

MSc Advanced Pharmacy Practice **Application Guidance Notes for online applications**

These notes are intended to help with completion of the online application form for the UCL MSc Advanced Pharmacy Practice (MScAPP). Please read them carefully before starting your application. This guidance should be followed in place of the general UCL 'Application form guidance' for the sections mentioned below.

We recommend that you keep a copy of this document open along with the 'Application form guidance' document on the UCL Admissions page while completing your application. (See: <https://www.ucl.ac.uk/prospective-students/graduate/applying-graduate-study/completing-your-application/application-form-guidance>)

To begin your application, click on the following link <https://www.ucl.ac.uk/prospective-students/graduate/apply>. Read the guidance carefully and when finished, select 'Accept and Apply' at the bottom of the page.

To select the MScAPP on the Search and Apply page, enter the following details for each of the following prompts:

For 'Select department', select 'School of Pharmacy'.

For 'Programme Type', select 'Postgraduate Taught'

For 'Full time, part time, etc.', select 'Modular/Flexible Study'.

For 'Start Year', select '2020/21' for April 2021 entry.

After clicking 'Search Now', you should see the "MSc Advanced Pharmacy Practice" in the list of programmes. Click 'Apply now' for the MScAPP and log in as a new or returning user.

Please complete the following sections on the application as detailed below:

Personal Details (Section 1): Use a non-NHS email address e.g. Hotmail, Gmail account that you check on a regular basis (NHS email servers often reject email sent from non-NHS sources and particularly from systems such as the registration system where emails are sent automatically from central UCL Registry). Check your junk box and ensure it is not full or add ucl.ac.uk to your safe senders list.

Education History (section 3): Only your Postgraduate diploma qualification needs to be entered. You will need to **upload a copy of the official academic transcript for your diploma** in order for you to progress to the next section.

Employment (section 4):

- Only your current employer needs to be entered in this section. (You do not need to detail your role and responsibilities and can leave this section blank)
- You will need to enter your GPhC number.
- You must **upload an up-to-date CV**.

Other Details (section 5): For **funding**, you will need to select either 'Personal/Family Resources' if you are self-funding or 'Employer' if your trust will be paying your fees. If your fees will be split between yourself and your employer, you can choose either option. If the fees are being paid by an external funding body, please select 'Employer'. (*Please note: The student fees department will deal with payment and invoicing later, so there will be time to make any amendments to funding details if necessary.*)

Please leave the **interview section** blank.

Supporting Statement (section 6): Please indicate whether you are applying for the Pharmacy Practice Research or Advanced Professional Practice route and whether you intend to complete over one or two years in the text box. Please also give details of the area(s) of pharmacy practice research you are interested in pursuing during your studies (this applies to applicants for both routes). You do not need to include a full personal statement.

References (section 7): Please leave this section blank.