UCL Australia Graduate Admissions Procedures

Procedure

1. All persons enquiring about MSc and PhD programmes at UCL Australia are referred to the online application tool at http://student.ucl-australia.apply.studylink.com/index.cfm. The application form requires students to provide:

- Personal and contact details
- Information regarding the programme to which they wish to apply
- Proposed starting date
- Information regarding qualifications already obtained
- Information regarding pending qualifications
- Details of their English language proficiency
- Details of their employment history
- A personal statement, describing their academic interests and reason for applying
- An essay, based on the topic specified, if applying for a scholarship
- Information regarding how they intend to finance their studies
- Details of any disability/special needs
- Names and contact details of two referees
- UCL's statement of equality of opportunity
- A declaration by the applicant regarding their application

2. Certified true copies of certificates, transcripts and mark sheets are uploaded and submitted with the electronic application. Referees are also invited to enter their references through the online application tool.

3. The Marketing and Student Recruitment Manager acts as the contact point for applications. All applications are acknowledged through the online system with a unique application number that must be used in all correspondence with the School once the application has been submitted in full, i.e. all documentation and referees reports have been received. Applicants will then be advised that their application will be assessed at this point. The Marketing and Student Recruitment Manager then assesses the application and, if incomplete, advises on documentation that is outstanding. If the application is complete then the process below (point 4) applies.

4. Before forwarding applications to the Academic Director, the Marketing and Student Recruitment Manager will assess whether or not the applicant is qualified for the programme or research area for which s/he is applying. If an applicant's final results are unknown, the minimum academic standard required would be indicated. The Academic Director will be advised if an English language condition would need to be attached to any offer of admission. The Marketing and Student Recruitment Manager will undertake verification of qualifications and, where appropriate, English language proficiency.

5. Entry requirements for UCL Australia programmes are as follows:

   a. **MSc**. A minimum of a Second Class (Upper Division) Australian or UK Bachelor honours degree in an appropriate discipline (for example, engineering, information technology, economics, law or business studies), or an overseas qualification of an equivalent standard. Alternatively, an Australian undergraduate degree plus at least 5

years work experience in a relevant industry or government sector (for example, energy and resource companies, policy organisations, regulatory bodies).

b. **PhD**. A specialist Masters degree in an appropriate discipline (including the UCL SERAus MSc or other programme e.g. engineering, information technology, economics, geography, law, or business studies) from an internationally recognised university. Candidates who do not meet this requirement, but who have a minimum of a Second Class (Upper Division) Australian or UK Bachelor honours degree in an appropriate discipline, may be accepted subject to undertaking successfully the first year of the UCL SERAus MSc in Energy and Resources Management as a qualifying course.

6. Applications for admission are assessed by the Marketing and Student Recruitment Manager, forwarded to the Academic Director for approval and then forwarded to UCL Admissions, London for endorsement and signature.

a. **Applications for PhD**. Applicants are asked in the first instance to contact a potential supervisor from the academic staff at the School to discuss their proposed area of research. Following this discussion, an applicant will be asked to complete an application for PhD. The potential supervisor will normally interview the candidate to discuss research topics and methods, either face-to-face, by telephone or through email. Question areas explored at interview include:

- Motivation: the reasons for the candidate wishing to undertake a PhD and ability to focus in depth on their chosen topic;
- Qualifications: how the study and experience that the candidate has undertaken to date might indicate that they will succeed in their research;
- Commitment: exploration of the candidate's commitment to their topic over a long period of time and techniques for dealing with setbacks and frustrations during their research;
- Collegiality: the contribution that the candidate feels that s/he will make to the PhD cohort and how they would contribute to academic interactions at UCL Australia
- Professional: the impact that the candidate feels that a PhD will have on her/his life.

b. **Applications for MSc**. The application materials, including an assessment of qualifications are provided to the Academic Director for consideration.

7. Acting on instructions from the Academic Director, the formal offer letter is prepared by the Marketing and Student Recruitment Manager and sent to UCL Admissions, London for checking. All offers of admission are endorsed with the signature of the UCL Academic Registrar, by UCL Admissions, London.

8. Before an offer letter is signed, the Marketing and Student Recruitment Manager ensures that the conditions specified by the Academic Director satisfy UCL regulations by providing a copy of the draft offer letter to the UCL Head of Admissions, London or her/his nominee. The Head of Admissions may access further information regarding the applicant through the online application system. The offer letter states the tuition fee for the programme (for the current academic year), any conditions related to the offer as well as other relevant information. (Tuition fees for the programme require approval by the Programme Planning and Development Executive Sub-Committee).

9. Applicants who are being recommended for admission, but who do not satisfy the official entry requirements, may be referred to the UCL Dean of Students (Academic) for consideration.

10. After endorsement by the UCL Academic Registrar (through the UCL Admissions, London), offer letters are sent by email. In the case of international applicants they are also provided with information on the requirements for applying for their student visa.

11. For applicants who are not offered a place in the programme, letters of rejection are sent through the online application system.

12. Replies to offers of admission in the form of an 'Admission Response Form' are sent to the Marketing and Student Recruitment Manager. All applicants are asked to reply by due date (depending on international or domestic student) of an offer. Replies to offers are acknowledged by the Marketing and Student Recruitment Manager.

13. The Marketing and Student Recruitment Manager also acts as the point of receipt of requests from applicants to defer their admission. Requests for deferral for up to 12 months are granted automatically. Any request for deferral for a longer period must be approved by UCL Admissions, London. Once the deferral is approved, a new offer letter indicating the new starting date and other details will be issued by the Marketing and Student Recruitment Manager.

14. Once an offer of admission has been accepted, an invoice is issued to the applicant for payment. A student's place is not confirmed until payment has been made.

15. Electronic records of candidates who have accepted offers and confirmed their place by the payment of tuition fees are transferred to Admissions, Department of Educational Liaison, UCL Registry, London.

For international students only

15. Once the candidate has confirmed their acceptance of the offer, the Student Services Coordinator ensures that the candidate has paid visa length Overseas Student Health Cover (OSHC) as well as provided all the necessary information for issuing of the student visa. The Student Services Coordinator then creates a Confirmation of Enrolment (CoE) in PRISMS and issues this to the student together with other relevant pre-departure information.

September 2009

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