



**CITY UNIVERSITY
LONDON**

The University for business
and the professions

Postgraduate Application Guidance Notes

School of Informatics

**Postgraduate
Courses**

soi

www.soi.city.ac.uk/pgcourses/



How to apply: important information

Stage 1: Important information

Closing dates for receipt of applications

- Full time courses: 31 July.
- Part time courses: 15 August.
- We may accept late applications in special cases.
- We recommend applying as early as possible, as competition for places is very high.

References

- It is your responsibility to guarantee references from TWO referees before submitting your application.
- At least one reference should be from an academic referee, where appropriate.
- For paper applications, we accept references in two ways: on the reference forms and envelopes enclosed with your application, or on headed paper (no photocopies).
- Ask each referee to send you their reference in a signed and sealed envelope to ensure confidentiality.
- We cannot accept references by email.
- It is your responsibility to ensure your referees respond in sufficient time.
- Applications submitted without references cannot be considered.

Transcripts

- All home/EU and overseas applicants must include a transcript of their first degree with the application.

Applications for more than one course of study

- You can submit ONE application form to be considered for up to THREE courses of postgraduate study in the School of Informatics (paper application only).
- Please note that your application will take longer to be considered.
- Include a separate personal statement for EACH course of study applied for
- Your personal statements will be carefully considered by our Admissions Tutors. Be specific about your reasons for wanting to study.

Overseas applicants and English

- If English is not your first language, you must supply evidence with your application that your command of the English language is suitable for study at postgraduate level.
- You are usually expected to have achieved satisfactory results in either a TOEFL or IELTS test. For further details visit www.city.ac.uk/study/apply/postgraduate/entry.html

Stage 2: Completing your form

Course of study

- State clearly on your form which course you are applying for and which mode (ie full time or part time. Our Geographic Information courses are also available in distance mode).
- List of courses: www soi.city.ac.uk/pgcourses/

Date of commencement

- All our courses commence once a year in September.
- State the year you intend to commence your studies.

Name

- State your full name on your form and all enclosed documents.
- If you have changed your name, please provide copies of documentary evidence of the name-change process (eg Marriage Certificate, or Deed Poll documents).

Contact details

- It is very important to include an email address, especially if you are an overseas applicant.
- If you are based in the UK, also include a daytime contact/mobile telephone number.

Statement in support of your application

This is an important part of the application, and will be given careful consideration by the Admissions Tutor. State clearly and in detail, using the entire page:

- why you have chosen this particular course;
- what you hope to do after completing the course;
- what you can contribute to the course.

Applicants who write only a few lines in this space may find their applications are rejected.

Please ensure that you complete all sections of the application form.

Stage 3: Submitting your form

Please ensure that the following items are included with the completed copy of the application form:

- Two sealed and signed references
- Transcript
- English language test results (where appropriate)
- Equal Opportunities Monitoring Form*

** A copy of this form should be completed and returned with your application. The information you submit on the form is confidential and will only be used for our monitoring purposes. It will not be made available to the Admissions Tutor.*

Send applications to:

Course Officer (*title of the postgraduate course*)
Programmes Office
School of Informatics
The City University
Northampton Square
London EC1V 0HB
UK

If you are enclosing important documents, it is wise to send your application by registered post, or to be signed for on delivery. We are not responsible for applications which are sent but not received.

Apply online:

www soi.city.ac.uk/pgcourses/
Applying online is a quick and easy way to apply. You can attach supporting documents and you can save your application at any point and complete it later. You will need email addresses for your two referees. We will email you and your referees links to the referee forms.

What happens next?

- When we receive a complete application we pass it to the Admissions Tutor to be considered.
- If further information is required we contact you (usually by email) with details.
- We normally aim to make a decision on completed applications within 4 weeks of the date of receipt of the form.
- Please note that we cannot make a decision on applications that do not contain the two references requested.

Queries about the application process

If you have any queries about the application process, please contact the Programmes Office at pginfo@soi.city.ac.uk or on + 44 (0)20 7040 0248

www soi.city.ac.uk/pgcourses/pg-admissionsfaq.html

Funding your postgraduate study

For more information and to apply for funding, visit [www.soi.city.ac.uk/pgcourses/pg-scholarships.html](http://www soi.city.ac.uk/pgcourses/pg-scholarships.html)

Scholarships and bursaries

School of Informatics Scholarships

We offer a number of scholarships of £2,000 each year to well-qualified full time home and overseas applicants undertaking a one year postgraduate degree. They are intended to assist applicants to pay the fees for their chosen course of study (all our courses are eligible) and are awarded on a competitive basis focusing on academic merit.

Sir John Cass Foundation Scholarships

The Sir John Cass Foundation offers a number of scholarships each year of up to £10,000 to applicants from Greater London undertaking master's courses at City. These scholarships cover tuition fees and may also provide a bursary for living costs, dependent on individual need. Residency requirements apply.

AHRC Professional Preparation Master's Scheme Awards

Well-qualified applicants on the following courses may be eligible for an award. Residency requirements apply.

- MSc Information Science
- MSc Information Management
- MA/MSc Library and Information Studies
- MA/MSc Electronic Publishing
- MA/MSc Information Management in the Cultural Sector

The Alex McVitty Memorial Award

One scholarship each year of £1,500 is offered to a full time applicant on one of the following courses who wishes to develop a career in law librarianship:

- MSc Information Science
- MA/MSc Library and Information Studies

The Stationers' and Newspaper Makers' Company Bursary

The Educational Charity of the above company provide an annual bursary worth £6,000 to support an applicant studying for a Master's in Electronic Publishing at City University. Residency and age requirements apply.

MBI Al Jaber Foundation Scholarships

The Iraqi Higher Education Organising Committee in the United Kingdom are offering ten scholarships through the MBI Al Jaber Foundation to study for a postgraduate degree. The applications are open to all Iraqi nationals who have the necessary qualifications for admission and who have an offer from one of four London universities.

Access to Learning Funds

Access to Learning Funds are distributed by the Student Funds Service at City University to students who are experiencing financial hardship.

Charities and trusts

Applicants are advised to consult the following publications:

- The Grants Register (MacMillan)
 - Directory of Grant-Making Trusts (Charities Aid Foundation)
- The Charity Commission has a register containing information about all UK charities, grant-making trusts and foundations.

Loans

Career Development Loans

Under a scheme operated by the Royal Bank of Scotland, Barclays and the Co-operative banks, applicants wishing to undertake certain courses, lasting no longer than two years, may borrow a maximum of £8,000. Repayments are delayed and the government pays the interest during your study and for one month afterwards, or six months if unemployed when repayments are due.

Other loans

Your own bank may offer loans. Banks sometimes prefer to finance vocational courses and you may be required to demonstrate that the course of study will improve your long-term career prospects.

City student fee reductions

Reductions for City students and alumni

First class undergraduate degrees gain a reduction of 20% and 2.1 undergraduate degrees gain a reduction of 10%.

Working whilst studying

Employer sponsorship

Some employers may offer financial support for part time study, usually where employees have proved their value and for study that relates to their work.

Flexible / part time study and part time work

Some of our courses are available on a part time or flexible study basis enabling students to combine work and study. The City University Student Employment Service can help with information on part time and temporary work.

Benefits

Claiming benefits

Part-time students may be eligible for housing, council tax and other benefits. As the rules are complex, we advise checking with your local benefit agency. Full time students do not normally receive benefits, but may be eligible for exemption from council tax.

EU/International students

Extra information

You may be eligible for some of the funding sources listed, but may find you do not meet the residency requirements of others. Generally, you will need to explore sources of funding in your own country and the scholarships and bursaries available from the British government (via other governments). These sources of funding are usually applied for through your own government, not from within the UK, and will have closing dates for application. For information, contact:

- The relevant Education ministry in your country.
- British Council office in your country.
- British Council Education Information Service.

Accommodation

Accommodation Service The Accommodation Service

The Service is responsible for receiving applications for the University's halls of residence and self-catered flats, and for allocating places. It also maintains a register of private sector accommodation ranging from single rooms to shared flats. The Accommodation Service is open throughout the year and staff are available to advise students on accommodation matters and to provide advice and guidance on how to search for suitable housing.

Tel: + 44 (0)20 7040 8033

Email: accomm@city.ac.uk

Web: www.city.ac.uk/accommodation/

Opening times: 9.00am to 5.00pm,
Monday to Friday (Tues from 10.30 am)

Address: Myddelton Building, 167-173
Goswell Rd, London EC1, UK

University accommodation

University postgraduate accommodation

Competition for places in University accommodation is extremely keen and early application is essential.

The University has some accommodation available for postgraduate students. This is provided in self-catered facilities within easy travelling distance of the main University buildings.

A number of places are reserved for School of Informatics postgraduate students.

Different types of accommodation

The University has some accommodation suitable for students with mobility difficulties. Requests for this type of accommodation must be stated at the time of submitting an application.

Applicants with disabilities who are intending to apply for University accommodation should write direct to the Head of Accommodation and Welfare Service, in confidence, as soon as possible after being accepted by the University.

Unfortunately, we do not have accommodation suitable for students with partners or families.

How to apply for University accommodation

Applications forms and further information and advice can be obtained from the Accommodation Service.

Private accommodation Finding private accommodation

If you need to find private accommodation you should travel to London early, as finding somewhere to live may take time. The Accommodation Service can provide you with lists of private houses that are available to rent and also produces The Guide to Private Sector Accommodation.

The cost of a room in a shared house in London will be a minimum of £70 per week plus bills and travel to the University.

Temporary accommodation

Temporary accommodation for international students

If you are an international student and are unable to secure a place in University accommodation, a temporary place in a hall of residence may be available over the summer. This will enable you to arrive at the University early, before your course begins, to look for a room in private accommodation.

Application forms for temporary accommodation for international students can be obtained from the International Office at City University.

Tel: + 44 (0)20 7040 8019

Fax: + 44 (0)20 7040 8322

Email: international@city.ac.uk

A list of hostels and hotels is also available from the Accommodation Service at City University.

Tel: + 44 (0)20 7040 8033

Email: accomm@city.ac.uk

Web: www.city.ac.uk/accommodation/

If you wish to use this temporary accommodation service, you should book a room before you travel to the UK.

Please note that arranging accommodation prior to study is the responsibility of the student. The Programmes Office does not organise accommodation. All advice should be sought from the Accommodation Service and International Office (details above).

Visas

International students and UK entry clearance

If you are not a UK or EEA national, please contact your local UK Embassy/High Commission for student visa requirements. In many cases, it is important to allow yourself a significant amount of time for the visa to be arranged, as processing times may be as high as six months in some cases. For details of your local embassy, please visit www.fco.gov.uk, and look for 'UK Embassies Overseas'.

Please note that the only document you will require from City University is our letter of Unconditional Offer. The UK Embassy/High Commission will not accept any other evidence from us, and it is your responsibility to provide the rest of the supporting documents. For details of evidence required, please visit www.ukvisas.gov.uk

For further information, visit
www.ukcosa.org.uk



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School of Informatics
The City University
Northampton Square
London, EC1V 0HB
UK

Tel: + 44 (0)20 7040 0248

Fax: + 44 (0)20 7040 0233

Email: pgenquire@soi.city.ac.uk

Web: www soi.city.ac.uk/pgcourses/

All information correct at the time of going to press May 2008. The University reserves the right, arising from unforeseen events or circumstances beyond our control, to add to or remove programmes and to make changes in regulations, syllabuses, programme options and modules, fees etc without prior notice.

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