**Plymouth University Application Guidance**

Thank you for considering Plymouth University for your further studies. Below is some information that will assist you in submitting your application but if you have a question that isn’t answered below then please do not hesitate to contact our dedicated admissions team.

**PROGRAMME OF STUDY**

Please ensure that you enter the correct programme that you wish to apply for, a full list of programmes is available from <https://www.plymouth.ac.uk/study> . Please note that only Home and EU applicants are permitted to apply for Part Time study where this option is available. The majority of programmes start in September but please check course profiles for details. If you wish to apply for more than one programme or research area then please enter them all in the Course/Project Title/Research Area field and these will be treated as separate applications.

**PERSONAL INFORMATION**

Please complete your personal details in full as they appear on your passport. Please note that the information provided on your Nationality, Country of birth and Country of residence will inform our initial assessment of your fee status so accurate information is essential.

**UKVI VISA INFORMATION**

You are only required to complete this section if you are not an EU citizen or you permanently reside outside of the EU. This information will help us to assess your fee status and provide you with the guidance needed to complete the visa process if necessary. Please provide accurate information and a copy of your passport ID page (i.e. including photograph and any visas). We also require information of any previous study in the UK if you are from outside the EU.

**PASSPORT INFORMATION**

All applicants must provide passport details as part of the application so that we can verify your identity. If you do not own a passport, please enter ‘not applicable’ in these fields and today’s date to allow you to submit the application form.

**CONTACT DETAILS**

Please provide full and accurate information on your contact details so that we can get you the information you require throughout the application process. If you have an alternative correspondence address or are applying via an agent, please provide this information in addition by ticking the box and completing the subsequent fields.

**ENGLISH LANGUAGE REQUIREMENTS**

You should consider English as your first language if you are a national of one of the following countries:

* Antigua and Barbuda
* Australia
* the Bahamas
* Barbados
* Belize
* Canada
* Dominica
* Great Britain
* Grenada
* Guyana
* Jamaica
* New Zealand
* Republic of Ireland
* St Kitts and Nevis
* St Lucia
* St Vincent and the Grenadines
* Trinidad and Tobago
* USA

Please note that although English may be your first language there may be a set of circumstances where we are still required to ask for evidence of English language ability.

**ENGLISH LANGUAGE QUALIFICATIONS**

Please provide full details of any English language qualification that you have taken including a scanned copy of the certificate, if available. Guidance on English language qualifications accepted by Plymouth University can be found at <https://www.plymouth.ac.uk/international/how-to-apply/international-students-entry-requirements>

**EDUCATION QUALIFICATIONS**

Please provide accurate information on your highest level qualification as well as any additional qualifications that you feel would be relevant to the programme you are applying for. Where possible, please upload a copy of you transcript even if you have not yet completed your current programme of study. Details of entry requirements can be found on the relevant course profile on the Plymouth University website: <https://www.plymouth.ac.uk/study>

**PROFESSIONAL QUALIFICATIONS**

In some circumstances, you may wish to provide evidence of professional qualifications to support your application. This is not mandatory but you are welcome to enter the details and/or attach relevant certificates.

**WORK EXPERIENCE**

If you have a gap in your education profile or feel that you have significant, relevant work experience then please attach a copy of your CV or résumé.

**FUNDING INFORMATION**

Please answer all the relevant questions relating to your funding status and your proposed method of paying fees. If unsure about your fee region then please put what you think is most closely related to your current status and we will make an assessment once we receive your application. If you are receiving sponsorship or other, non-personal funding then please attach evidence of this. Plymouth University staff members receive a discount on their fees so please indicate here if you are currently working at the university. This will be verified if you are offered a place on the programme.

**PERSONAL STATEMENT**

Please provide any additional information that you feel might be relevant as an attached personal statement (.doc or .pdf) or by completing the free text box on the application form. Below is some specific advice depending on the programme you are applying for:

**PUPSMD (Medicine & Dentistry)**

If you are applying for a Medicine or Dentistry programme, please ensure that your Personal Statement includes the reasons for your choice, names of any staff you have been in contact with prior to applying, information on what you intend to get out of the course as well as what you intend to do upon completion and any relevant experience not listed elsewhere on the application form.

**Research**

If you are applying for a Research programme (ResM/MPhil/PhD/Integrated PhD/MS/MD/Professional Doctorate), please ensure that your Personal Statement indicates which research areas, specific projects or Professional Doctorates offered by the university you are interested in. Please also include the following information:

## Aims of Research Project

* Theoretical/conceptual background
* Proposed research design and method
* Key references
* A post reference if applying for an advertised post
* For Arts & Design Research applicants should provide evidence of creative work (i.e. link to website or online portfolio/Flickr profile).

**Standard**

If you are applying for any other Postgraduate taught programme, please state your reasons for your choice, indicate the names of any staff you may have been in contact with and outline what you wish to get out of the course as well as what you hope to do upon completion of the degree. If you are applying for a Masters degree within the Faculty of Science of Environment, please outline your scientific interests.

Applicants for portfolio based programmes should provide a link to their website or online portfolio/Flickr profile if available.

**CRIMINAL CONVICTIONS**

Plymouth University is committed to providing a safe working and learning environment for all staff and students as well as the wider local community. Part of this commitment requires the university to check that any applicants potentially joining the university have declared any criminal convictions. If you declare that you have a criminal conviction, a panel of university staff will consider the issues and how much of a risk this presents to the staff and students. If you have a criminal conviction which you do not declare in your application but is revealed during your studies, the university reserves the right to withdraw you from the university if deemed appropriate.

**REFERENCES**

All applicants must provide the contact details for two referees, one of whom must be academic while the other can be academic or professional. All referee emails should be non-webmail based where possible to help us verify authenticity (e.g. @plymouth.ac.uk rather than @gmail.com). Please read the notes below for specific advice depending on your chosen programme.

**PUPSMD (Medicine & Dentistry)**

If you are applying for a Medicine or Dentistry programme, please ensure that you supply the contact details of your referees. You will also be required to submit copies of your references which should be sent directly to the Plymouth University Peninsula School of Medicine and Dentistry via [meddent-admissions@plymouth.ac.uk](mailto:meddent-admissions@plymouth.ac.uk).

**Research**

If you are applying for a Research programme (i.e. MPhil/PhD etc.), please ensure that you supply the contact details of your referees. You will also be required to submit copies of your references direct to the University either by post (see address details at the end of the guidance notes) or by email directly from your referees to [graduateschool@plymouth.ac.uk](mailto:graduateschool@plymouth.ac.uk).

**Standard**

Please provide the contact details of your two referees and we will contact them if a reference is required as part of your application. Referees can send references direct to [admissions@plymouth.ac.uk](mailto:admissions@plymouth.ac.uk) .

**ETHNIC ORIGINS**

In order to ensure that we are fair and consistent in our selection and monitoring procedures and so that we can monitor how well we meet our legal requirements, it is the policy of the university to require an Application Form and a Monitoring Form to be completed.

Plymouth University recognises the benefits of having a diverse community of staff and students and as such is fully committed to equal opportunities. The information you provide will be treated in accordance with Plymouth University’s Data Protection Act Collection Notice - “Personal Information and Data Protection”. It will not be taken into consideration as part of your application.

**DISABILITY MONITORING**

Plymouth University asks for this information as part of our commitment to fair and transparent admissions. However, this information is not used as part of the decision making process at any stage. This information is also used to allow our Disability Assist Service to prepare fully for your potential arrival and to ensure provisions are in place to support your studies and attendance to any events such as Interview Days and Applicant Days.

## Guidance on Disability Assist Services at Plymouth University

If you have a disability

The University is very supportive of students with disabilities, and year-on-year we are making adjustments to assist students with special arrangements. It may be that we have already put in place changes which will assist you but unless we know what your needs might be, we cannot guarantee that that will be the case. If we can identify your needs sufficiently far in advance of when you intend to start a course at the University, we are better able to put in place appropriate arrangements – or, if there is a health and safety issue or an issue about the expectations of students on the course, to advise you on alternative options. However, we may not be able to do so if we do not know in advance.

Please tell us about your disability

Please tell us about your disability, if you have one, by completing and returning the Disability Monitoring Form with your Application for Postgraduate Study. Please note that all offers are made on academic grounds.

You may be asked for additional information or invited to attend an interview with Disability Assist Services. This is in order that we can properly assess your individual needs and ensure that we have the best possible chance of meeting them. Please do provide any information requested and come in to see staff if asked to do so, **as** otherwise you – and we – could find ourselves in a position in which it is difficult or even unsafe for you to take up you place.

If you choose not to tell us about your disability

You may not wish to disclose your disability at this point. However, we may not be able to meet your individual needs if we do not have the opportunity to assess them in advance, and that could impact on your experience on the course or even your ability to take up your place.

You may feel that you would prefer to speak to someone confidentially about disclosure or that you require further information to help you decide. If this is the case, please telephone +44 (0)1752 587676 or email Disability ASSIST Services on [das@plymouth.ac.uk](mailto:das@plymouth.ac.uk)

So please tell us about any disability – even if you do not think it will affect you while you are at the University – and respond positively to any requests for further details or for an information interview. If you do not do so, you may find yourself unable to take up your place or unable to complete the course because we have not been able adequately to meet your particular needs.

**DECLARATION**

Please read the declaration information carefully to ensure that you are comfortable with what you are agreeing to before submitting your application.

**SUBMITTING YOUR FORM & NEXT STEPS**

Once your application is submitted you will receive an automated email from the university and your application will be delivered electronically to the Student Recruitment and Admissions team at the university. Once the team has assessed the application they will contact you to ask for more information or to provide a decision on your application. If you have any queries in the meantime please use the following contact details:

International/Non-EU applicants – [international-admissions@plymouth.ac.uk](mailto:international-admissions@plymouth.ac.uk)

UK & EU applicants – [admissions@plymouth.ac.uk](mailto:admissions@plymouth.ac.uk)

PUPSMD (Medicine & Dentistry) applicants – [meddent-admissions@plymouth.ac.uk](mailto:meddent-admissions@plymouth.ac.uk)

Research applicants – [graduateschool@plymouth.ac.uk](mailto:graduateschool@plymouth.ac.uk)

Telephone: +44 (0)1752 585858

Please note that the office opening hours are 8.30-17.00 Monday to Thursday and 8.30-16.30 Friday. All times are GMT/BST.

For more information you may find it useful to visit the following pages:

<https://www.plymouth.ac.uk/study/postgraduate>

[https://twitter.com/plymuni /](https://twitter.com/plymuni%20/) <https://twitter.com/plymuniapply>

[https://www.facebook.com/plymouthuni /](https://www.facebook.com/plymouthuni%20/) <https://www.facebook.com/PlymUniApply>

Postal Addresses:

Postgraduate Taught Admissions:

Student Recruitment & Admissions, Plymouth University, 3rd Floor Nancy Astor Building, Drake Circus, Plymouth, PL4 8AA, UK

Graduate School Admissions:

Graduate School Admissions, Plymouth University, Drake Circus, Plymouth, PL4 8AA, UK