Applying for a Master of Studies degree 2016–17
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Introduction

A Master of Studies (MSt) is an academically rigorous, part-time Master’s degree usually undertaken over two years, containing a significant taught element and a research project with associated dissertation.

Taught elements are normally broken down into discrete residential modules, which must be attended, and research projects may be work-related, if appropriate. The programmes are designed to be flexible in order to support students with a variety of circumstances, including international students. Note that some MSt programmes require relevant industry experience.

Cambridge MSts are tough: we offer a lot and we expect a lot. But if you have the commitment, the ability and the motivation, you can expect great rewards.
Understanding the process

Applying to start an MSt involves six key stages.

1. Choosing your course
2. Application preparation
3. Application
4. Supplying documents
5. Receiving an offer
6. Confirmation of admission

This booklet is designed to help you understand each stage. It is worth noting that the application process can take a number of months depending on when you start. If you have other considerations and timeframes are of concern please let the ICE Registry know.

Who’s involved

The MSt programmes at Cambridge are ‘owned’ by a faculty or department relevant to the particular MSt. There are, however, a number of other bodies with whom you should be familiar.
What they do

The **ICE Registry** (i.e. the Registry at the University of Cambridge Institute of Continuing Education) will be your first official contact after you have chosen a course and made an application. The ICE Registry handles the application process for all the University’s MSt programmes, liaising with all parties on your behalf.

The **Department/Faculty** responsible for your chosen course will consider your application in line with the Entry Requirements.

**MSt Administrators** (within a Department/Faculty) are able to provide specific guidance regarding the course content and delivery.

The Department/Faculty starts to seek **College** membership on your behalf once a conditional offer has been made. All MSt students are matriculated as members of a College and thus as members of the University, and as such receive pastoral care and support. The College system is a vital part of the Cambridge system. Full details can be found at [www.ice.cam.ac.uk/college-guide](http://www.ice.cam.ac.uk/college-guide).

The **Board of Graduate Studies** is responsible for the complaints and appeals procedure and reviewing regulations relating to graduate students.
Choosing a course

The **Course Directory** ([www.ice.cam.ac.uk/courses/msts/course-directory](http://www.ice.cam.ac.uk/courses/msts/course-directory)) provides an overview of each of the MSts offered by the University of Cambridge.

If you require more specific information about a course’s content or suitability then you should contact the MSt Administrator for the relevant course.

The Cambridge academic year comprises three terms (Michaelmas, Lent and Easter). There is no standard start date for MSt programmes. The start date for your particular programme can be found in the relevant part of the Course Directory (see above).
Application preparation

The Course Directory also contains the Supporting Documents required for each course, with in the Entry Requirements. Although many of the requirements for MSt programmes are similar this section details the specific requirements of each MSt. It is important that you understand the supporting documents as it will inform a major part of the preparation for your application. If you’re MSt requires you to submit documents these will be assessed by the Department/Faculty concerned.

All graduate courses at Cambridge require an interview of those applicants a course is considering making an offer too. Interviews can take on many different formats; in person, skype, telephone. The department relating to your chosen course will contact you directly to make suitable arrangements.

If you might be considered as an Overseas Applicant or if English is not your first language, please pay particular attention to the Language Requirements and Visa sections below because failure to fulfil the associated requirements could jeopardise your place on the course.

Language requirements

If your first language is not English, then you must at a minimum meet the University’s English Language Requirements. Please note, however, that some MSt programmes might require a higher proficiency – see the Entry Requirements for your specific MSt. If you are an Overseas Applicant note that if you are offered a conditional place on the course, the University of Cambridge cannot provide a visa support letter until you have met all of the conditions of the offer, including any necessary English language test. You will need to be sure that you have left enough time to apply for a visa after you receive the results of your English language test and other outstanding conditions; hence it is
recommended that you do not wait until you hear the outcome of your MSt application before arranging to take an English language test.

**Immigration Route**

The appropriate UK immigration route for non-EEA nationals to attend MSt sessions is the short term study route – please see for further information. You should contact your prospective Department/Faculty to obtain a short term study visa letter which you will need to include in your visa application. You cannot apply for this visa until your place is confirmed and therefore we recommend applying for your MSt as soon as you can. If you already hold immigration permission for the UK and believe that this will allow you to enter for MSt sessions, you must send a copy of this to internationalstudents@admin.cam.ac.uk, copying your course administrator, for confirmation – please note, the standard visitor visa is not appropriate for study. Students who arrive in Cambridge without the correct immigration permission for study will not be able to start the course.

You should note that MSt students are not eligible for Tier 4 visas.

**Non-Standard Applicants**

You are a Non-Standard Applicant if you do not meet the academic entry requirements of the programme – at least a 2.i honours degree from a UK University, or an equivalent standard from an overseas institution – but have other experiences or circumstances that could be considered as a substitute. We welcome Non-Standard Applicants with relevant professional experience. If you think this applies to you please contact your programme of choice to discuss your situation.

**Fees**

MSt students are liable to pay a consolidated course fee which includes the Tuition Fee and College Fee, the value of which is stated in the Course Directory being dependent on your Fee Status.

Your Fee Status is classified as either UK/EU or Overseas. For further information please see Appendix 1: Fee Status.
Studying a second MSt

Occasionally candidates apply to study a second MSt course. Whilst students are permitted to study more than one MSt programme, it is not possible to be awarded more than one degree of the same type from the University of Cambridge.

The MSt degree is a state of grace and as such, once a student has been approved and conferred for the degree, they cannot have it approved and conferred upon them again. They may, however, undertake a further MSt degree and its associated examinations and receive instead confirmation that they have followed the degree. As such applicants will be advised to submit a letter with their application confirming that they are aware that the degree will not be approved and conferred on them again.

Funding

You are therefore strongly advised to research funding opportunities in advance of submitting your application.

If you are offered a conditional place you will be required to complete a Financial Undertaking Form. The aim of this form is to confirm your understanding of the financial obligations of your MSt programme.

It’s not the intention of the form to prove your personal ability to pay the fees, unless you are receiving funding from a third party such as a scholarship or bursary award of which evidence will be required.

You will not be admitted without a secure package of funding in place before you begin your studies.

You should not expect to be able to obtain funding once you have started your course.
References

You will need to provide the details of two referees one of which must be academic, who can provide references written in English.

Your choice of referee should be someone who is best able to comment on your academic ability, or explain why you work experiences would suit academic study. They are not acting as character references.

References are submitted by the referee via an Electronic Reference System, which referees have access to after you have submitted your application.

You will be asked to provide an email address for your referees on your online application form. Check that you have the correct email address for your referee and that your referee is happy and able to provide a reference for you before you submit your application form and payment.

Institutional email addresses are preferred. Other email addresses can be used, and are sufficient at the application stage, but we would need to take extra steps to verify such references when we make an offer. This might include asking for the reference to be sent again, on paper, if authenticity cannot be confirmed by other means.

Your referee will receive an email within 30 hours of you submitting your online application form and payment, giving them access to the online Electronic Referencing System.

It is your responsibility to ensure that the references are provided within 7 days of you submitting the online application form. You should contact your referee directly to ensure they provide the reference by the deadline. You can access and manage your referee details via the applicant self-service portal.

After a reference has been successfully submitted by a referee, you will receive a confirmation email, and the item will disappear from your self-service account.
ICE Admissions are not able to:

- accept references sent by email either from the applicant or directly from the referee
- use references from any previous application that you have made.
- send reminders to referees, or contact them to chase outstanding references

**Submitting a reference on paper**

If you do not have an email address for your referee, or referee is unable to use the Electronic Reference System, please follow the steps below:

- Download the Academic Reference Instruction Form (PDF)
- Fill in Part I of the form, using the application number provided to you in your self-service account.
- Download a cover sheet from your self-service account.
- Give the form and cover sheet to your referee.
- The referee must then send the following three things as a package:
  - their reference on headed notepaper with an original signature (we cannot accept electronic or scanned signatures),
  - the completed form,
  - the cover sheet.

They should send these in a sealed envelope, with their name signed across the seal, to the address given at the bottom of the form.

Please note that if the form and cover sheet are not included with the reference we may have trouble matching it with your application.
A number of different funding options exist as below:

**Self-funded** You will pay all fees yourself.

**CamFunds** A database of student funding that is administered by offices, Departments, Faculties, institutions or Colleges of the University of Cambridge. The majority of funding listed in CamFunds is, however, available only to students on full-time courses.

**DirectGov website** You can find details of funding and financial support administered by external bodies, including Professional and Career Development Loans, on the GOV.UK website: www.gov.uk/browse/education/student-finance

**Employer** In some instances your employer may be willing to offer financial support for your personal and professional development. A supporting letter from your employer will be required.

**Prospects website** There are also awards offered by external bodies, administered outside of the University. The Prospects website is a useful source of information on different types of graduate funding: www.prospects.ac.uk

**Loans** If you are a US citizen, you may be able to apply for a US loan once you have been accepted at a College, as Colleges have individual school codes for the US Department of Education. You can find detailed information on these and other loans at: www.admin.cam.ac.uk/students/studentregistry/fees/loans/

**Panasonic Trust Award** If you are an EU citizen and are qualified to degree level in engineering or a related subject, you may qualify for the Panasonic Trust
Applications to MSt courses are normally made online via the links below. If you apply for more than one course you will need to complete separate applications. You cannot apply more than once for the same course in the same academic year. Please ensure that you complete your application before the application deadline as described in the Course Directory.

- **Create a new online application:**
  Visit [www.ice.cam.ac.uk/courses/msts/apply](http://www.ice.cam.ac.uk/courses/msts/apply)

- **Continue an existing online application:**
  Visit [www.ice.cam.ac.uk/courses/msts/apply](http://www.ice.cam.ac.uk/courses/msts/apply)

- **Complete a paper application form:**
  Contact [mst.admissions@ice.cam.ac.uk](mailto:mst.admissions@ice.cam.ac.uk) to request a form

An application fee of **£50** is charged for online applications and **£100** for paper applications for each application prior to it being accepted by the ICE Registry.

You will need to pay the fee via the University’s online store, from which you may be required to provide a receipt for your application.

Applications are accepted until midday on the day of closing.

If you are experiencing difficulties with completing an application please contact the ICE Registry to discuss alternative options.

Email: [mst.admissions@ice.cam.ac.uk](mailto:mst.admissions@ice.cam.ac.uk)

Phone: +44 (0)1223 746262

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1 If you wish to pay by cheque please make it payable to University of Cambridge. Send to: ICE Registry, University of Cambridge Institute of Continuing Education, Madingley Hall, Cambridge, CB23 8AQ, UK.
Once your application has been received you will be invited by email to access your **Graduate Applicant Self-Service Account**. The email will contain an applicant ID and password. It is important that you check your **Self-Service Account** regularly as it is the primary way in which the ICE Registry will communicate with you.

Your Self-Service Account is updated by the ICE Registry as information becomes available and is accessible 24 hours a day.

The Self-Service Account allows you to:

- track the progress of your application
- upload supporting documentation to satisfy the entry requirements (within 7 days of your application being submitted)
- see which supporting documents are outstanding
- tell us about changes to your contact details
- view your **Offer Conditions**
- print a certificate of offer
- accept or decline your offer

You will have given details of your referees in your application form, these will be requested automatically on your behalf, and only if there are any difficulties will you need to become involved in securing your references.

The **Entry Requirements** for your MSt programme give details of the elements that you will need to satisfy with supporting documentation.

We recommend taking time to review the University’s ‘Guide to Using Graduate Applicant Self-Service’, which can be found at [www.admin.cam.ac.uk/students/gradadmissions/prospec/apply/selfservice](http://www.admin.cam.ac.uk/students/gradadmissions/prospec/apply/selfservice)

It is your responsibility to make sure your supporting documents are uploaded via your Self-Service Account under the category stated in your Offer Conditions. In most cases, we can accept scanned copies;
however we reserve the right to ask for original/certified copies at any stage.

**Any uploaded document needs to be in PDF format and no larger than 2 MB.**

There is a due date given in your Self-Service Account for the supporting documents you need to provide. If your supporting documentation arrives late, you may not be considered for the course for which you have applied.

The ICE Registry aims to process all materials received via your Self-Service Account **within 10 working days** but during peak periods (May, June, July) this may take a little longer.

The ICE Registry will assess the supporting documents provided and if the evidence is sufficient to meet your Offer Conditions, the conditions will be marked as completed on your checklist as shown in your Self-Service Account.

If the documents you have sent/uploaded to us are not sufficient to meet your Offer Conditions, we will alert you to this and let you know what you need to do to meet the conditions, by using the **Messages and Warnings** section in your Self-Service Account. Messages appear on the same page as your Offer Conditions. Please check carefully for any new messages since you last checked your Self-Service Account.

If your supporting documentation is not in English you may be asked to provide an official translation by a registered translator.

If supporting documents (e.g. transcripts) are referred to your relevant Department/Faculty, or if you are a Non-Standard Applicant, then they need to be considered at a scheduled committee meeting, which will require additional processing time.

We are unable to acknowledge receipt of your supporting documents via telephone or email, but your Self-Service Account will be updated as soon as we have processed the materials received.
Receiving a conditional offer

When a formal conditional offer has been made, the ICE Registry will notify you by email, and via your Self-Service Account, where you will be able to:

- **Print a certificate of your offer**
- **View Offer Conditions and/or comments**

You will need to upload any outstanding or additional supporting documentation via your Self-Service Account as evidence of meeting each condition.

In some cases conditional offers can be made prior to all the supporting documentation being uploaded. This is dependent on a number of factors and the particular MSt programme.
Confirmation of admission

When the ICE Registry is satisfied that you have met all the Offer Conditions, we will notify you via both email and your Self-Service Account, which will show an updated status of Admission Confirmed. You will also be able to print your certificate of confirmation. You will need to accept your offer, via your Self-Service Account, before we can confirm your admission to Cambridge. Under no circumstances should you attempt to start your course until we have notified you via your Self-Service Account that your admission has been confirmed.

Once your place is confirmed your Department/Faculty will be able to issue the required letter to allow you to apply for your visa should you need one.

Supervisor

Where the ICE Registry has been notified of your proposed supervisor, his/her name will be detailed in both your notification of offer email and your Self-Service Account. If it is not, do not worry, we will contact you as soon as your supervisor is allocated via your Self-Service Account. For some MSts, the Course Director is the supervisor for all students at the start of the course.

Final stage

Once your admission has been confirmed, you will be contacted by the Department/Faculty for your MSt to initiate the preparations needed for you to start your studies. There are some final administrative details to complete, such as fee payments, access to course materials and any dates of events which you are required to attend.
Contacts

To contact us by phone, please dial 01223 (or 0044 1223 if outside the UK) followed by the relevant number below.

**ICE Registry**

**ICE Admissions team**
Ruth Eddleston (Admissions Manager)  
[Email] ruth.eddleston@ice.cam.ac.uk  
[Phone] 768951

Robert Earl (Administrator)  
[Email] robert.earl@ice.cam.ac.uk  
[Phone] 746276

Steve Baker (Administrator)  
[Email] steven.baker@ice.cam.ac.uk  
[Phone] 746207

**ICE Records team**
Alison Webster (Manager)  
[Email] alison.webster@ice.cam.ac.ac.uk  
[Phone] 746294

**Advanced Subject Teaching (EDM16)**

**Course Director**
Dr Nigel Kettley  
[Email] nck20@cam.ac.uk  
[Phone] 746291

**Course Administrator**
Sue Brignell  
[Email] sue.brignell@ice.cam.ac.uk  
[Phone] 760862

**Applied Criminology and Police Management (CRM7)**

**Course Directors**
Professor Lawrence Sherman  
[Email] las434@cam.ac.uk  
[Phone] 762094

Dr Heather Strang  
[Email] hs404@cam.ac.uk  
[Phone] 767370

**Course Administrator**
Lucinda Bowditch  
[Email] ljb55@cam.ac.uk  
[Phone] 735373
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Director</th>
<th>Course Administrator</th>
<th>Contact Information</th>
<th>Telephone</th>
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<tr>
<td>Applied Criminology, Penology and Management (CRM8)</td>
<td>Dr Ben Crewe <a href="mailto:bc247@cam.ac.uk">bc247@cam.ac.uk</a> 763914</td>
<td>Lucinda Bowditch <a href="mailto:ljb55@cam.ac.uk">ljb55@cam.ac.uk</a> 335373</td>
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<td>Building History (ARM12)</td>
<td>Dr Adam Menuge <a href="mailto:am2075@cam.ac.uk">am2075@cam.ac.uk</a> 332950</td>
<td>Alex Lumley <a href="mailto:ael45@cam.ac.uk">ael45@cam.ac.uk</a> 332950</td>
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<td>Creative Writing (ELM7)</td>
<td>Dr Sarah Burton <a href="mailto:sarah.burton@ice.cam.ac.uk">sarah.burton@ice.cam.ac.uk</a> 746241</td>
<td>Katherine Roddwell <a href="mailto:katherine.roddwell@ice.cam.ac.uk">katherine.roddwell@ice.cam.ac.uk</a> 746223</td>
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<td>Construction Engineering (EGM13)</td>
<td>Dr Mohammed Elshafie <a href="mailto:me254@cam.ac.uk">me254@cam.ac.uk</a></td>
<td>Jan Wojtecki <a href="mailto:cem.admin@construction.cam.ac.uk">cem.admin@construction.cam.ac.uk</a> 332812</td>
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<td>History (HSM10)</td>
<td>Dr Samantha Williams <a href="mailto:skw30@cam.ac.uk">skw30@cam.ac.uk</a> 746281</td>
<td>Liz Morfoot <a href="mailto:liz.morfoot@ice.cam.ac.uk">liz.morfoot@ice.cam.ac.uk</a> 746226</td>
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<td><strong>Interdisciplinary Design for the Built Environment (ARM11)</strong></td>
<td><strong>Course Director</strong> Alice Moncaster</td>
<td><a href="mailto:amm24@cam.ac.uk">amm24@cam.ac.uk</a></td>
<td>760117</td>
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<td></td>
<td><strong>Course Administrator</strong> Becky Stanley</td>
<td><a href="mailto:rs402@cam.ac.uk">rs402@cam.ac.uk</a></td>
<td>760117</td>
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<tr>
<td><strong>International Relations (HUPIM9)</strong></td>
<td><strong>Course Directors</strong> Dr Mike Sewell</td>
<td><a href="mailto:mjs1001@cam.ac.uk">mjs1001@cam.ac.uk</a></td>
<td>335873</td>
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<tr>
<td></td>
<td></td>
<td>Dr Charles Jones <a href="mailto:caj26@cam.ac.uk">caj26@cam.ac.uk</a></td>
<td>335393</td>
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<td></td>
<td><strong>Course Administrator</strong> Linda Fisher</td>
<td><a href="mailto:linda.fisher@ice.cam.ac.uk">linda.fisher@ice.cam.ac.uk</a></td>
<td>746218</td>
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<tr>
<td><strong>Sustainability Leadership (MGM20)</strong></td>
<td><strong>Course Director</strong> Dr Theo Hacking</td>
<td><a href="mailto:theo.hacking@cpsl.cam.ac.uk">theo.hacking@cpsl.cam.ac.uk</a></td>
<td>768849</td>
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<td><strong>Course Administrator</strong> Fergus Kirkpatrick</td>
<td><a href="mailto:fergus.kirkpatrick@cpsl.cam.ac.uk">fergus.kirkpatrick@cpsl.cam.ac.uk</a></td>
<td>766936</td>
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<tr>
<td><strong>Genomic Medicine (CSCMM1)</strong></td>
<td><strong>Course Director</strong> Prof Eamonn Maher</td>
<td><a href="mailto:Erm1000@medschl.cam.uk">Erm1000@medschl.cam.uk</a></td>
<td>746714</td>
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<td><strong>Course Administrator</strong> Valentina Steel</td>
<td><a href="mailto:valentina.steel@ice.cam.ac.uk">valentina.steel@ice.cam.ac.uk</a></td>
<td>760862</td>
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<td><strong>Real Estate (LEM7)</strong></td>
<td><strong>Course Director</strong> Professor Colin Lizieri</td>
<td><a href="mailto:cml49@cam.ac.uk">cml49@cam.ac.uk</a></td>
<td>337114</td>
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<td>Nick Mansley <a href="mailto:nm558@cam.ac.uk">nm558@cam.ac.uk</a></td>
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<td><strong>Course Administrator</strong> Gillian Barclay</td>
<td><a href="mailto:gb502@cam.ac.uk">gb502@cam.ac.uk</a></td>
<td>337151</td>
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# Social Innovation (MGM21)

**Course Director**
Dr Neil Scott  
[n.stott@jbs.cam.ac.uk](mailto:n.stott@jbs.cam.ac.uk)  
761825

**Course Administrator**
Laura Carnicero  
[Laura.carnicero@jbs.cam.ac.uk](mailto:Laura.carnicero@jbs.cam.ac.uk)  
339052

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# Clinical Medicine (CSCMM3)

**Course Director**
Dr Ronan O'Leary  
drronanoleary@gmail.com

**Course Administrator**
Sue Brignell  
[sue.brignell@ice.cam.ac.uk](mailto:sue.brignell@ice.cam.ac.uk)  
760862
Appendix 1: Fee Status

The ICE Registry Office has responsibility for determining your Fee Status for the purpose of paying the Combined Tuition Fee and is obliged to follow UK Government regulations when making Fee Status assessments.

In your conditional offer of admission to the University, we will tell you what we have assessed your Fee Status to be, based on the information you have provided in your MSt application. If you disagree with your Fee Status, you may request a Fee Status re-assessment by submitting a Fee Status Assessment Questionnaire (see [www.ice.cam.ac.uk/fee-status-assessment-questionnaire](http://www.ice.cam.ac.uk/fee-status-assessment-questionnaire), PDF file), together with supporting documentation (this may include a copy of your passport, utility bills to prove residence, etc.). These should be uploaded to your Self-Service Account using the Fee Status category. If you are unable to upload these materials, you should send them to:

Registry Manager
University of Cambridge Institute of Continuing Education
Madingley Hall, Madingley
Cambridge CB23 8AQ, UK

Criteria for classification as a Home or EU Student

All students not classified as Home (UK) or EU will be considered as Overseas. Please note that the definition of Overseas Student adopted by the University for purposes of payment of the Combined Tuition Fee is liable to change in order to comply with the requirements of UK legislation.

There are a number of requirements that must be met in order to be eligible for Home (UK) or EU fees. Students must meet the requirements of both ‘settled status’ and ‘ordinary residence’:

**Settled status/nationality** means that students must be nationals of the UK or another EU country, or have the right of permanent residence or indefinite leave to remain in the UK, i.e. they must not be subject under
immigration laws to any restriction on the period for which they may stay in the UK. Students may also be the ‘relevant family member’ of an EU national (a relevant family member is generally a spouse or civil partner, a direct descendant, or a dependant).

**Ordinary residence** means that in addition, students must also have been ordinarily resident in the UK, the EEA (defined as the EU together with Iceland, Lichtenstein and Norway), Switzerland or the Overseas Territories for the three years prior to the start date of the course for which they are applying, and that residence should not have been wholly or mainly for the purposes of receiving education. Being absent from the UK/EEA due to study abroad is usually considered a ‘temporary absence’ and does not affect ‘ordinary residence’ if the home/permanent address is within the UK/EEA.

**Note:**

This is a general summary of the main criteria for Fee Status classification, but there are exceptions, as well as other requirements, which must be taken into account. There are also other categories of students who might be eligible for Home or EU fees, for example, Swiss workers and their family members, children of Swiss nationals or Turkish workers, humanitarian and refugees or those not granted refugee status but allowed to remain in the UK.

In assessing Fee Status, we act on behalf of the UK Government and taxpayers, and use the terms of the UK Government Student Fees and Award Regulations. Evidence will be checked rigorously and we reserve the right not to change our assessment if we decide it is not appropriate to do so.

If you are still unsure, or require further information, the up-to-date guidance that we use is available from UKCISA (UK Council for International Student Affairs). For a full description of the latest requirements and fee status regulations, please see the UKCISA website: www.ukcisa.org.uk
Appendix 2: Policies

Policy and guidance

Information on the University’s policies and guidance relating to graduate studies, that should be observed by all parties concerned with MSt study, can be found on the University’s Student Registry webpages:
www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/

Course cancellations

The University reserves the right to cancel a course if, in its reasonable opinion, the number of students enrolled for or attending the course does not make the course academically or financially viable. In the event of a course being cancelled, the ICE Registry will return the application fee paid by the applicant. Affected applicants will be informed of such cancellations as soon as is practicable.

Admissions complaints and appeals policy

If your application has been rejected, in some circumstances you may have recourse to appeal or complain about the decision.

The Institute of Continuing Education (ICE) cannot give reasons for not offering admission, nor advise you how to improve your application. However, if you believe that there has been an administrative error, or if you believe you have been treated unfairly because of bias or prejudice, or if there are circumstances unknown to the University that might have affected the decision, you should write to the Director of Teaching and Learning at the Institute of Continuing Education within three weeks of receiving notification of the outcome, setting out your reasons. Please note, however, that there is no right to appeal against academic judgements made by the University.
Complaints

Academic decisions
The Institute of Continuing Education cannot provide feedback on admission decisions. Departments/Faculties are not obliged to provide feedback, but may agree to do so and should be contacted directly.

The Institute of Continuing Education will not consider an appeal against an academic judgement made by the University.

Unfair treatment
A candidate who thinks he or she has been treated unfairly (through prejudice, bias, inadequate assessment, or because certain special circumstances were unknown to the selectors, or through procedural irregularity) may submit their complaint to the Director of Programmes at the Institute of Continuing Education (emma.jennings@ice.cam.ac.uk), seeking a review of the circumstances.

Personal data
The ICE Registry collects information on ethnicity and disability on the Personal Data Sheet. Ethnicity data is collected for statistical purposes only. The Personal Data Sheet is circulated to Departments/Faculties along with the rest of the application. Information on this sheet will not be considered when making the academic decision, but it may be helpful for your department to know this in the event that they wish to organise an interview, so that any relevant adjustments can be made. If you are made a conditional offer, this sheet will also be sent to the Colleges that consider your application.

Should you be made an offer of a place and subsequently register as a student of the University, your application, including the Personal Data Sheet, will be retained during and following your studies, for the purpose of administering your progress and for the provision of statistical returns. It may also be used for the purpose of staff training. In addition, your data may be used in accordance with the data protection statement for the Higher Education Statistics Agency (HESA). See www.hesa.ac.uk/index.php/content/view/1388/ for details.
Appendix 3: Disabled applicants

If you have any disability, specific learning difficulty or chronic illness, you are encouraged to disclose this via the Personal Data Sheet, which accompanies your application. You may require adjustments to be made to enable you to undertake a particular course of study at Cambridge; for this reason it is helpful for us to know about your specific needs as early as possible to give sufficient time for these adjustments to be made.

The Personal Data Sheet is circulated to Departments/Faculties along with the rest of your application, but information on this sheet will not be considered when making the academic decision on whether to make an offer of admission. The sheet is circulated with the application because, if you do declare a disability, it may be helpful for your department to know this in the event that they wish to organise an interview, so that any relevant adjustments can be made. If you are made a conditional offer, this sheet will also be sent to Colleges that consider your application.

If you have disclosed a disability, specific learning difficulty or chronic illness, and if you are made a conditional offer, your details will then be forwarded to the Disability Resource Centre (DRC) who will contact you to discuss your particular needs and offer advice on, for example, access to Departments/Faculties, transport options, or colleges which may have accommodation suitable to your needs. It is important that you respond to the DRC as early as possible. Other things you may need to consider before applying include:

- Funding arrangements for equipment and assistance
- Personal assistance/non-medical helper requirements
- Examination allowances
- Accommodation needs

If you have a specific disability which might need to be taken into account during your studies or examination, you are strongly
encouraged to disclose this on the Personal Data Sheet and to inform the supervisor and college tutor. The staff of the DRC can advise on helping students to access a range of support provisions including study skill support, specific examination/assessment arrangements and support for non-medical personal assistants such as proof readers, library help, etc.

**Further information online**

Disability Resource Centre: [www.admin.cam.ac.uk/univ/disability/](http://www.admin.cam.ac.uk/univ/disability/)

Disabled Students: [www.disabled.cusu.cam.ac.uk](http://www.disabled.cusu.cam.ac.uk)