funding your postgraduate study

For more information and to apply for funding, visit
www.soi.city.ac.uk/pgcourses/pg-scholarships.html



Scholarships and bursaries

School of Informatics Scholarships

We offer a number of scholarships of £2,000 each year to well-qualified full-time home and overseas applicants undertaking a one-year postgraduate degree. They are intended to assist applicants to pay the fees for their chosen course of study (all our courses are eligible) and are awarded on a competitive basis focusing on academic merit.

AHRC Professional Preparation

Master's Scheme Awards

Well-qualified applicants on the following courses may be eligible for an award. Residency requirements apply.

- MSc Information Science
- MSc Information Management
- MA/MSc Library Science
- MA/MSc Electronic Publishing
- MA/MSc Information Management in the Cultural Sector

The Alex McVitty Memorial Award

One scholarship each year of £1,500 is offered to a full time applicant on one of the following courses who wishes to develop a career in law librarianship:

- MSc Information Science
- MA/MSc Library Science

The Stationers' and Newspaper Makers' Company Bursary

The educational charity affiliated with this company provides an annual bursary worth £6,000 to support an applicant studying for a Master's in Electronic Publishing at City University London. Residency and age requirements apply.

Loans

Career Development Loans

Under a scheme operated by the Royal Bank of Scotland, Barclays and the Co-operative banks, applicants wishing to undertake certain courses, lasting no longer than two years, may borrow between £300 and £10,000. Repayments are delayed and the government pays the interest during your study and for one month afterwards. For further information please go to www.direct.gov.uk/cdl.

Other loans

Your own bank may offer loans. Banks sometimes prefer to finance vocational courses and you may be required to demonstrate that the course of study will improve your long-term career prospects.

Fee reductions for City graduates

Reductions for City students and alumni

We are very pleased to offer the following reduction in fees to alumni: first class undergraduate degree holders are entitled to a fee reduction of 20%; 2:i undergraduate degree holders are entitled to a fee reduction of 10%.

Working whilst studying

Part-time students

Some employers may offer financial support for part-time study, usually where employees have proved their value and for study that relates to their work.

Full-time students

City University London Student Employment Service can help with information on part-time and temporary work.

Benefits

Claiming benefits

You may be eligible for benefits. As the rules are complex, we advise checking with your local benefit agency. Further information on any available financial benefits and support can be found at www.direct.gov.uk/en/educationandlearning.

EU/International students

Extra information

While you might be eligible for some of the funding sources listed above, you are advised to explore sources of funding in your own country and the scholarships and bursaries available from the British government (via other governments). These sources of funding are usually applied for through your own government, not from within the UK, and will have closing dates for application. For information, please contact one of the following:

- the education ministry in your country;
- your nearest British Council office; or
- the British Council Education Information Service.

Accommodation



The Student Centre

Accommodation Team

The Student Centre has specialist staff that can advise on accommodation matters and provide information to students which will enable them to find suitable housing whilst they are studying at City University London.

The Accommodation Team handles applications for University Halls of Residence, including that provided by Sanctuary Management Services at Alliance House, by EC1 Residences at Willen House and by Liberty Living at Walter Sickert Hall and Francis Rowley Court. Please note, only a limited number of places in halls are reserved for postgraduate students.

The Accommodation Team also maintain an interactive web-based facility for privately rented accommodation in London in association with www.studentpad.co.uk.

For further information on arranging accommodation, contact the Accommodation Team:

Web:

www.city.ac.uk/studentcentre/housing/index

Email: accomm@city.ac.uk

Tel: +44 (0)20 7040 7040

Temporary accommodation

Temporary accommodation for international students.

If you are an international student and are unable to secure a place in University accommodation, a temporary place in a hall of residence may be available over the summer. This will enable you to arrive at the University early, before your course begins, allowing you to look for a room in private accommodation.

Application forms for temporary accommodation for international students can be obtained from the International Office at City University London.

Tel: + 44 (0)20 7040 8019

Fax: + 44 (0)20 7040 8322

Email: international@city.ac.uk

If you wish to use this temporary accommodation service, you should book a room before you travel to the UK.

Please note that arranging accommodation prior to study is the responsibility of the student. The Programmes Office does not organise accommodation. All advice should be sought from the Accommodation Service and International Office (details above).

Visas

International students and UK entry clearance

If you come from a country outside the EU, you will need to apply for entry clearance in the form of a student visa or an Entry Clearance certificate before you start your studies. Most students have to apply at the British Embassy or High Commission in their country of residence before travelling to the UK.

The UK Government has recently changed the visa system for students; as of 31 March 2009 you cannot apply for a visa under Tier 4 until you have an unconditional offer for your course and have received an official Visa Letter from the University.

For full information on applying for entry clearance to the UK, please visit the UK Border Agency's visa services website (www.ukvisas.gov.uk). Alternatively, you can contact the British Embassy/High Commission in your home country.

Further guidance can also be found on our international student support website: www.city.ac.uk/studentcentre/international/before-you-leave-home/.

School of Informatics

Postgraduate Team

Programmes Office

School of Informatics

City University London

Northampton Square

London EC1V 0HB

UK

Tel: +44 (0)20 7040 0248

Fax: +44 (0)20 7040 0233

Email: pgenre@soi.city.ac.uk

www.soi.city.ac.uk/pgcourses

All information correct at the time of going to press September 2009. The University reserves the right, arising from unforeseen events or circumstances beyond our control, to add to or remove programmes and to make changes in regulations, syllabuses, programme options and modules, fees etc without prior notice.

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