

Your online application and general guidance notes for 2010 entry




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1. About this guide

This Guide aims to help you make your online application to postgraduate study and provide other general guidance for those wishing to study at the University. Applications for admission to all postgraduate programmes at the University, except those listed below, should be submitted using the online application system.

The guide should answer all of your questions relating to the online application process. Throughout the online application help is provided alongside each question. Simply click on  to display the associated help for that question. However, should you have any queries further advice is available from the Admissions and Access Service (www.qub.ac.uk/ado/).

Courses with special application forms and/or closing dates

Course(s)	Closing Date	Requesting Application Form
Postgraduate Certificate in Education (PGCE)	1 November 2009	Contact the School of Education Tel: 028 9097 5941 Web: www.qub.ac.uk/edu/
Certificate in Professional Legal Studies	15 November 2009	Contact the Institute of Professional Legal Studies Tel: 028 9097 5667 Web: www.qub.ac.uk/ipls/
Psychology - postgraduate Doctorate courses	Mid-February 2010	Contact the School of Psychology for exact date. Tel: 028 9097 5445 Web: www.psych.qub.ac.uk/
MD (Doctor of Medicine)	Contact the School of Medicine, Dentistry and Biomedical Sciences regarding the closing date and application forms. Tel: 028 9097 2062 Web: www.qub.ac.uk/cm/	
Pharmacy – Distance Learning courses	Candidates should apply in the normal way but must also read the additional guidance notes provided by the School of Pharmacy on their website. Web: www.qub.ac.uk/pha/	

2. When to apply

In general, there are no closing dates for taught degrees or research programmes (see exceptions above).

However, **you are advised to apply as early as possible**, particularly for those courses where the number of applications received far exceeds the number of places available and where arrangements have to be made for any tests, interviews and collection of references, as required. If you are seeking financial support you need to check the relevant School's web page for information on deadline dates for postgraduate funding.

3. Your online application

3.1 Register to Apply

Before you can apply you must register to use the service. To register follow these simple step by step instructions.

When entering your details please use mixed case (for example Peter not PETER or peter) and type your answers exactly as you wish them to appear. This is particularly important for names and addresses since the information will appear as you have entered it on the system and on any official correspondence sent to you by the University.

1. Visit the following webpage <https://pg.apply.qub.ac.uk>
2. Click on register
3. Follow the instructions to register your personal details and email address
4. Choose your own username, password and security question to answer
5. Click register
6. Keep your username and password safe as you will need these every time you login

After you have registered you will be sent an email asking you to validate your registration. Simply click on the link provided, in the text of the email, and your registration will be complete.

If you forget your username or password you can obtain these by visiting the login page (<https://pg.apply.qub.ac.uk>) and follow the instructions.

3.1.1 Reapplying

If you applied through the portal in a previous cycle and you are re-applying for entry in 2010, you can use your existing username and password.

It is important that you review the information you previously entered for each section of 'My Details' (see list below – 3.2 How to Apply) and update and change any details as appropriate.

3.2 How to Apply

In order to apply you will need to provide full information for each section of 'My Details':

- Personal Details
- Academic Details
- Previous Postgraduate Details
- Experience
- English Language Qualifications
- Other Information
- University Transcript

When entering your details please use mixed case and type your answers exactly as you wish them to appear. Again, this is particularly important for names and addresses since this information will be used on any official correspondence from the University.

To assist you in completing each of these sections online help has been provided alongside each question. To access help simply click on ? and the help associated with that question will be displayed. By going to the top of the help page you can print all of the online help.








Any question marked with an asterisk * is mandatory and must be completed.

If any question does not apply to you leave it blank and move on to the next question.



Once you have completed each section click on the 'save' button (located at the bottom of the page). If you wish to leave the system before you have fully completed a section click on the 'save' button and when you return the details you have already entered will be retrieved.


For some questions if you try to save data that is incorrect the online application system will not allow you to do this and will return an error message at the top of the page. Please read this advisory message and review your answer.

At any stage you can check your progress towards completing 'My Details' by clicking on 'My Details Checklist'. This will allow you to view the following information:

Section	Completed
Personal Details	
Academic Details	
Previous Postgraduate Details	
Experience	
English Language Qualifications	
Other Information	
University Transcript	

Sections marked  appear to have been completed.

Sections marked  have not been completed or are incomplete. By clicking on  this will open the appropriate section of 'My Details' and show you which information is still required.

Note:  This symbol will appear where applicants have uploaded a copy of their university transcript(s) and/or English Language certificate against the 'my details checklist'. Please note that successful candidates will be required to provide original documentary evidence of their qualifications at registration/enrolment.

3.2.1 Personal Details

When you open this section, you will find that the information you provided during the registration process has been used to populate these fields. You must complete all other sections that are relevant to you.

You must give both a correspondence and home address. Enter your correspondence address first. If your correspondence address is the same as your home address please click on the 'copy' button and this will automatically complete this section for you. If you live outside the UK you must include your country of residence as part of your address.

START OF RESIDENCE IN THE UNITED KINGDOM

If you were born outside the UK, but now live in the UK, you must give the date when you began living in the UK permanently.

START OF RESIDENCE IN THE EUROPEAN UNION

If you were born outside the EU, but now live in the EU, you must give the date when you began living in the EU permanently.

3.2.2 Academic Details

School/College Details

In this section you are required to provide details about your Secondary or High School/College education and information on your undergraduate degree.

Enter the name of your Secondary or High School/College and its location, including the country, together with your dates of attendance.

Higher Education Undergraduate

Similarly, for the institution at which you completed your undergraduate degree, you should enter the university/college name, location and your dates of attendance. For students who attended university in the UK please select the university from the dropdown menu. If you attended a university in the UK but it is not listed in the dropdown menu please enter the name in the space provided and indicate that it is located in the UK. For students who attended university outside the UK, enter the official name of your university in the space provided together with the country in which it is located.

SUBJECT/MODULE

- Applicants who attended university **in the UK or Republic of Ireland only** – you are required to enter full details of the individual subjects/modules studied. You should give the subject/module title, the year (1st, 2nd, 3rd, etc) in which it was studied and the result achieved. If you are still studying for your undergraduate degree, you should enter details of the subjects/modules yet to be completed and list the result as pending. If any of the details you are entering do not fit in the space provided you should use a suitable abbreviation. Applicants who do not have either an undergraduate or postgraduate qualification must enter 'not applicable' in this section.
- If you are unable to provide subject/module details and marks, because you have been away from study for more than five years, you will be required to enter at least two subject/modules from your degree in this section. Under the headings **Year (1st, 2nd)** and **Mark**, you can enter NA (not applicable). If a School within the University requires further details they will contact you direct.
- Applicants who have undertaken their qualifications **outside the UK or Republic of Ireland** – do not complete this section. You must provide a copy of your transcript in support of your application.
- Please note that all successful candidates will be required to provide original documentary evidence of their qualifications at registration/enrolment.

3.2.3 Previous Postgraduate Details

You should provide full details on any postgraduate qualification(s) you have completed or are currently completing. You may enter details on up to a maximum of three postgraduate qualifications.

SUBJECT/MODULE

- Applicants who attended university **in the UK or Republic of Ireland only** – you are required to enter full details of the individual subjects/modules studied. You should give the subject/module title, the year (1st, 2nd, 3rd, etc) in which it was studied and the result achieved. If you are still studying for your postgraduate degree, you should enter details of the subjects/modules yet to be completed and list the result as pending. If any of the details you are entering do not fit in the space provided you should use a suitable abbreviation.
- If you are unable to provide subject/module details and marks, because you have been away from study for more than five years, you will be required to enter at least two subject/modules from your degree in this section. Under the headings **Year (1st, 2nd)** and **Mark**, you can enter NA (not applicable). If a School within the University requires further details they will contact you direct.
- Applicants who have undertaken their qualifications **outside the UK or Republic of Ireland** – do not complete this section. You must provide a copy of your transcript in support of your application.

Please note that all successful candidates will be required to provide original documentary evidence of their qualifications at registration/enrolment

3.2.4 Experience

This section allows you to provide details on any professional qualifications you possess and information about your employment experience. Those who have undertaken previous research, have published articles or possess other relevant technical/experimental/laboratory experience should provide brief details.

3.2.5 English Language Qualifications

All students must answer this question. If English is your native language please tick yes.

If English is not your native language, the University requires evidence of your level of ability in spoken and written English. If you do not already hold a recent acceptable qualification in English (eg IELTS or TOEFL), you may be required to obtain one before you can be admitted to the University.

Applicants who already have an IELTS or TOEFL or an equivalent acceptable qualification should enter the result achieved and provide a copy of the certificate in support of their application. You can upload an electronic copy of your certificate as part of your online application and ensure that the information is contained in one file. The acceptable file formats are PDF, DOC, TXT, RTF, JPEG, JPG and GIF. Click on 'Browse' and then select the appropriate file. After you have uploaded your certificate you should view the information to ensure that you have uploaded the correct information. If you are unable to upload your certificate you should check the appropriate box online and post your certificate to:

Admissions and Access Service
Student Guidance Centre
Queen's University Belfast
University Road
Belfast BT7 1NN

Applicants who have yet to sit a test should indicate which test they plan to take and when the result is expected.

For those applicants whose scores fall slightly below the required standard INTO at Queen's University Belfast can provide pre-sessional courses. Information about these courses, including duration and fees, can be found on www.into.uk.com/qub/

Details of the acceptable English Language qualifications are available at the University's website at

www.qub.ac.uk/home/ProspectiveStudents/InternationalStudents/

3.2.6 Other Information

Additional Information

This section allows you to add information which you feel may be relevant to your application. However, please note this area is limited to 500 characters (not words).

You are also required to answer questions in relation to Disability/Special Needs, Publicity (how you heard about the course/programme) and Criminal Convictions.

Applicants with Disabilities/Special Needs/Medical Conditions

Queen's welcomes and encourages postgraduate applications from students with disabilities. We will endeavour to make sure that all your individual requirements are met to ensure your time at Queen's is an enjoyable and positive experience.

Deciding to disclose a disability can be a difficult choice for students applying to university. While we accept that this is a personal decision, we strongly recommend that you inform us in order that your individual requirements can be addressed. This will not affect the outcome of your application and will be treated in confidence. It is recommended that contact is made as early as possible with Disability Services at ☎ + 44 (0)28 9097 2727 or by email at sgc@qub.ac.uk

If you have a disability, special need or medical condition and require extra support in your study or accommodation please select, from the drop down menu, the relevant disability category. If you enter a value other than 'No Known Disability' you should enter additional information in the space provided.

Criminal Record

You must indicate whether or not you have a relevant criminal record. Please check the appropriate box.

The University has a duty of care to all its students, staff, visitors and other users of its facilities and, therefore, must know about any relevant items on a criminal record that an applicant has, irrespective of the course to which application is being made. Relevant items on a criminal record are only those offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the relevant item concerns commercial drug dealing or trafficking. Items that are spent (as defined by the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders Order (NI 1978)) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for courses in Medicine, Dentistry, Education, Nursing, Midwifery, Psychology, Social Work and other courses covered by the Protection of Children and Vulnerable Adults Legislation you must tell us about any items on a criminal record, including spent sentences and cautions (including verbal cautions), bind-over orders, Anti-Social Behaviour Orders and prosecutions pending. For these courses we may seek your permission to ask for a criminal record check to be carried out by the Police Service of Northern Ireland (PSNI) or other appropriate authority.

Courses in Medicine, Dentistry, Education, Nursing, Midwifery, Psychology, Social Work and other courses covered by the Protection of Children and Vulnerable Adults Legislation

All other courses

For these courses, you must check the **yes** box to the criminal record question if any of the following statements applies to you.

For these courses, you must check the **yes** box to the criminal record question if any of the following statements applies to you.

- A I have a criminal record.
- B I have a spent criminal record.
- C I have a caution (including a verbal caution).
- D I have a bind-over order or Anti-Social Behaviour Order.
- E I have a prosecution pending.
- F I am serving a prison sentence for a criminal conviction.

- A I have a relevant item on a criminal record that is not spent.
- B I am serving a prison sentence for a relevant criminal conviction.

If statement **B** applies to you, you must give the prison address as your correspondence address and a Senior Prison Officer must support your application.

Convictions that are spent (see above) are not considered to be relevant and you should not reveal them.

If statement **F** applies to you, you must give the prison address as your correspondence address and a Senior Prison Officer must support your application.

If you acquire a criminal record/relevant item on a criminal record after you have applied, you must inform the Head of Admissions and Access Service in writing without delay.

3.2.7 University Transcript

All students who studied at a university **outside the UK or Republic of Ireland** must provide a **copy** of their undergraduate and postgraduate (if appropriate) transcript(s) in support of their application. You should upload an electronic copy of your transcript(s) as part of your online application. You should ensure that all the relevant documents are contained in one file. The acceptable file formats are PDF, DOC, TXT, RTF, JPEG, JPG and GIF. Click on 'Browse' and then select the appropriate file. After you have uploaded your transcript(s) you should view the information to ensure that you have uploaded the correct information.

Whilst the preferred method is to upload your transcript(s) if you are unable to do so you can post them to:

Admissions and Access Service
Student Guidance Centre
Queen's University Belfast
University Road
Belfast
BT7 1NN
Northern Ireland

International applicants who have studied in the UK or Republic of Ireland are required to upload copies of their transcript(s), since this will be required for visa purposes.

Other students who studied at a university in the UK or Republic of Ireland are not required to upload a transcript(s). You may however wish to check the appropriate box to indicate that you are not required to upload a transcript(s). However, if you have access to an electronic copy of your transcript(s) and wish to upload the information you may do so.

Please note that all successful candidates will be required to provide original documentary evidence of their qualifications at registration/enrolment.

4. Your application choices

After you have completed 'My Details' you are able to make your application choices. The information you provided to complete 'My Details' will automatically be added to each application choice you make.

You are able to manage your application(s) and make new applications within the 'Research Applications' and 'Taught Applications' sections of the website.

4.1 Research Applications

4.1.1 My Research Applications

Under 'My Submitted Research Applications' you are able to view any application you have already submitted. You are able to view the application form as it was when you submitted it. The application form will be displayed as PDF. Please note that if you have made any amendments to the information held in 'My Details' after you submitted the application these will not be reflected in the document you are viewing. You can also view the research proposal you submitted in support of any research application.

Under 'My Saved Research Applications' you are able to view any application you have started but not yet submitted. You can view the application as it is at present and view the associated research proposal if you have uploaded it. You can also resume completing the application.

4.1.2 Create Research Application

In order to make an application for admission to research, you must choose the School/Institute you are applying to and then enter the title of your proposed research. After this you will be asked for further details about your proposed research and how you hope to fund it.

You will also be asked for the names and contact details of two referees. Please list the names and addresses of two referees from the institution where you took your first degree. If you have taken a higher degree or postgraduate course, one of your referees should be from that institution.

However, if you have been away from academic study for more than five years you could nominate your current employer and someone who can comment on your ability to undertake a programme of study. It is important to seek the permission of your referees to use their names **before** submitting your application. Do not forward references direct to the University as these will be requested from your nominated referees by email if required.

Students applying for research must upload a copy of their research proposal. Different Schools require different information in the research proposal and guidance will be available. It is your responsibility to ensure that you provide a research proposal that is properly prepared. Please quote your name and application number in the proposal.

When you are ready to upload your proposal, click on 'Browse' and select the file containing your proposal. The acceptable file formats are PDF, DOC, TXT and RTF.

You will be asked to review your proposal and confirm that it is correct. If you are happy with your proposal click on 'submit' and you will be referred to a Submission Confirmation page. This page will ask you to confirm that the information you have provided is correct and that you accept the Data Protection Statement. If you agree, click on 'Accept' and your application will be submitted. If you click on 'Decline' your application will not be submitted.

4.1.3 Withdraw Research Application

If you wish to withdraw an application, before you have submitted it, you may do so by following this link and selecting the appropriate research application to withdraw.

You cannot withdraw an application you have already submitted in this way. If you wish to withdraw an application you have already submitted, you should contact the Admissions and Access Service.

4.2 Taught Applications

4.2.1 My Taught Applications

Under 'My Submitted Taught Applications' you are able to view any application you have already submitted. You are able to view the application form as it was when you submitted it. The application form will be displayed as PDF. Please note that if you made any amendments to the information held in 'My Details' after you submitted the application these will not be reflected in the document you are viewing.

Under 'My Saved Taught Applications' you are able to view any application you have saved and have not yet submitted. You can also resume completing the application.

4.2.2 Create Taught Application

In order to make an application for admission to a taught course you must choose the course you wish to apply to from the Course Finder. After this you will be asked for further details about your studies and how you hope to fund it.

You will also be asked for the names and contact details of two referees. Please list the names and addresses of two referees from the institution where you took your first degree. If you have taken a higher degree or postgraduate course, one of your referees should be from that institution.

However, if you have been away from academic study for more than five years you could nominate your current employer and someone who can comment on your ability to undertake a programme of study. It is important to seek the permission of your referees to use their names **before** submitting your application. Do not forward references direct to the University as these will be requested from your nominated referees by email if required.

The current online application portal requires all applicants to enter the names and contact details of two referees. However, please note that some postgraduate taught courses may only consider references in exceptional circumstances.

Once you have completed this please click on 'Save' and you will be referred to a Submission Confirmation page. This page will ask you to confirm that the information you have provided is correct and that you accept the Data Protection Statement. If you agree click on 'Accept' and your application will be submitted. If you click on 'Decline' your application will not be submitted.

4.2.3 Withdraw Taught Application

If you wish to withdraw an application, before you have submitted it, you may do so by following this link and selecting the appropriate taught application to withdraw.

You cannot withdraw an application you have already submitted in this way. If you wish to withdraw an application, you have already submitted, you should contact the Admissions and Access Service.

5. Award application

University administered funding is managed by the University's Postgraduate Office (see paragraph 12 for contact details) and applicants are advised to check their website for details on possible funding for September 2010 entry. Applicants are also advised to check the websites of individual Schools & Departments with regard to possible funding. Please go to www.qub.ac.uk and follow the links to Schools & Departments.

6. What happens to your application next?

After your application has been submitted, a member of staff in the Admissions and Access Service will check to ensure that you have completed all the appropriate information. If correct, your application will be forwarded to the appropriate School for their consideration. If there are any problems the Admissions and Access Service will contact you to try to resolve these.

The selector for the postgraduate taught course or research programme will consider your application and may require you to attend for an interview or assessment if appropriate. The selector may also request references from nominated referees. It is important to note that the selection procedures differ from course to course and not all selectors will seek all of this information.

After the selector has taken a decision on your application it will be approved within the School and then returned to the Admissions and Access Service. The official decision on your application will be sent to you in writing by the Admissions and Access Service. Any decision conveyed to you, informally by a School, cannot be regarded as official.

7. Tuition fees

7.1 Home and European Union Students

To qualify for "home" fee status, an applicant must fulfil both of the following two criteria prior to the start of the first day of the first academic year of the programme:-

- either be a British citizen, or have indefinite leave to remain in the UK, i.e. no time limit stamp in your passport, or be an EU national or be the child/spouse/dependent of an EU national; and
- have been ordinarily resident in the UK/EU for the three years prior to the first day of the first academic year of the programme, for purposes other than receiving full-time education.

The annual composite fee covers tuition, examinations, assessment, a premium for personal accident insurance and membership of the Students' Union.

The **standard** postgraduate Home/EU fees for the academic year 2010/11 have not been set at the time of updating this document. However, as a guide, the fees for the academic year 2009/10 are listed below.

Full-Time Taught	£3,390
Part-Time Taught	£19.50 per credit point
Full-Time Research	£3,390
Part-Time Research	£1,165

For part-time postgraduate taught study the University operates a Credit Accumulation and Transfer Scheme (CATS) and the minimum number of credit points required for each qualification is as follows:

Masters degree: 180 points
Higher Diploma: 120 points
Higher Certificate: 90 points

The part-time tuition fees therefore will be dependent on how many CATS points are studied each year.

NOTE: The fees quoted are applicable to most taught courses and research degree programmes. However, there are special fees and/or arrangements for a number of programmes. Full details of these can be obtained from the Income and Student Finance Office – see paragraph 12 for contact details.

Members of Queen’s University staff may be eligible for consideration for financial assistance with fees. For details please contact the Staff Training and Development Office at ☎ 028 9097 6590 or visit website <http://www.qub.ac.uk/directorates/StaffTrainingandDevelopmentUnit/>

7.2 International Students

The annual composite fee covers tuition, examinations, assessment, a premium for personal accident insurance and membership of the Students’ Union.

The postgraduate international fees for the academic year 2010/11 are listed below:

Courses which are essentially classroom-based
(Band 1) - £9,889 per annum

Courses with a substantial laboratory or workshop component
(Band 2) - £12,115 per annum

Medical and Dental courses involving clinical provision
(Band 3) - £23,195 per annum

Fees for international students are fixed for the normal duration of their degree programme.

Tuition Fee Deposits for Postgraduate Taught Courses

International applicants for postgraduate taught courses to the University, who have reached the stage of an unconditional offer (i.e. have met all the course entry requirements), are invited to pay a voluntary deposit. However, the compulsory deposit for the MSc in Finance will continue and details will be included in the official offer letter.

For 2010/11 entry, the deposit level will be set at £2,000. Payment should be by bank draft in pounds sterling, drawn on a UK bank and sent directly to the Income and Student Finance Office of the University.

Further details of the scheme will be included in the unconditional offer letter and guidance notes to applicants.

Part-time

International applicants who are currently living in their home country are not permitted to study on a part-time basis. This is because it is not possible to obtain a student entry visa to the UK to study part-time. However, applicants who are currently living/working in the UK may be allowed to study part-time depending on their entry visa. Further details on immigration procedures are available from the International Student Support Office – see page 15 for contact details. Details of part-time international fees can be obtained from the Income and Student Finance Office – see page 15 for contact details.

Additional Notes for International Students

Funding for students from outside the European Union is very limited. Information on possible funding can be obtained from the Postgraduate Office (Awards).

British Chevening Awards

The University is keen to attract students under the British Chevening Awards Scheme. The aim of these awards is to bring to the UK present and future leaders, decision-makers and opinion-formers, including particularly able students from countries with which the UK's economic relations are expected to develop. Preference is given to applicants already established in a career. Awards are given annually to students from a wide variety of countries and can cover all or part of the cost. You must be resident in your home country when you apply for an award.

Some of the awards are jointly funded with private companies, universities, trusts, foundations and other grant-making organisations. They are usually advertised locally in those countries where the awards are offered.

Contact the British Embassy, British High Commission or British Council Office in your own country. The web page for Chevening Scholarships is <http://www.chevening.com/>.

Loan Forms (Applicants from the United States of America and Canada)

Loan forms or queries regarding loan forms should be directed to, Queen's International. Please see page 15 for contact details.

8. International Applicants - Immigration Procedures

8.1 Academic Technology Approval Scheme (ATAS)

On 1 November 2007 the UK government introduced the Academic Technology Approval Scheme (ATAS). Having an ATAS clearance certificate will be a mandatory requirement for **some** postgraduate applicants who need entry clearance to study in the UK.

This will affect applicants who are not EU/EEA nationals and who plan to undertake either postgraduate research in Science, Engineering or Technology disciplines or postgraduate taught Masters courses in Materials Science, Materials Technology, Aerospace Engineering, Mechanical Engineering or Physics.

If you require an ATAS clearance certificate, an attachment providing the information you will need will be included with your offer letter.

Further information can be found on the Foreign and Commonwealth Office website at www.fco.gov.uk/atas including the ATAS application form. Details will also be included in the guidance notes to applicants which are sent out with offer letters of admission.

8.2 Points Based System (PBS) for Immigration

The UK Immigration rules were changed to a Points Based System (PBS) in March 2009. PBS has five tiers (categories) of visas which will allow non-EEA/EU/Swiss nationals to work or study in the UK.

Students will come under Tier 4 which will affect non-EEA/EU/Swiss nationals who are either applying for entry clearance to come to the UK or those applying for an extension of their student visa in the UK.

Under PBS universities are required to be registered as a sponsor. Being a sponsor means that Queen's University Belfast will provide eligible applicants with a Visa Letter (or confirmation of acceptance for studies) confirming you have an offer to study with us. If you apply for a visa to study at Queen's, your visa will be issued for study at Queen's University Belfast only. If you wish to change to another university you will need to obtain permission from the new institution that will provide you with a new Visa Letter. You will then need to apply for a new visa from the UK Border Agency.

From February 2010, a confirmation of acceptance of studies (CAS) will replace the Visa Letter. The Admissions and Access Service will advise international applicants of further changes in the immigration procedures as appropriate.

Applicants are also advised to visit the following websites for up-to-date information:-

<http://www.bia.homeoffice.gov.uk/>

<http://www.ukba.homeoffice.gov.uk/studyingintheuk>

9. Semester Dates

The Semester Dates for the academic year 2010-2011 will be:

Autumn Semester		
Weeks 1-12	Teaching	Monday 27 September - Friday 17 December 2010
3 weeks	Christmas Vacation	Monday 20 December 2010 - Friday 7 January 2011
Weeks 13-15	Assessment	Monday 10 January - Tuesday 25 January 2011
	Inter Semester Break	Wednesday 26 January - Friday 28 January 2011
Spring Semester		
Weeks 1-11	Teaching	Monday 31 January - Friday 15 April 2011
3 weeks	Easter Vacation	Monday 18 April - Friday 6 May 2011
Week 12	Teaching	Monday 9 May - Friday 13 May 2011
Weeks 13-15	Revision Period	Monday 16 May - Wednesday 18 May 2011
	Assessment	Thursday 19 May - Saturday 4 June 2011

Graduation is week beginning Monday 4 July 2011 (provisional)

10. Student Accommodation

The University offers a range of accommodation for single occupancy students. Applications for student accommodation can be made online from July 2010 onwards via the Queen's Accommodation and Hospitality website - www.stayatqueens.com/ Accommodation Handbooks are also available on this website.

11. International Students Handbook

The 2010 International Students Handbook will be available from July 2010. The Handbook contains important information and applicants are advised to read it carefully and note any action required. For information only, the Handbook for the academic year 2009/10 can be found at website:-

<http://www.qub.ac.uk/home/ProspectiveStudents/InternationalStudents>

12. Useful contacts

ADMISSIONS AND ACCESS SERVICE

Student Guidance Centre
Queen's University Belfast
Belfast
BT7 1NN

☎ +44 (0)28 9097 2981/2979
Fax: +44 (0)28 9097 2828
Email: pg.apply@qub.ac.uk
Web address: <http://www.qub.ac.uk/ado>

INCOME AND STUDENT FINANCE OFFICE (tuition fee payments)

Student Guidance Centre
Queen's University Belfast
Belfast
BT7 1NN

☎ +44 (0)28 9097 2767
Fax: +44 (0)28 9097 2828
Email: IncomeOffice@qub.ac.uk
Web address: <http://www.qub.ac.uk/bo>

QUEEN'S ACCOMMODATION AND HOSPITALITY

Elms Village
Queen's University Belfast
Belfast BT9 5BW

☎ +44 (0)28 9097 4525
Fax: +44 (0)28 9097 4489
Email: accommodation@qub.ac.uk
Web address: www.stayatqueens.com/

INTERNATIONAL STUDENT SUPPORT OFFICE (student visas and immigration advice)

Lanyon South
Queen's University Belfast
Belfast BT7 1NN

☎ +44 (0)28 9097 3899
Fax: +44 (0)28 9097 3844
Email: internationalstudentsupport@qub.ac.uk

THE POSTGRADUATE OFFICE (funding enquiries)

Lanyon North
Queen's University Belfast
Belfast
BT7 1NN

☎ +44 (0)28 9097 2585
Fax: +44 (0)28 9097 2570
Email: pg.office@qub.ac.uk
Web address: <http://www.qub.ac.uk/postgraduate>

QUEEN'S INTERNATIONAL

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☎ +44 (0)28 9097 5088
Fax: +44 (0)28 9097 5089
Email: international@qub.ac.uk
Web address: <http://www.qub.ac.uk/ilo>

INTO QUEEN'S UNIVERSITY BELFAST (English Language enquiries)

75 University Road
Queen's University Belfast
Belfast BT7 1NN

☎ +44 (0) 28 9097 5374
Fax: +44 (0)28 9097 5379
Email: into@qub.ac.uk
Web address: <http://www.into.uk.com/qub>

DISABILITY SERVICES

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☎ +44 (0) 28 9097 2727
Fax: +44 (0)28 9097 2627
Email: disability.office@qub.ac.uk
Web address: <http://www.qub.ac.uk/disability>