

---

## Frequently Asked Questions (FAQs)

---

### General Information

**What is the difference between the different types of Masters degrees?** The main differences are explained here: <http://www.bartlett.ucl.ac.uk/programmes/postgraduate/which-programme>

**What are the Entry Requirements for MSc/MA/MArch study?** You will need the minimum of a second class Honours degree at undergraduate level (an upper second for some programmes and a lower second for others), or the international equivalent. International Students may click on this link to ascertain qualification equivalents: <http://www.ucl.ac.uk/prospective-students/international/countries>

**How long is the Masters course?** With the exception of the MArch Architecture (RIBA Part II) programme, Masters courses last for a full calendar year, from September to September. Teaching normally finishes at the end of the second term, allowing students to prepare for exams and Dissertation/design project.

**How long do I have to finish my Masters Dissertation?** Students complete a dissertation proposal sometime in the Spring term and then will have the entire third term to complete their dissertation. Students must submit their dissertation by the deadline imposed by their Department (this normally falls around early September).

**Is there more than one intake a year?** No, we only have one intake to taught programmes every year in September.

**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.

**Can I transfer my studies to UCL?** No, UCL does not accept transfer to Masters programmes.

**Can I study by distance learning?** No, it is not possible to study any Bartlett programmes by distance learning or online.

**Can I study part-time?** The MSc/MRes/MS programmes can be taken part-time over a maximum of 5 years (most students complete within 2 years). The courses offered are not run separately as evening classes for part-time students, although some courses are scheduled in the late afternoon/early evening. Part-time students should expect to attend classes during terms one and two (i.e. up to 6-7 hours) depending on the combination of modules chosen each term. While we try to make part-time study as flexible as possible, our Masters programmes are demanding and we advise students that, if they intend to work alongside the course, their work should be flexible in nature.

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

---

### Applying for Admission

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

**When can I apply?** You are advised to apply as early as possible as competition for places is high and we expect to fill places early. You may apply from October for admittance to the School the following September.

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

**How many programmes can I apply for?** You may apply for as many programmes as you wish. However, you will need to submit a separate application for each one and, if you receive more than one offer, you will only be able to accept one.

**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.

**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.

**When do interviews take place?** Interviews for the MArch Part II programme normally start in December and end around April. Interviews are conducted in person, overseas or by SKYPE. If you cannot attend a particular date a new one is normally arranged but please be aware that there is a large waiting list for interviews and you may wait a while for a date.

**Is there a deadline for applying for a Masters degree?** The deadline for full-time study is usually late July and for part-time study is normally early September, although it can vary as some programmes close earlier. Please check the specific deadline for your selected programme(s).

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

---

*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.

**When and how do I submit my portfolio?** If you are applying for an MSc/MRes/PhD programme that requires a portfolio you should upload it to your application (if it's 2MB or smaller) or you can post it to the Admissions Office, clearly stating your name and student ID number. If you are applying for an MArch programme, please do not supply it with your application but await receipt of an e-mail asking for you to deliver it to a specific address. Please do not provide it until requested.

---

## 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.

**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.

---

## 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.

---

## Admissions Process

**How long should I expect to wait for an admissions decision?** We aim to turn around applications in approximately 30 working days. However, this may take longer during busy times in the year. Some programmes such as the RIBA Part II (or design based) MArch programmes will take much longer, as we will require a portfolio and possibly an interview.

**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.

---

## 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.

---

#### Tuition Fees & Finances

**Can you tell me what my fee status will be before I submit my applications?** 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 am a part-time Masters student, how much are my fees?** Part-time or modular/flexible students pay fees according to how many credits they take each year, calculated pro-rata the full-time fee. So if for example a student takes 60 credits in year one (one-third of the 180 credit programme) they would be charged one-third of the full-time fee charged in that session.

**I am a part-time Masters student, how much will my fees be in total?** It depends on how long it takes to complete the programme. Modular/flexible students have a maximum of 5 years in which to complete their studies and the fees increase by about 5% annually.

**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.

**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.

**How much is the fee deposit? When do we pay it?** Some programmes charge a deposit of tuition fees, the exact amount can vary. You would need to pay it in order to secure your offer of a place.

---

#### 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).

---

#### Employment & Money

**Are there any scholarships available?** Unfortunately, funding for students is very scarce. Most of our students are self funding through loans or saving although the Bartlett has offered some funding to Masters students in recent years (see here: <http://www.bartlett.ucl.ac.uk/programmes/applying/funding-and-scholarships/bartlett-masters-scholarships>). Information on funding opportunities may be found on UCL's main Scholarships and Funding page: <http://www.ucl.ac.uk/prospective-students/scholarships>

**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>).

**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.

**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.

---

#### 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>

**When will I receive the reading list?** You should receive your reading list by e-mail before the start of your programme (depending on when you receive and accept any offer of study).

**When does the course start?** The course starts each year in the last week of September.

**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.

**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.

**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.

**Can I get a course timetable?** Timetables are only available to new students in the first week of term as they can change yearly. (MARCH programmes - timetables with Design Units vary depending on the Unit and are worked out once you arrive. Units are only allocated within the first week.)

**When do I choose my modules?** Module registration cannot be completed before the start of term. Further information on how to complete this process will be made available at the start of session. To help you decide which modules are of interest, you will be given access to course outlines in Induction Week.

**Can I take modules that aren't part of my programme?** Normally yes (although some programmes don't have any optional modules as 100% of the content is compulsory) - students may choose electives from other programmes but must get permission from their Course Director/Tutor first.

---

#### Graduation

**When is graduation?** Graduation ceremonies take place in the summer after you complete your studies. For example, if you finish your programme in September 2016, your graduation ceremony will usually take place in early autumn 2017. You will be sent your degree certificate by postal delivery around 3 months after you complete your studies (to the 'contact address' in your personal records which you can update as and when necessary).