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## Frequently Asked Questions (FAQs)

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### Eligibility

**What are the Entry Requirements for MRes/MPhil/PhD study?** You will need the minimum of an upper second class Honours degree at undergraduate level, or the international equivalent, plus the Bartlett usually expects applicants for doctoral study to have completed a Masters degree. This is because doctoral level research is very intensive and demanding, so the Bartlett considers that unless applicants have completed a Masters degree first they won't be sufficiently prepared to be able to cope (a Bachelors degree, in any subject and even if obtained at the highest standard, simply cannot provide adequate preparation and training). International Students may click on this link to ascertain qualification equivalents: <http://www.ucl.ac.uk/prospective-students/international/countries>

**I am already studying at another institution. Can I enrol at UCL at the same time?** No, you cannot be enrolled in two institutions at once, so you would need to de-register from your current course.

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### Applying for Admission

**What does the admissions process involve?** Your online application, once submitted, will be received by the College Central Admissions Office. Once your details have been logged, your application will be sent to the Department for consideration. Once a recommendation has been made, your application will be returned to the Admissions Office where an official letter will be produced and sent to you informing you of the admissions decision.

**I applied to an MPhil/PhD or EngD scholarship offered by the Bartlett. Do I still need to apply for admission in order to take up the scholarship?** Yes. Usually, once a department of the Bartlett has shortlisted you for or awarded you a departmental scholarship, they will request that you also apply online to the relevant MPhil/PhD or EngD programme by clicking on the link here: <http://www.ucl.ac.uk/prospective-students/graduate/research/application>.

**Can I visit in person to talk to staff about my application and/or tour the facilities?** No, unfortunately this will not be possible, as the Bartlett is not open to the public. Applicants may be asked to attend for interview in person post-submission where it is deemed warranted (or interviewed by telephone/Skype if it is more convenient) or invited to attend an Open Day, but speculative visits are not possible. Additionally the Bartlett hosts a series of open lectures and exhibitions throughout term time. These are all open to the public and may provide a chance to speak to current students. Please check the Bartlett website for further details and updates at: <https://www.bartlett.ucl.ac.uk/latest/events> Alternatively if you'd like to visit the main UCL campus (the Bartlett buildings are not included), you can book yourself onto one of the guided tours given by current UCL students during the summer. If you're not able to get to the UCL main campus, you can also enjoy a virtual tour through the Meet UCL website. Visit the Meet UCL website at <http://www.ucl.ac.uk/prospective-students/access-ucl/> to find out more.

**How can I apply?** You may apply online via clicking on the appropriate link here: <http://www.ucl.ac.uk/prospective-students/>

**Is there an application fee?** There is a £75 admissions processing fee per online application and a £100 fee per paper application.

**Is there a deadline for applying?** With the exception of the Development Planning Unit (DPU) there is no deadline for submission of research student applications. This is because graduate research students can commence their study at any time of year; they are not restricted to a September start date unlike taught graduate students. Sometimes however a condition of entry is that a student attend some Masters classes to help them enhance their knowledge of a particular subject which will assist them in their research and of course when that happens (if the module in particular is only taught in the first term) the student is restricted to commence their study in September. Given the time it can take to apply however applicants would be best advised to submit their application as far in advance as possible.

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#### Personal Statement & Research Proposal

**How long should my Personal Statement be?** One side of A4 is usually sufficient.

**How long should the research proposal be?** The maximum word count is usually 2,000 words, including any references and the bibliography.

**What does my research proposal need to include?** This is naturally a very important part of an application to a postgraduate research degree and so please be sure to refer to guidelines given on our individual department websites. Additionally, please see our faculty guidelines here: <http://www.bartlett.ucl.ac.uk/programmes/applying/mphil-phd>

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#### English Language Proficiency

**What are the English Language Requirements?** UCL's full English language requirements can be viewed here: <http://www.ucl.ac.uk/prospective-students/graduate/life/international> The Bartlett requires the 'Standard' level in all cases. (IELTS: Overall grade of 6.5 with a minimum of 6.0 in each subtest.) Please note that tests or pre-sessional courses not listed on the above webpage will not be accepted by UCL.

**I am going to take an English test later in the year, can I still apply now?** You may apply now for a place on a programme without a current English test as long as you send your qualification as soon as you receive it. If you are offered a place, it will be conditional on your providing evidence of English before you will be allowed to enrol.

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#### References

**Do both of my references need to be academic?** At least one of your references should be from an academic source. Your application will not normally be processed without one. The other may be from an employer or colleague who has worked with you closely.

**I have studied at UCL before. Can the people I want to supervise my PhD act also as referees in my application?** No. If you want your studies to be supervised by a member of staff who has taught you before they cannot provide you with a reference. You will need to ask someone else to act as a referee.

**What happens if I graduated a long time ago and I can not provide an academic reference?** Please note that your academic referee does not necessarily need to be someone that knows you from your undergraduate degree – they may know you through another programme of study. As long as they can comment on your performance in an academic capacity, this will suffice. If this is not possible, please provide two employment references and we will contact you if we require further information.

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## Supervisors

**How do I identify a suitable research supervisor in the Bartlett?** In addition to the staff information given on the individual department websites, UCL IRIS (Institutional Research Information Service) gives full details of staff profiles, publications, research activities and achievements: <http://iris.ucl.ac.uk/iris/browse/faculty/BEF>.

**Should I contact potential supervisors prior to submitting my application?** You don't have to but it would be useful if you do: we encourage prospective applicants to discuss their proposed research with a potential supervisor before submitting their formal application. Your proposed research is a very important part of your application because finding the right supervisor for your research is a significant part of being accepted on a research degree.

**Can I contact multiple potential PhD supervisors?** Yes - you can contact as many potential supervisors as you like. However if you identify more than one please openly copy your message to them all in order that they do not spend valuable time duplicating their responses.

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## Portfolios (only Design-based programmes require portfolios)

**What format should my portfolio be in?** Your portfolio should be no larger than A4 in size and should be clearly labelled with your name, student ID number and the programme(s) you are applying for. Applicants are normally asked to send a printed copy portfolio. Portfolios that have been uploaded or sent on CD are not considered.

**How do I upload/or send my portfolio?** Please do not send or upload a portfolio at the initial application stage. The Department will contact you regarding your design work once your completed application form has arrived in the Department. This will only be once your referees have uploaded their references.

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## Admissions Process

**When do interviews take place?** Interviews are conducted in person, overseas or by SKYPE. If you cannot attend a particular date a new one is normally arranged.

**How long should I expect to wait for an admissions decision?** The admissions process typically takes some time to be completed (normally an average of 3-4 months, sometimes less, sometimes more, depending on individual circumstances) so an early and complete application is to be encouraged wherever possible. On receipt in the Faculty applications are logged and forwarded to the lead Professor in the relevant research area (the Bartlett is spread over several sites across the Bloomsbury campus) and independently reviewed by him/her plus at least two of his/her academic colleagues. Once the review stage has been completed the application is considered by the cross-Faculty Research Degrees sub-Committee who meet approximately every 3-4 weeks and the outcome is communicated to the applicant in due course.

**Why has no decision been made on my application yet?** We will only consider complete applications. Any that are missing a reference(s) and/or an academic transcript will not be sent on to us for consideration. Therefore please check your application to see if anything is missing and if it is please supply it at your earliest convenience.

**What happens after I have been made an offer?** Once you have been made an offer you will be contacted by the Department and by the Registry with any relevant information regarding your time as a UCL student - this will be sent by post/e-mail over the summer months the Department will send you induction information by email before the course commences.

**Can I ask for feedback on an unsuccessful application?** No, we regret that we cannot offer feedback on unsuccessful applications.

**If my application is unsuccessful can I claim a refund of the admissions processing fee?** No, a refund is not possible. This is because the fee covers the cost of processing your application regardless of the admissions decision.

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#### Deferring Entry

**If I cannot take up my offer of a place can I defer it to next year?** It is not usually a problem to defer your offer of a place to the following year. Applicants will need the authorisation of the Course Director/supervisor and the Admissions Office will need to issue a renewed and updated offer letter.

**How can I defer my offer of admission?** You can request to defer entry to postgraduate programmes by e-mailing [admissions@ucl.ac.uk](mailto:admissions@ucl.ac.uk) citing your name and student number.

**Can I defer entry more than once?** No, you may only defer entry once. If you cannot take up your deferred offer you will forfeit your place and will need to re-apply.

**What is the deadline for deferring entry?** Usually you can defer entry any time before enrolment.

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#### Tuition Fees & Finances

**Can you tell me what my fee status will be before I submit my application?** No, we cannot advise on this issue. Your fee status can only be determined following receipt of your application. Please see here for more details: [http://www.ucl.ac.uk/current-students/money/fees-support/fee\\_status\\_proc](http://www.ucl.ac.uk/current-students/money/fees-support/fee_status_proc)

**I've been made Overseas fee status, but I should be UK/EU fee status. How do I change this?** You will need to request a Fees Questionnaire via the Admissions Office to have your fee status reconsidered.

**What are the tuition fees?** The fee schedule can be found via the following webpage: <http://www.ucl.ac.uk/current-students/money>

**How do I pay the tuition fees?** Fees are payable at enrolment in September, either in full or 50% by the end of October with the remaining 50% in early February. Payments by any other kind of instalment plan is not an option.

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#### Visas & Immigration

**How do I apply for my visa?** The UCL visa information web pages have detailed information on how to apply for a visa. Visa applications will be only open three months before the start of your Master's programme (i.e. 30 June).

**How can I request a CAS?** If you have an unconditional offer you have formally accepted you will receive an email from admissions with information on how to request a CAS.

**When will I receive my CAS?** CAS numbers will be issued 3 months before your programme start date. For example if your start date is 28 September you will not receive your CAS before 29 June. This is because UKVI will refuse any visa application that is made earlier than three months before the programme start date. CAS numbers will usually be issued within 5 working days of receiving your CAS request form (from 29 June onwards).

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#### Employment & Money

**Will the Bartlett help me find a part-time job?** No, although the UCL careers service will make you aware of the different options open to you. They may also offer tips and/or advice on finding part-time work. Please also look at the Student Union Job shop (<http://uclu.org/jobshop>).

**Are there any opportunities to teach part-time alongside my programme?** Yes, UCL offers some research students the opportunity to act as Postgraduate Teaching Assistants (PGTAs).

**How much money will I need to live on per month/year?** This differs from student to student but there are many websites such as The Student Calculator (<http://international.studentcalculator.org/>) which help you answer this question.

**Are there any scholarships available?** Unfortunately, funding for students is very scarce. Information on funding opportunities may be found on UCL's main Scholarships and Funding page: <http://www.ucl.ac.uk/prospective-students/scholarships>

**When will I be able to open a UK bank account?** Students will enrol during the first week of the course and once enrolment is complete, can use their student ID to open a bank account. This should be complete within the first 3 or 4 days.

**How can I open a bank account when I arrive in the UK?** Please see here for information on opening a bank account: <http://www.ucl.ac.uk/iss/before-you-arrive/bank-account> It is recommended that you discuss your move to the UK with your bank at home and seek advice on what the best option is regarding the withdrawal of cash in the UK using their cards.

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#### Joining UCL

**Can you tell me how I can find accommodation during my studies?** Faculties can't advise on this issue but the UCL Accommodation Office can. Please see all sorts of queries answered here: <http://www.ucl.ac.uk/prospective-students/accommodation/faqs>

**What are the term dates?** Information on term dates can be found here: <http://www.ucl.ac.uk/staff/term-dates>

**When is induction and orientation?** Induction Week takes place in the last week of September. Students from outside the UK can apply to attend UCL's Orientation programme which takes place the week prior.

**Where should I go on my first day?** You will be sent information about this at a later stage - meanwhile please check the new student website (<http://www.ucl.ac.uk/new-students>). If not advised where and when your first session is taking place by e-mail, please report to your School Office on arrival.

**Is there an airport pick-up?** No, unfortunately there is no airport pick-up but our central London location makes UCL very accessible from all major airports, train stations and bus stations.

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