



Master of Studies (MSt) Application Guide

2019/20 Admissions Cycle

For entry onto programmes in Easter term 2020 and Michaelmas term 2020

Table of contents

Table of contents	2
Introduction	4
The application process	4
Who's involved.....	4
ICE Admissions.....	4
Department/Faculty	4
College.....	5
Board of Graduate Studies	5
1. Choosing a course	6
2. Preparing your application	7
Language requirements	7
Immigration route.....	8
Non-Standard Applicants	8
Fees	8
Additional Costs.....	8
Studying for a second MSt.....	9
References	9
Submitting a reference on paper	10
Funding.....	10
3. Submitting your application	12
The application process	12
Pre-offer: Applicant Portal.....	13
Post-offer: Graduate Applicant Self-Service Account	13
4. Receiving a conditional offer	15
Terms of Admission for Master of Studies (Mst) programme.....	15
Accepting or declining your conditional Offer	15
Unspent Criminal Convictions	15
5. Confirmation of admission	16
Supervisor	16
Final stage	16
Contacts	17
ICE Admissions	17
Advanced Subject Teaching (EDM16)	17
Applied Criminology and Police Management (CRM7).....	18
Applied Criminology, Penology and Management (CRM8).....	18
Building History (ARM12).....	18
Creative Writing (ELM7).....	19
Crime and Thriller Writing (ELM8).....	19
Construction Engineering (EGM13)	19
History (HSM10)	19
Interdisciplinary Design for the Built Environment (ARM11)	20

International Relations (HUPIM9).....	20
Sustainability Leadership (MGM20)	20
Genomic Medicine (CSCMM1)	21
Medical Education (CSCMM6).....	21
Healthcare Data: Informatics, Innovation, and Commercialization (CSCMM4)	21
Real Estate (LEM7)	22
Social Innovation (MGM21).....	22
Clinical Medicine (CSCMM3)	22
Entrepreneurship (MGM22)	23
Appendix 1: Fee Status	24
Criteria for classification as a Home or EU Student.....	24
Note.....	25
Appendix 2: Policies	26
Policy and guidance.....	26
Admissions appeals and complaints policy	26
Complaints.....	26
Academic decisions.....	26
Personal data	27
Appendix 3: Disabled applicants	28
Further information	28

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 Admissions

The ICE Admissions (i.e. the Admissions team 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. ICE Admissions 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 that some MSt programmes require a higher level of proficiency than others. 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 passing a recognised English language test (and achieving the minimum scores required for the particular MSt course). 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 after any other conditions are fulfilled. Under these circumstances, we recommend that you do not wait until you hear the outcome of your MSt application before arranging to take an English language test. (These tests are considered valid by the University for 2 years).

The University's Graduate Admissions Office website has a language calculator which you can refer to for an **informal** assessment of whether you will be required to provide further evidence of your current English language proficiency. ICE Admissions will provide a formal assessment if your application is accepted by the Department. The calculator can be accessed via

<https://www.graduate.study.cam.ac.uk/international/competence-english>

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 study 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 – normally 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 known as a University Composition Fee (“UCF”). 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**. ICE Admissions will determine your fee status once a decision to accept an application is received from the department.

Additional Costs

In addition to the CGF outlined above, you may need to meet additional costs. The University has highlighted this in the advance information given about the programme and set this out in your offer letter.

You will be expected to have appropriate finances to support all your costs for the duration of your programme. As well as those costs referenced in the paragraph above, your additional costs may include (but are not limited to):

- accommodation (either provided through your College or privately, and involving combined or separate costs for rent, utility services such as gas, electricity and access to phone and internet systems, and payments for other services such as kitchens, laundries, gym etc.);
- food (whether provided by your College or through self-catering);
- personal expenses while you are on your programme (e.g. clothes, leisure activities, travel, membership of clubs and societies etc.); and
- travel to and from Cambridge.
- personal resources for study (computer, books, stationery, calculator etc.) which remain your property

Neither the University nor the College accepts responsibility for any personal debt you may incur.

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. Once you provide the details of your referees, the system will automatically contact your referees **prior to submission of your application**. It is therefore important that you discuss your application with your referees before providing their details in the application form.

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 **professional** email address for your referees when you apply. **We cannot accept references provided directly by applicants, or provided via a referee's personal email address.**

Please 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 referees' details via the **Applicant Portal**. You can amend your referees' details up to the point at which a reference is submitted.

ICE Admissions may 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 official headed 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 via a third party.
- 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, confirming their intention to offer financial support and outlining the amount that they will be providing.

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.

Alternative methods of application can be provided on request. To discuss your requirements please contact mst.admissions@ice.cam.ac.uk.

Application Fees:

An application fee of **£65** is normally charged for online applications (unless you are from a country which is eligible for fee waiver). The application fee payment is subject to a 14 day cancellation period, during which you will receive a full refund. For more information, see the [Terms & Conditions of the Application Fee](#).

Please note that if you wish to apply on paper rather than online, an application fee of £130 will be payable for paper applications unless a paper application is provided as part of a reasonable adjustment relating to disability or long standing medical condition.

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.

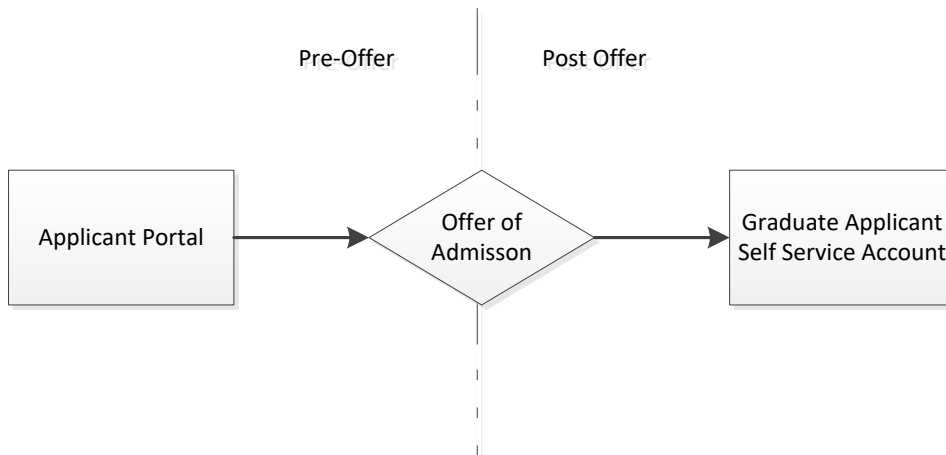
Applications are accepted until 11.59pm (British time) on the day of closing.

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
- 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 an unencrypted 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.

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.

Terms of Admission for Master of Studies (Mst) programme

Before accepting or declining our conditional offer of admission, please ensure that you read the Terms of Admissions document which will be attached to your conditional offer email. This document provides important information about the terms and conditions relating to your conditional offer. If you have any questions please do not hesitate to contact the ICE Admissions team via mst.admissions@ice.cam.ac.uk

Accepting or declining your conditional Offer

If you wish to accept your conditional offer of admission onto a MSt programme, you must accept your conditional offer via your Self Service Account.

Unspent Criminal Convictions

Having a criminal conviction will not normally preclude you from studying at University. However, the University and College ask for this information to enable us to discharge our safeguarding duties. If you have a relevant unspent criminal conviction at the time that you confirm your acceptance of this offer, you agree to inform the Admissions Manager. You agree to permit the University and College to share the information with each other and that if you are subsequently convicted of an offence during your time at Cambridge, you agree to inform the University or your College and to permit the University and College to share the information with each other. Supporting information on relevant unspent criminal convictions will be provided on the University's website <http://www.graduate.study.cam.ac.uk/graduate-admissions-policy/graduate-applicants-previous-criminal-convictions>

5. Confirmation of admission

When we are satisfied that you have met **all** of the Offer Conditions, we will notify you via 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 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 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 Admissions

ICE Admissions team

Ruth Eddleston (Manager)	ruth.eddleston@ice.cam.ac.uk	768951
Steve Baker (Coordinator)	mst.admissions@ice.cam.ac.uk	746262
Alison Flanagan (Administrator)	mst.admissions@ice.cam.ac.uk	746262
Joe Bishop (Administrator)	mst.admissions@ice.cam.ac.uk	746262
Charlotte Morgan-Shelbourne (Administrator)	mst.admissions@ice.cam.ac.uk	746262

ICE Records team

Alison Webster (Manager)	ice.records@ice.cam.ac.uk	746294
Nadia Miscione (Administrator)	ice.records@ice.cam.ac.uk	760858

Advanced Subject Teaching (EDM16)

Course Director

Dr Nigel Kettley	nck20@cam.ac.uk	746291
------------------	--	--------

Course Administrator

Vicky Steenkamp	education@ice.cam.ac.uk	
-----------------	--	--

Applied Criminology and Police Management (CRM7)

Course Directors

Professor Lawrence Sherman	ls434@cam.ac.uk	335367
Dr Heather Strang	hs404@cam.ac.uk	335367

Course Administrator

Glenn Garner	mst.administration@crim.cam.ac.uk	335367
--------------	--	--------

Applied Criminology, Penology and Management (CRM8)

Course Director

Dr Ben Crewe	bc247@cam.ac.uk	763914
--------------	--	--------

Course Administrator

Glenn Garner	mst.administration@crim.cam.ac.uk	335367
--------------	--	--------

Building History (ARM12)

Course Director

Dr Adam Menuge	am2075@cam.ac.uk	760115
----------------	--	--------

Course Administrator

Alex Lumley	ael45@cam.ac.uk	332964
-------------	--	--------

Creative Writing (ELM7)**Course Director**

Midge Gillies	mg670@cam.ac.uk	746234
---------------	--	--------

Course Administrator

[TBC]	creativewriting@ice.cam.ac.uk	746223
-------	--	--------

Crime and Thriller Writing (ELM8)**Course Director**

Midge Gillies	mg670@cam.ac.uk	746234
---------------	--	--------

Course Administrator

[TBC]	creativewriting@ice.cam.ac.uk	746223
-------	--	--------

Construction Engineering (EGM13)**Course Director**

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

Course Administrator

Jane Mumford	cem.admin@construction.cam.ac.uk	332881
--------------	--	--------

History (HSM10)**Course Director**

Dr Samantha Williams	skw30@cam.ac.uk	746281
----------------------	--	--------

Course Administrator

Sarah Blakeney	sarah.blakeney@ice.cam.ac.uk	760865
----------------	--	--------

Ola Dlugokencka	ad759@cam.ac.uk	760066
-----------------	--	--------

Interdisciplinary Design for the Built Environment (ARM11)

Course Director

Dr Kayla Friedman kayla.friedman@cisl.cam.ac.uk 768797

Course Administrator

Becky Stanley becky.stanley@cisl.cam.ac.uk 768837

International Relations (HUPIM9)

Course Directors

Dr Roxane Farmanfarmaian rf236@cam.ac.uk

Dr Julie Smith jes42@cam.ac.uk 767229

Course Administrator

[TBC] globalstudies@ice.cam.ac.uk 760859

Sustainability Leadership (MGM20)

Course Director

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

Course Administrator

Bethany Knights-Prince masters@cisl.cam.ac.uk 768816

Genomic Medicine (CSCMM1)

Course Director

Prof Eamonn Maher erm1000@medschl.cam.ac.uk

Course Administrator

Gillian Barclay genomics@ice.cam.ac.uk

Medical Education (CSCMM6)

Course Director

Prof Eamonn Maher erm1000@medschl.cam.ac.uk

Course Administrator

Gillian Barclay meded@ice.cam.ac.uk

Healthcare Data: Informatics, Innovation, and Commercialization (CSCMM4)

Course Director

Prof Eamonn Maher erm1000@medschl.cam.ac.uk

Course Administrator

Gillian Barclay healthcaredata@ice.cam.ac.uk

Real Estate (LEM7)

Course Director

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

Course Administrator

Barbora Sajfrtova	bs481@cam.ac.uk	337199
-------------------	--	--------

Social Innovation (MGM21)

Course Director

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

Course Administrator

Soussan Shahriari	mstsocialinnovation@jbs.cam.ac.uk
-------------------	--

Clinical Medicine (CSCMM3)

Course Director

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

Course Administrator

Gillian Barclay	pg-stem@ice.cam.ac.uk
-----------------	--

Entrepreneurship (MGM22)

Course Director

Dr Chris Coleridge c.coleridge@jbs.cam.ac.uk 330825

Course Administrator

Mordecai Paechter mstentrepreneurship@jbs.cam.ac.uk 747138

Appendix 1: Fee Status

ICE Admissions has responsibility for determining your Fee Status for the purpose of paying the University Composition 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 University Composition 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 Admissions webpages:

www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/

Admissions appeals and complaints policy

An applicant who is dissatisfied with the admissions decision made by the Institute of Continuing Education can appeal the decision on one of the following grounds:

1. an error in the decision-making process or a procedural irregularity;
2. bias or perception of bias in the decision-making process;
3. extenuating circumstances, which, for good reason, the applicant did not inform ICE of in their application, which would have had a material impact on the admissions decision.

For further information please visit <https://www.ice.cam.ac.uk/info/applicant-appeals-and-complaints-procedures>

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.

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 a long term health condition, you are encouraged to disclose this via the Personal Data Sheet, which accompanies your application. It is helpful for us to know about these so that the University can assess your needs as early as possible and to give sufficient time for any reasonable adjustments to be made to enable you to undertake a particular course of study at Cambridge.

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