



Master of Studies (MSt) Application Guide

2017/18 Admissions Cycle

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Introduction

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

Taught elements are normally broken down into discrete residential modules, which all students must attend. 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 you to have 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.

The application process

Applying to start an MSt involves five key stages.

1. Choosing your course
2. Preparing your application
3. Submitting your application
4. Receiving a conditional offer
5. Confirmation of admission

This document 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 contact mst.admissions@ice.cam.ac.uk.

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.

ICE Registry

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 of the University's MSt programmes, liaising with all parties on your behalf.

Department/Faculty

The Department/Faculty responsible for your chosen course will consider your application in line with the entry requirements. The MSt Administrator within the

Department/Faculty will be able to provide you with specific guidance regarding the course content and delivery.

College

The Department/Faculty will seek College membership on your behalf once a conditional offer has been made. All MSt students become members of a Cambridge College and hence full members of the University, entitled to pastoral care and support. Full details can be found at www.ice.cam.ac.uk/college-guide.

Board of Graduate Studies

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

1. Choosing a course

The **Course Directory** (www.ice.cam.ac.uk/msts) provides an overview of each of the Master of Studies (MSt) programmes 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 typically runs from October to June and comprises three terms, known as Michaelmas, Lent and Easter. Please note that 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.

2. Preparing your application

The Course Directory (www.ice.cam.ac.uk/msts) contains details of the **Entry Requirements** for each MSt, and the **Supporting Documents** that you will need to provide when you apply.

Although many of the requirements for MSt programmes are similar, each MSt is different. It is important that you understand the particular requirements for your course so that you can prepare your application in the most effective way.

If you are being considered for a place, you will be required to undergo an interview. Interviews can take many different formats; for example, face-to-face, Skype or telephone. The Department/Faculty responsible for your chosen course will contact you directly to make suitable arrangements.

If you are an Overseas Applicant, or if English is not your first language, please pay particular attention to the **Language Requirements** and **Visa** sections below. 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 meet the University's **English Language Requirements**. Please note, however, that some MSt programmes require a higher level of proficiency. See the **Entry Requirements** for your specific MSt for details.

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. These conditions may include an English language test. You should therefore ensure that you leave yourself enough time to apply for a visa after you receive the results of your English language test and other outstanding conditions. We recommend that, under these circumstances, you do not wait until you hear the outcome of your MSt application before arranging to take an English language test.

Please note that you will be responsible for all costs associated with meeting the English language requirement, regardless of the outcome of your application.

Immigration route

The appropriate UK immigration route for non-EEA nationals to attend MSt sessions is the [short term study route](#) – please see the website 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 or present at the border each time you visit, depending on your nationality. 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 your course administrator and await confirmation that this will be acceptable – 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 as Tier 4 is for full-time study and there is no study visa that will allow you to remain in the UK for the full duration of the programme.

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 the MSt Administrator for your chosen programme to discuss your situation.

Fees

As an MSt student, you will pay a consolidated course fee which includes the Tuition Fee and College Membership. The value of this is stated in the Course Directory, and is 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 for a second MSt

Occasionally candidates apply to study a second MSt course. Whilst it is 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', meaning that once a student has been awarded the degree, they cannot be awarded it again. They may, however, undertake a further MSt degree and its associated examinations, and receive confirmation that they have followed the degree. All such applicants will be advised to submit a letter with their application confirming that they are aware that the degree will not be conferred on them again.

References

You will need to provide the details of **two referees** who can provide references written in English. These can be either academic or professional references.

Your choice of referee should be someone who is best able to comment on your academic ability or explain why your work experiences would suit academic study. Your referees will not be required to give character references.

You will be asked to provide an email address for your referees when you apply. Check that you have the correct email addresses and that your referees are happy and able to provide a reference for you before you submit your application form and payment. You can access and manage your referee details via the **Applicant Portal**.

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.

References are submitted by the referee via an **Electronic Reference System**. We will contact your referees to give them access to this system after you have submitted your application.

It is your responsibility to ensure that your references are submitted. You should contact your referees directly to ensure they provide the reference by the application closing deadline.

After a reference has been successfully submitted by a referee, you will receive a confirmation email, and the reference status will be updated in your Applicant Portal.

We 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.

Submitting a reference on paper

If you do not have an email address for your referee, or if the referee is unable to use the Electronic Reference System, please contact mst.admissions@ice.cam.ac.uk for further guidance.

Funding

You are 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 purpose of this form is to confirm that you understand the financial obligations of your MSt programme.

It is 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 should not expect to be able to obtain funding once you have started your course.

Some of the funding options available are as follows:

Self-funded. You will pay all fees yourself.

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.

University of Cambridge Student Funding. A database of student funding opportunities, administered by various parts of the University of Cambridge. Note that most of the opportunities listed are available only to students on full-time courses.
www.student-funding.cam.ac.uk

Postgraduate Loan. You can find details of the UK government's Postgraduate Loan scheme on the GOV.UK website: www.gov.uk/postgraduate-loan

Other loans. If you are a US citizen, you may be able to apply for a US loan once you have been accepted at a Cambridge College, as Colleges have individual school codes for the US Department of Education. You can find details of these and other loans at: www.cambridgestudents.cam.ac.uk/fees-and-funding/student-loans

GOV.UK student finance page. 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

Prospects website. The Prospects website is also a useful source of information on different types of graduate funding: www.prospects.ac.uk

3. Submitting your application

Applications to MSt courses are normally made online, via the Course Directory (www.ice.cam.ac.uk/msts). If you are applying for more than one course you will need to complete separate applications. Please ensure that you complete your application/s before the application deadline as specified in the Course Directory.

If you wish to apply on paper rather than online, please contact mst.admissions@ice.cam.ac.uk to request a form.

An application fee of **£50** is normally charged for online applications and **£100** for paper applications for each application submitted. You must pay this fee before we will accept your application.

You will need to pay the fee via the online Applicant Portal when submitting your application. Please contact mst.admissions@ice.cam.ac.uk for details of how to pay the paper application fee.

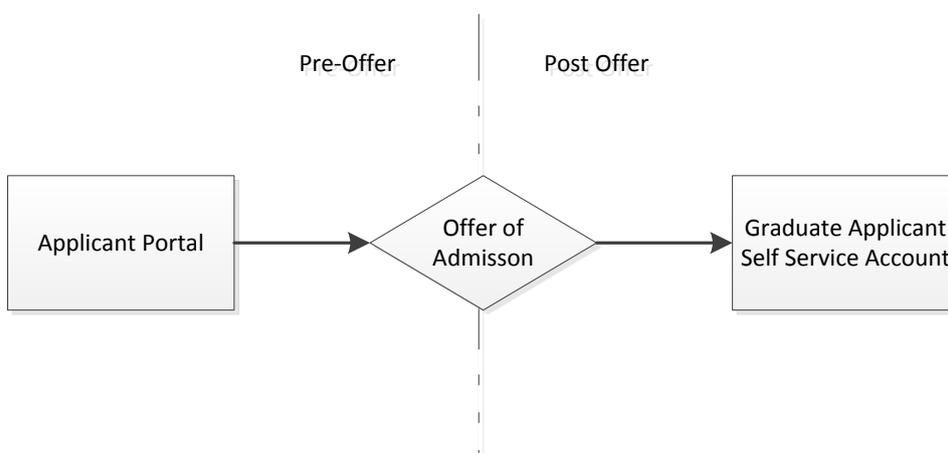
Applications are accepted until midday (British time) on the day of closing.

If you are experiencing difficulties with completing an application, please contact us to discuss alternative options.

- **Email:** mst.admissions@ice.cam.ac.uk
- **Phone:** +44 (0)1223 746262

The application process

Our MSt application process uses two online systems:



Pre-offer: Applicant Portal

You should complete your MSt application via the Applicant Portal.

Here you will be able to upload your supporting documents, complete and submit your application and pay the application fee (where applicable).

Please note that whilst it is possible to submit your application without all of your supporting documents, this may not give us enough information to assess your application. You should contact mst.admissions@ice.cam.ac.uk prior to submitting your application if you are unable to provide all the required supporting documents.

Post-offer: Graduate Applicant Self-Service Account

Once your application has been approved and you have received an offer of admission, you will be invited by email to access your Graduate Applicant Self-Service Account. This 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 we will communicate with you about your application. We will update your Self-Service Account as and when information becomes available.

The Self-Service Account is accessible 24 hours a day and allows you to:

- track the progress of your application
- upload any new or remaining supporting documents that are required, or 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 provided details of your referees in your application form. These will be contacted automatically on your behalf, and you will not need to become involved unless we have difficulties in securing your references.

We recommend taking time to review the University's 'Guide to Using Graduate Applicant Self-Service', which can be found at www.graduate.study.cam.ac.uk/self-service-account

It is your responsibility to make sure that any remaining 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 should be in PDF format and no larger than 2 MB.

Your Self-Service Account displays a due date for the supporting documents you need to provide. If your supporting documentation arrives late there may be a delay in you meeting your Offer Conditions and you may not be confirmed on the MSt programme.

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

We 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 provided 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 will 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 will 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.

4. Receiving a conditional offer

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

- Print a certificate of your offer
- View your 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 you are applying for.

5. Confirmation of admission

When we are satisfied that you have met **all** of the Offer Conditions, we will notify you via both email and your Self-Service Account, where it will show an updated status of **Admission Confirmed**. You will also be able to print a 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 a visa should you need one.

Supervisor

Where we have 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, don't worry – we will contact you via your Self-Service Account as soon as your supervisor is allocated. 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 will be some final administrative details to complete, such as fee payments, access to course materials and any dates of events that you are required to attend.

Contacts

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

ICE Registry

ICE Admissions team

Ola Dlugokencka (Admissions Manager)	ad759@cam.ac.uk	768951
Robert Earl (Administrator)	mst.admissions@ice.cam.ac.uk	746262
Robert Cater (Administrator)	mst.admissions@ice.cam.ac.uk	746262
Steve Baker (Administrator)	mst.admissions@ice.cam.ac.uk	746262

ICE Records team

Alison Webster (Manager)	alison.webster@ice.cam.ac.uk	746294
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Advanced Subject Teaching (EDM16)

Course Director

Dr Nigel Kettley	nck20@cam.ac.uk	746291
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Course Administrator

Sue Brignell	sue.brignell@ice.cam.ac.uk	760862
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Applied Criminology and Police Management (CRM7)

Course Directors

Professor Lawrence Sherman	las434@cam.ac.uk	762094
Dr Heather Strang	hs404@cam.ac.uk	767370

Course Administrator

Glenn Garner	gq384@cam.ac.uk	35367
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Applied Criminology, Penology and Management (CRM8)

Course Director

Dr Ben Crewe	bc247@cam.ac.uk	763914
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Course Administrator

Glenn Garner	gq384@cam.ac.uk	35367
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Building History (ARM12)

Course Director

Dr Adam Menuge	am2075@cam.ac.uk	332950
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Course Administrator

Alex Lumley	ael45@cam.ac.uk	332950
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Creative Writing (ELM7)**Course Director**

Midge Gillies	midge.gillies@tutor.ice.cam.ac.uk	746234
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Course Administrator

Katherine Roddwell	katherine.roddwell@ice.cam.ac.uk	746223
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Construction Engineering (EGM13)**Senior Programme Manager**

Dr Kristen MacAskill	cem.director@construction.cam.ac.uk	332817
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Course Administrator

Jane Mumford	cem.admin@construction.cam.ac.uk	332881
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History (HSM10)**Course Director**

Dr Samantha Williams	skw30@cam.ac.uk	746281
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Course Administrator

Liz Morfoot	liz.morfoot@ice.cam.ac.uk	746226
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Interdisciplinary Design for the Built Environment (ARM11)**Course Director**

Dr Theo Hacking	theo.hacking@cisl.cam.ac.uk	768849
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Course Administrator

Becky Stanley	Becky.stanley@cisl.cam.ac.uk	768837
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International Relations (HUPIM9)**Course Directors**

Dr Mike Sewell	mjs1001@cam.ac.uk	335873
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Dr Julie Smith	jes42@cam.ac.uk	767229
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Course Administrator

Linda Fisher	linda.fisher@ice.cam.ac.uk	746218
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Sustainability Leadership (MGM20)**Course Director**

Dr Theo Hacking	theo.hacking@cpsl.cam.ac.uk	768849
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Course Administrator

Fergus Kirkpatrick	masters@cisl.cam.ac.uk	766936
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Genomic Medicine (CSCMM1)**Course Director**

Prof Eamonn Maher	erm1000@medschl.cam.ac.uk	746714
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Course Administrator

Valentina Steel	valentina.steel@ice.cam.ac.uk	760862
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Real Estate (LEM7)**Course Director**

Professor Colin Lizieri	cml49@cam.ac.uk	337114
Nick Mansley	nm558@cam.ac.uk	337151

Course Administrator

Gillian Barclay	lemaster@hermes.cam.ac.uk	337119
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Social Innovation (MGM21)**Course Director**

Dr Neil Scott	n.stott@jbs.cam.ac.uk	761825
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Course Administrator

Laura Carnicero	l.carnicero@jbs.cam.ac.uk	339052
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Clinical Medicine (CSCMM3)**Course Director**

Dr Ronan O'Leary	clinmed@medschl.cam.ac.uk
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Course Administrator

Sue Brignell	sue.brignell@ice.cam.ac.uk	760862
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Entrepreneurship (MGM22)**Course Director**

Dr Chris Coleridge	c.coleridge@jbs.cam.ac.uk	761076
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Course Administrator

Nicky Reynolds	n.reynolds@jbs.cam.ac.uk	761076
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Appendix 1: Fee Status

The ICE Registry 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, 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:

Admissions 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, which 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 Programmes 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

For information about how your personal data is used as part of the application and admission process please see <https://www.information-compliance.admin.cam.ac.uk/data-protection/applicant-data>

Appendix 3: Disabled applicants

If you have any disability, including a specific learning difficulty or long term health condition, 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 requirements 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 disclose 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, including a specific learning difficulty or long term health condition, and if you are made a conditional offer, your details will then be forwarded to the Disability Resource Centre (DRC). They 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 requirements

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 accessing 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

- Disability Resource Centre: www.disability.admin.cam.ac.uk
- Disabled Students' Campaign: www.disabled.cusu.cam.ac.uk
- Disability Access Guide: www.admin.cam.ac.uk/univ/disability/guide