

Postgraduate online application guidance notes for 2012 entry





Contents

1. About this guide.....	3
2. When to apply.....	3
3. Your online application	4
3.1 Register to Apply.....	4
3.1.1 Reapplying in a later year	5
3.2 Login and Starting your application.....	5
3.3 Completing My Details section.....	5
3.3.1 Personal Details	6
3.3.2 Address.....	7
3.3.3 Other Information	7
3.3.4 Experience	8
3.3.5 Undergraduate Experience	8
3.3.6 Postgraduate Experience.....	9
3.3.7 Professional / Employment / Research Experience	9
3.3.8 Documents (English Language qualifications/University Transcripts)	10
3.4 My Applications.....	12
3.4.1 Adding Applications.....	12
3.4.2 Completing an Application	13
3.4.3 Adding your referee details	16
3.4.4 Funding your studies.....	16
3.4.5 Reviewing your application	17
3.4.6 Submitting your Application.....	17
4. Replying to offers.....	18
5. My Messages	20
6. My Documents.....	20
7. My Settings.....	20
8. Frequently Asked Questions.....	21
9. Help	21
10. Contact Us.....	22

1. About this guide

This Guide is designed to help you make your online application to postgraduate study. 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. There is also help to guide you on the completion of each page of the application. For help with an individual question simply click on  adjacent to the question and help associated with that question will be displayed. In the top right hand corner of each page is a  icon – click on the icon and help for that page will be displayed. 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 2011	Contact the School of Education Tel: 028 9097 5941 Web: www.qub.ac.uk/edu/
Certificate in Professional Legal Studies	15 November 2011	Contact the Institute of Professional Legal Studies Tel: 028 9097 5667 Web: www.qub.ac.uk/ipls/
Psychology - postgraduate Doctorate courses	Mid-February 2012	Contact the School of Psychology for exact date. Tel: 028 9097 5445 Web: www.psych.qub.ac.uk/
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.

1. Visit the following webpage <https://dap.qub.ac.uk/portal/>

The screenshot shows the 'Direct Applications Portal' with the 'Applying Online' section. It provides instructions for three user types: 1) Qais Users (Queen's students), 2) Already Registered (returning applicants), and 3) New Users (first-time applicants). A 'Login' section is present with a link to the 'New Students website'. Below this, there are two columns of login fields: '1) Qais Users' with fields for 'Student Number' and 'Password', and '2) Already Registered' with fields for 'Email Address' and 'Password'. A 'register here' button is visible at the bottom right of the page.

2. Click on the 'register here' button (page above)
3. Follow the instructions to register your personal details and email address. 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.

The screenshot shows the 'Registration' page. It includes a link to the 'New Students website' and instructions for completing the form. The form fields are: 1) First Name, 2) Middle Name, 3) Surname/Family name/Last name, 4) Title (dropdown), 5) Date of Birth (Day, Month, Year dropdowns), 6) Email, 7) Password, 8) Confirm Password, 9) Security Question (dropdown), 10) Security Answer, 11) I would like to receive marketing information from QUB (checkbox), 12) Previous Student (Yes/No radio buttons), 13) Previous Student Number, 14) Previous Applicant (Yes/No radio buttons), 15) Previous UCAS (Yes/No radio buttons), 16) Previous Other Undergraduate (Yes/No radio buttons), and 17) Previous Postgraduate (Yes/No radio buttons). A 'Register' button is located at the bottom of the form.

4. Your email address will be your login – choose your own username and security question to answer
5. Click the 'Register' button – at the bottom of the page
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 password you can reset it by visiting the login page (<https://dap.qub.ac.uk/portal/>) and following the instructions. You can then reset your password after logging in to the application portal.

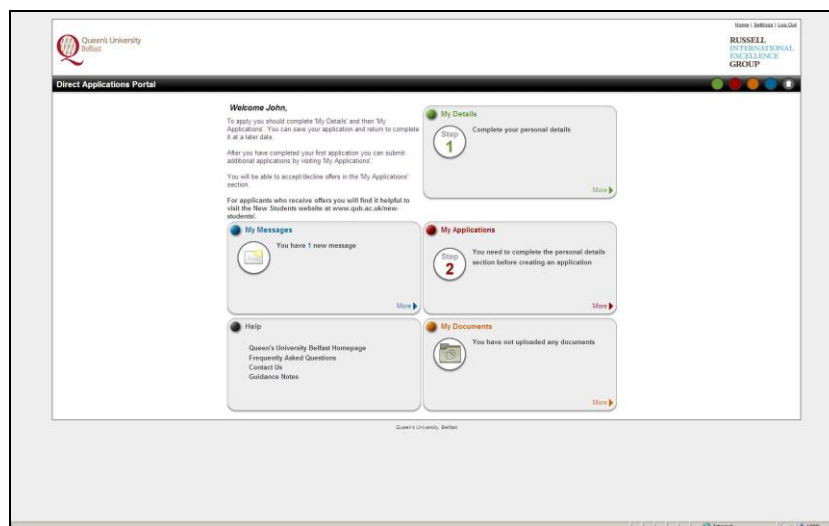
3.1.1 Reapplying in a later year

If you applied through the portal in a previous year and you are re-applying for entry in 2012, 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 Login and Starting your application

In order to apply you should login to the application portal where you will be presented with the page below. You should complete the 'My Details' section first. Thereafter, you should access the 'My Applications' to create and submit your applications.




3.3 Completing My Details section


You will be asked to complete each section of the application which is relevant to you:

- Personal Details
- Address
- Other Information
- Experience
- Undergraduate Experience (if appropriate)
- Postgraduate Experience (if appropriate)
- Professional / Employment / Research Experience (if appropriate)
- Upload English Language Certificate and University Transcript (if appropriate)

These details will be saved and used for each of your applications ie. you will only be required to enter these details once.

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.

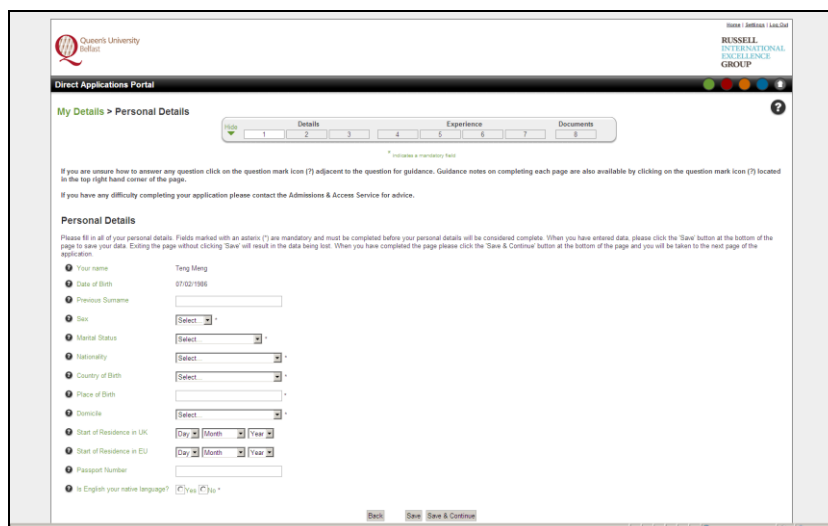
Help has also been provided for each page. In the top right hand corner of each page is a  icon. Click on this and help for the whole page will be displayed in a new window.

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 and Continue' 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 (located at the bottom of the page) and you can return later to complete your remaining details. Any information you have already entered will be saved.

3.3.1 Personal Details



Queen's University Belfast

RUSSELL INTERNATIONAL EXPERIENCE GROUP

Direct Applications Portal

My Details > Personal Details

Details Experience Documents

If you are unsure how to answer any question click on the question mark icon (?) adjacent to the question for guidance. Guidance notes on completing each page are also available by clicking on the question mark icon (?) located in the top right hand corner of the page.

If you have any difficulty completing your application please contact the Admissions & Access Service for advice.

Personal Details

Please fill in all of your personal details. Fields marked with an asterisk (*) are mandatory and must be completed before your personal details will be considered complete. When you have entered data please click the 'Save' button at the bottom of the page to save your data. Exiting the page without clicking 'Save' will result in the data being lost. When you have completed the page please click the 'Save & Continue' button at the bottom of the page and you will be taken to the next page of the application.

Your name: Teng Meng

Date of Birth: 07-02-1985

Previous Surname:

Sex:

Marital Status:

Nationality:

Country of Birth:

Place of Birth:

Domicile:

Start of Residence in UK: Day: Month: Year:

Start of Residence in EU: Day: Month: Year:

Passport Number:

Is English your native language? Yes No

Save Save & Continue

Your name and date of birth will be displayed as you entered it when you registered to use the application portal.

You should then complete each of the other sections which apply to you.

3.3.2 Address

You must enter 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 correspondence address' button and this will auto-complete your home address.

If you live outside the UK you must include your country of residence as part of your address.

3.3.3 Other Information

In this section you are asked to answer questions in relation to Disability/Special Needs, Publicity (how you heard about the course/programme) and Criminal Convictions.

3.3.4 Experience

In this section you are asked to answer questions about your Secondary/High School Education. Enter the name of your Secondary or High School/College and its location, including the country, together with your dates of attendance.

You should also indicate if you have Undergraduate, Postgraduate or Professional Experience. This will determine which subsequent pages are presented to you as part of the online application.

3.3.5 Undergraduate Experience

In this section you should enter the university/college name, country and your dates of attendance.

International applicants are required to provide a transcript as part of the application process. Therefore, you are not required to enter details of your undergraduate modules.

3.3.6 Postgraduate Experience

Similarly, in this section you should enter the university/college name, country and your dates of attendance.

International applicants are required to provide a transcript as part of the application process. Therefore, you are not required to enter details of your undergraduate modules.

There is the facility to provide details on up to three postgraduate qualifications.

If you do not have a postgraduate qualification then the following page will be displayed.

3.3.7 Professional / Employment / Research Experience

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

3.3.8 Documents (English Language qualifications/University Transcripts)

In order to support your application international applicants are asked to provide copies of their University Transcript(s) and if appropriate English Language qualification(s).

English Language

Unless you are a national of a country which is deemed by the UK Border Agency to be majority English-speaking¹, or if you have completed a degree in one of these countries, the University will normally require 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 internet-based test, taken within the last two years), you may be required to obtain one before you can be admitted to the University.



Applicants who have yet to sit a test should indicate which test they plan to take and when the result is expected. You should check the box to indicate that you will post or email the certificate as soon as it is available.

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. The preferred method is that you upload an electronic copy of your certificate as part of your online application. The acceptable file formats are PDF, DOC, TXT, RTF, JPEG, JPG and GIF. If your certificate is more than one page you must combine these as one file and upload. Click on the 'Upload English Language Certificate' link.



Click on the 'Browse' button and then choose the appropriate file containing an electronic copy of your English Language certificate. You should click on the 'Upload Document' button in the bottom right hand corner of the page above. After you have uploaded your certificate a message will be displayed to show that you have successfully uploaded your certificate. Click on the 'Continue' link and you will be returned to the Documents page.

¹ Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, Republic of Ireland, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States of America

You should view the English Language certificate you uploaded to ensure that you have provided the correct information.

If you are unable to upload your certificate you should check the box to indicate that you will forward your English Language certificate. You may then email (preferred) or post your certificate to:

Admissions and Access Service
Lanyon North
Queen's University Belfast
University Road
Belfast
BT7 1NN
Northern Ireland
Email: postgrad.admissions@qub.ac.uk

For those applicants whose scores fall slightly below the required standard, INTO Queen's University Belfast can provide preparatory English courses. Information about these courses, including duration and fees, can be found at <http://www.qub.ac.uk/home/StudyatQueens/InternationalStudents/INTOatQueens/>

Details of acceptable English Language qualifications are available at the University's website at www.qub.ac.uk/home/ProspectiveStudents/InternationalStudents/

University Transcript

International applicants are required to provide a copy of their University Transcript(s) in support of their application.

If you are completing or have completed more than one Undergraduate and/or Postgraduate qualification a copy of your University Transcript for **each** must be provided.

The preferred method is that you upload an electronic copy of your certificate as part of your online application. The acceptable file formats are PDF, DOC, TXT, RTF, JPEG, JPG and GIF. If your certificate is more than one page you must combine these as one file and upload. Click on the 'Upload University Transcript' link.

The screenshot shows a web form titled "University Transcript". It contains instructions for international applicants and those who studied in the UK or Republic of Ireland. At the bottom, there are two radio button options: "University Transcript" (selected) and "I will post my transcript". A "Browse" button is next to the second option. At the bottom right, there are "Back", "Save", and "Save & Continue" buttons. The footer of the page reads "Queen's University, Belfast".

Click on the 'Browse' button and then choose the appropriate file containing an electronic copy of your University Transcript(s). You should click on the 'Upload Document' button in the bottom right hand corner of the page above. After you have uploaded your Transcript a message will be displayed to show that you have successfully uploaded your Transcript. Click on the 'Continue' link and you will be returned to the Documents page. You should view the University Transcript you uploaded to ensure that you have provided the correct information.



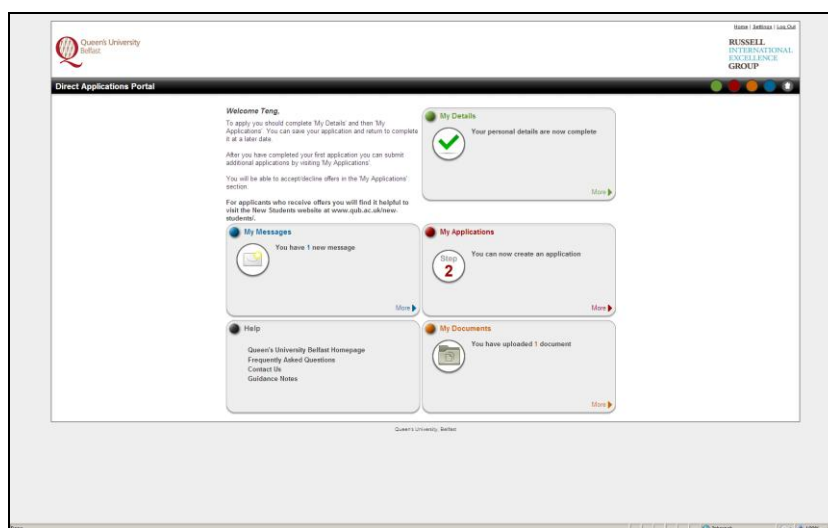
If you are unable to upload your Transcript you should check the box to indicate that you will forward your University Transcript. You should then email (preferred) or post your certificate to:

Admissions and Access Service
 Lanyon North
 Queen's University Belfast
 University Road
 Belfast
 BT7 1NN
 Northern Ireland
 Email: postgrad.admissions@qub.ac.uk

3.4 My Applications

3.4.1 Adding Applications

From the application portal homepage click on the 'My Applications' link (see over)



When you access this page for the first time you will note that it indicates, under the Existing Applications heading, that 'You have not created any applications'. When you start your first application this will automatically update to indicate that you have created an application. After submitting your first application the page will update to show both created and submitted applications.



In order to start an application click on the 'New Application' button.

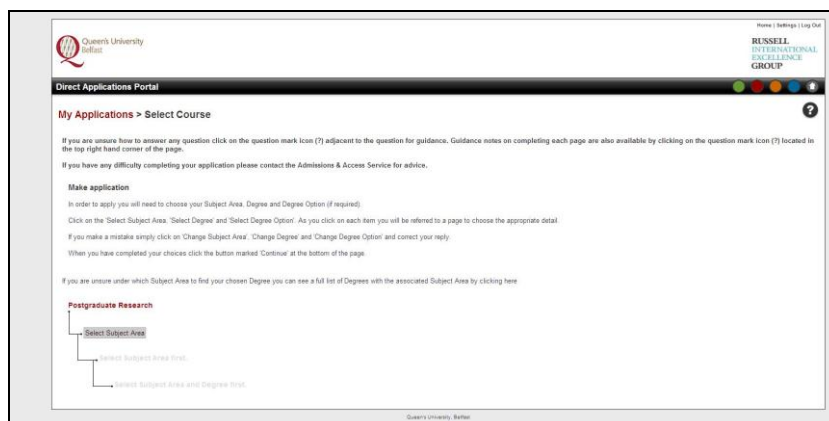
3.4.2 Completing an Application



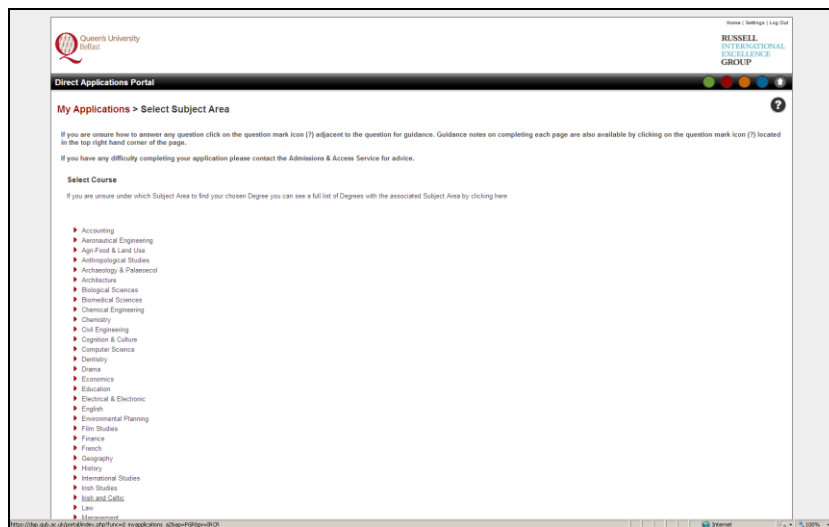
Indicate whether you are applying for Postgraduate Research or Postgraduate Taught. Click the appropriate option.

You will then be asked to choose the course you wish to apply to.

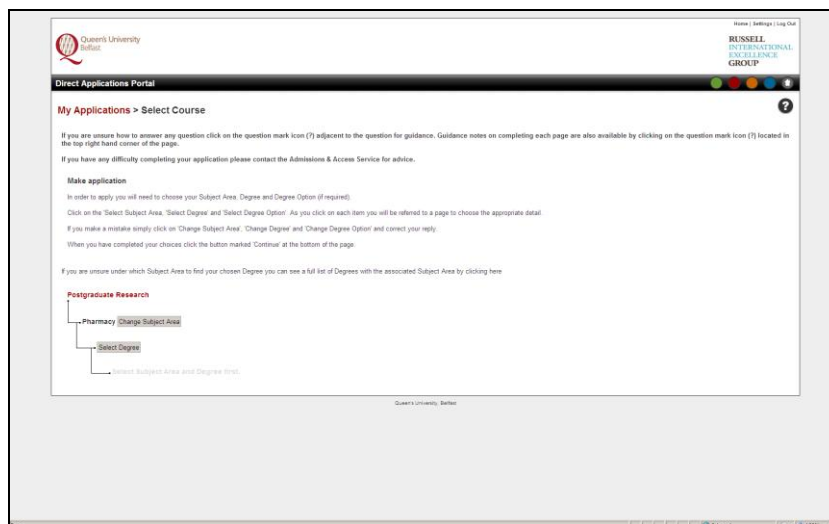
Firstly, click the 'Select Subject Area' button.



Then, from the list click the subject area you wish to study. If you are uncertain as to which subject area your course is under you find a list by following the link on this page.



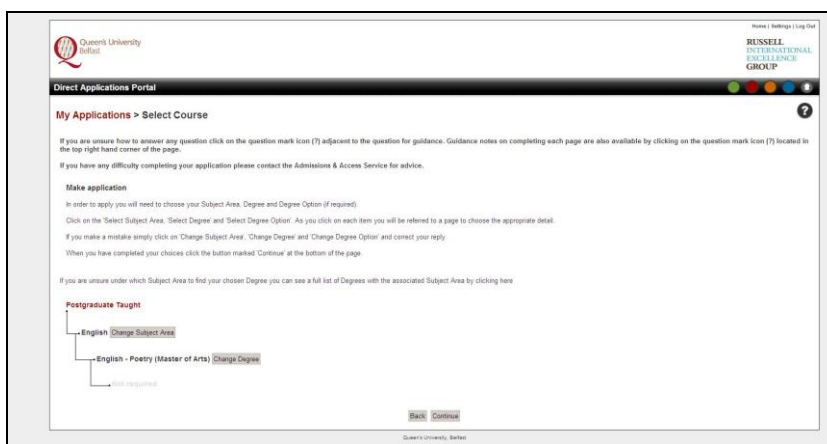
Then, click the 'Select Degree' button.



Then, from the list of degrees select the course you wish to apply to.

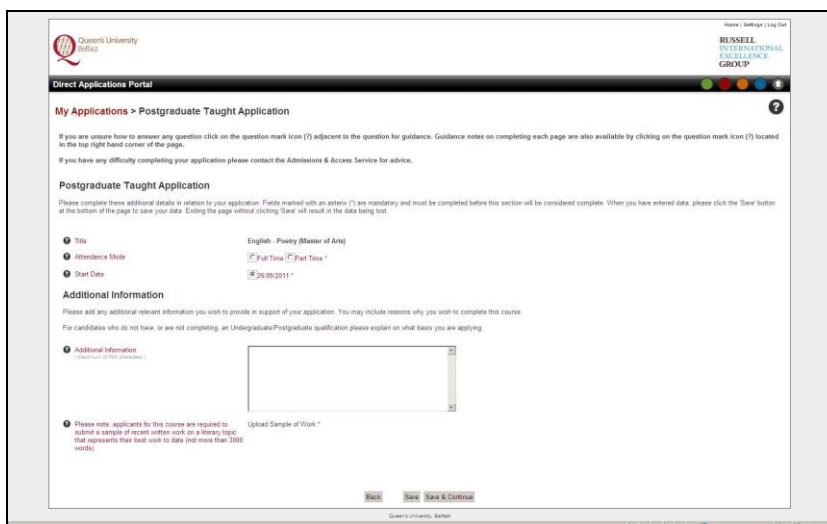


If you are happy with your chosen course click on the 'Continue' button. If you have made a mistake or wish to change the Subject Area or Degree click on the appropriate button or use the 'Back' button.



Occasionally, a degree may have sub-options. If this is the case you will be asked to select the degree option you wish to apply to.

You will then be asked to answer a number of questions about your application:



Attendance Mode

For International students this must be Full Time

Start Date

For Taught Courses this will normally be set to the start of the next academic year. For Research applicants the normal start date is September of the year of entry. However, on occasion a different start may be possible subject to the approval of the School you are applying to. If you wish to start on a different date you should contact the School in the first instance.

Additional Information

This gives you the opportunity to explain why you wish to apply for your chosen course. This is limited to 500 characters.

Research Proposal/Sample of work

For Research programmes and some taught courses applicants are required to upload a Research Proposal or sample of work. If this is required a brief description of what you should upload is provided.

3.4.3 Adding your referee details

When you have completed this you will then be asked to provide the name and contact details for two referees. You must include the email address for your referee. If a reference is required your referee will be contacted by email.

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Direct Applications Portal

My Applications > References

If you are unsure how to answer any question click on the question mark icon (?) adjacent to the question for guidance. Guidance notes on completing each page are also available by clicking on the question mark icon (?) located in the top right hand corner of the page.

If you have any difficulty completing your application please contact the Admissions & Access Service for advice.

Referees Details

Please provide the names and addresses of two referees. These should normally be academics who are familiar with your undergraduate and/or postgraduate studies. If you have taken a higher degree or postgraduate course, one of your referees should normally be from that institution. If you have been away from higher education for some time you may use an employer as one of your referees.

Please do not forward references to the University as these will be requested from your nominated referees by email if required. You should seek the permission of your referees to use their names before submitting your application.

First Referee Email Address

Please enter the email address of your first referee in lower case. You should enter the email address before entering your referee's name and other contact details.

Second Referee Email Address

Please enter the email address of your second referee in lower case. You should enter the email address before entering your referee's name and other contact details.

First Referee Other Details

Please enter the name and other contact details of your first referee below.

Second Referee Other Details

Please enter the name and other contact details of your second referee below.

Fields include: Email, Name, Address Line 1, Address Line 2, Address Line 3, Town/City, County, Country.

3.4.4 Funding your studies

When this information has been saved you will then be asked about how you propose to fund your studies.

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Direct Applications Portal

My Applications > Funding

If you are unsure how to answer any question click on the question mark icon (?) adjacent to the question for guidance. Guidance notes on completing each page are also available by clicking on the question mark icon (?) located in the top right hand corner of the page.

If you have any difficulty completing your application please contact the Admissions & Access Service for advice.

Availability 2011-12

For 2011-12 entry please check the relevant school website for closing dates for Postgraduate Research Awards applications. Further details can be found at <http://www.qub.ac.uk/home/Schools/Departments>

There are eligibility criteria attached to every type of award and therefore not all applications will be eligible for funding.

If you give false information at any stage of the application process, the University reserves the right to cancel any award.

Do you wish to be considered for funding? Yes No

Buttons: Back, Save, Save & Continue

The next page presented will ask for further detail on how you propose to finance your studies. Please note that the questions asked on this page will depend on whether you are applying for a Research programme or a Taught course and how you answered the previous question.

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Direct Applications Portal

My Applications > Funding Your Studies

If you are unsure how to answer any question click on the question mark icon (?) adjacent to the question for guidance. Guidance notes on completing each page are also available by clicking on the question mark icon (?) located in the top right hand corner of the page.

If you have any difficulty completing your application please contact the Admissions & Access Service for advice.

Funding your studies

Self-funding your studies

Tick the check box to indicate that you will be self-funding your studies and then click the button 'Save & Continue'.

Obtaining funding

If you hope to or have already obtained funding you should tick the appropriate check box and enter information about the source of the funding in the space provided.

A limited number of Postgraduate Taught awards may be available. Please check with the relevant School to confirm the application process for these awards. Further details can be found on the School website at <http://www.qub.ac.uk/home/Schools/Departments>. You should indicate that you wish to be considered for an award by ticking the appropriate check box below and completing the source of funding in the space provided.

I intend to self-fund my study

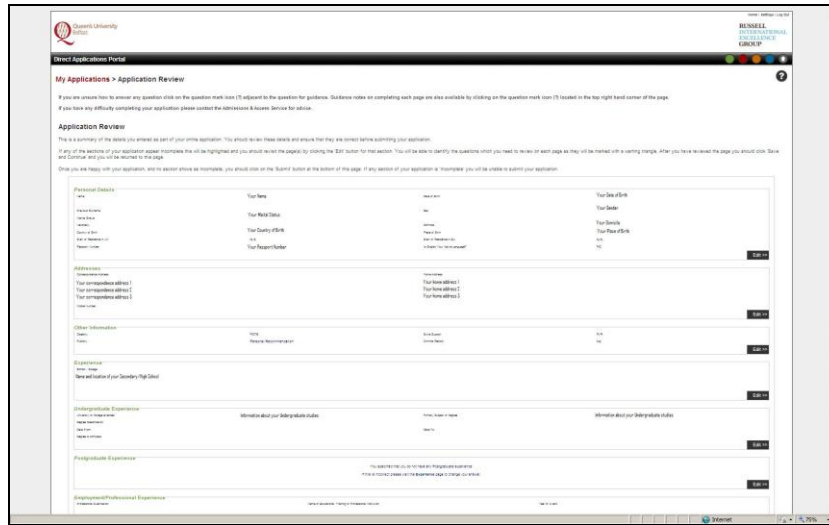
I hope to or have already obtained funding for my studies

Please state the source of funding

Buttons: Back, Save, Save & Continue

3.4.5 Reviewing your application

You have now completed your application and it is ready for submission. Before you submit your application you will be asked to review the information you have entered.



If any section of the application is incomplete this will be highlighted on the above page. By clicking on the 'Edit' button you will be returned to this page of the application to review the details.

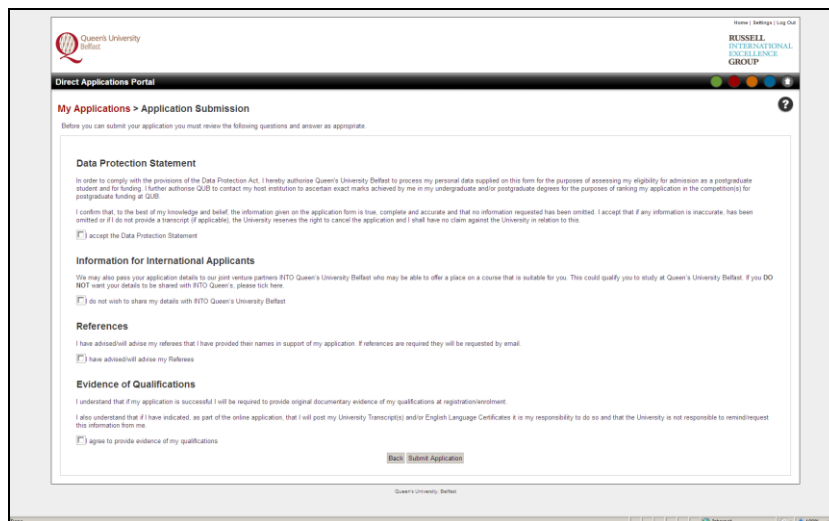
If you wish to update information you can also use the 'Edit' button to return to a specific page to amend your answers.

If you update any section of your application at this stage please remember to click the 'Save and Continue' button at the bottom of that page.

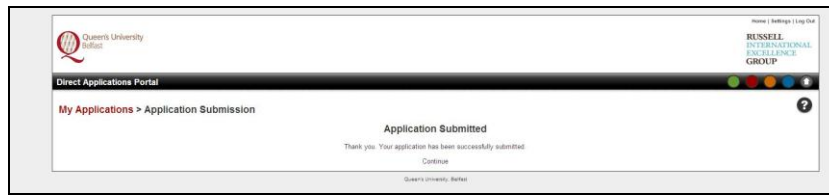
When you are happy with your application click the 'Continue' button at the bottom of this page.

3.4.6 Submitting your Application

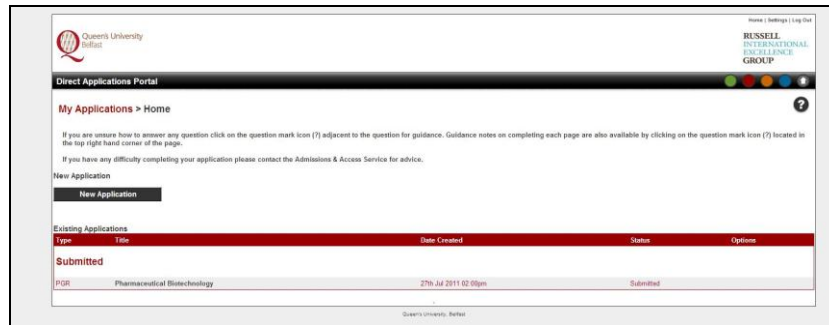
In this section you are asked to accept the University's Data Protection Statement and to confirm other relevant information before you can submit your application.



When you have completed this section click the 'Submit Application' button. You will then be referred to a page to confirm that your application has been submitted.

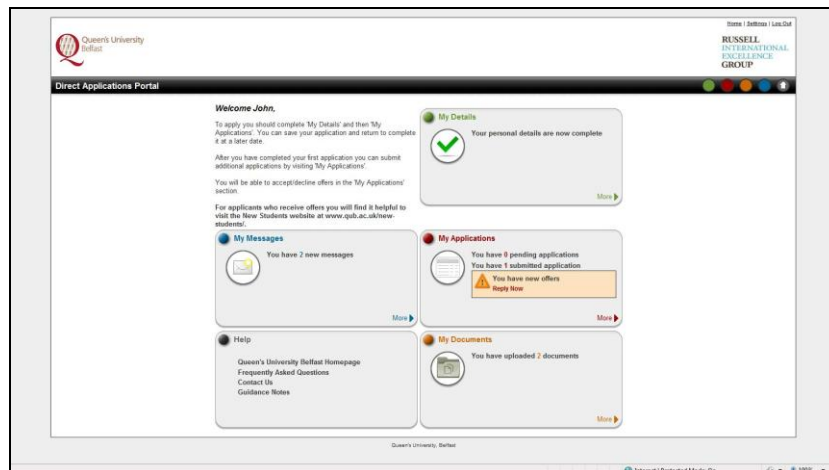


If you return to the 'My Applications' page you will also see confirmation that your application has been submitted.



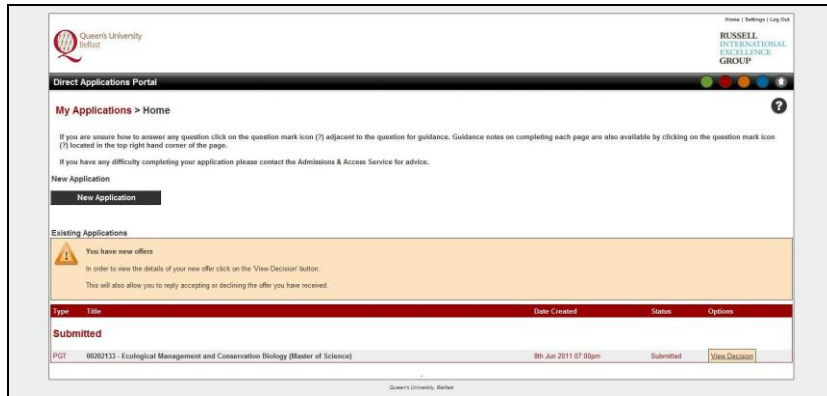
4. Replying to offers

If you are made an offer you will be notified by email and letter. You can reply to your offer via the application portal. When you login to the application homepage any new offer(s) will be highlighted under 'My Applications'.

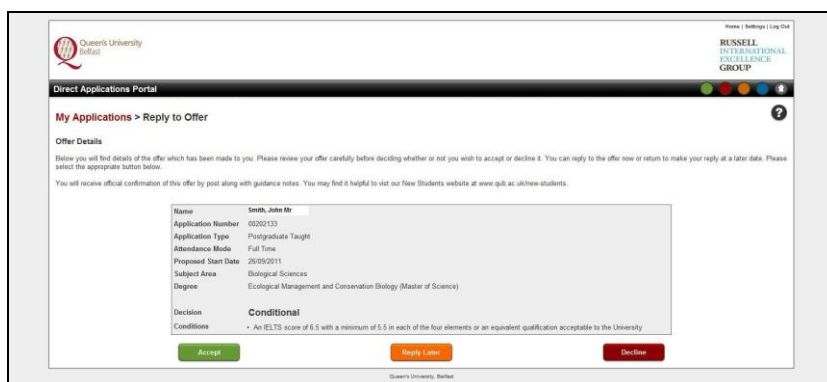


By clicking on the 'Reply Now' link you will be able to view the decision and reply to the offer.

The 'My Applications' page is opened. To view the decision click the 'View Decision' button.

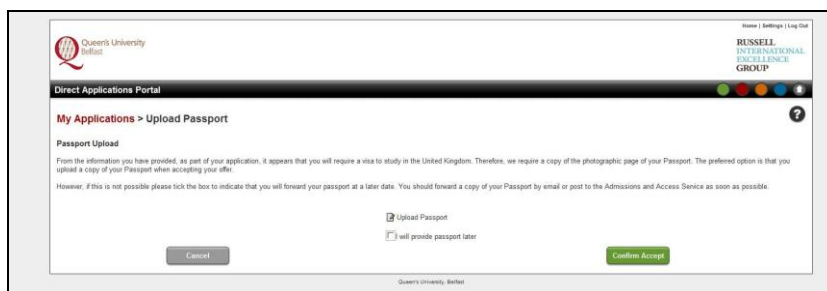


This will open a new page (see below). This page will show the decision, and if the offer is conditional it will show the condition(s). You can then decide to accept, decline or come back and reply later.

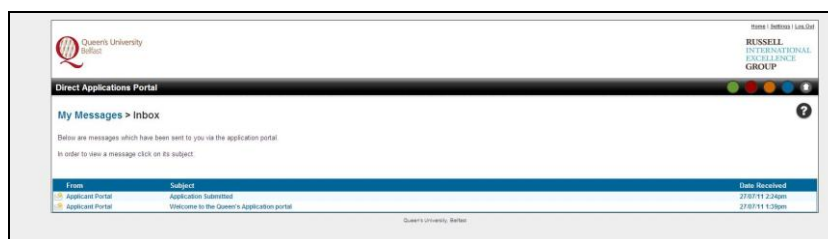


If you choose to accept the offer you will be asked to provide a copy of your passport if you are an international student. This is required so that we can prepare a Confirmation of Acceptance for Studies (CAS) which is required for international (non-EU/EEA) students wishing to study in the United Kingdom.

The preferred option is that you upload a copy of your passport at this stage. However, if this is not possible you can indicate that you will provide a copy of your passport later. You should forward a copy of your passport as soon as possible. You should forward a copy your passport by email (preferred) or post to the Admissions and Access Service.



5. My Messages



The 'My Messages' section can be accessed from the application homepage. The 'My Messages' section will have messages posted to it when you register to use the application portal. Further messages will be posted to confirm that you have submitted your application and when it is updated.

These messages allow you keep a record of your application.

6. My Documents



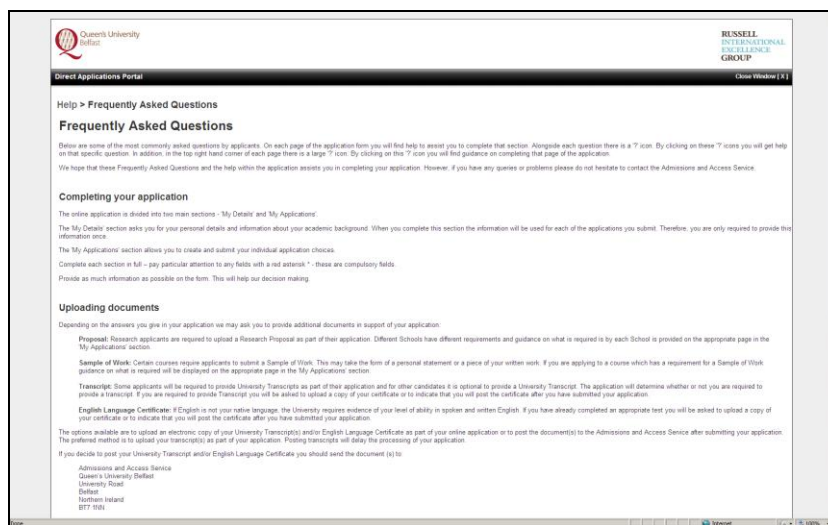
The 'My Documents' section can be accessed from the application homepage. The 'My Documents' section allows you to view the documents you have uploaded in support of your application.

7. My Settings



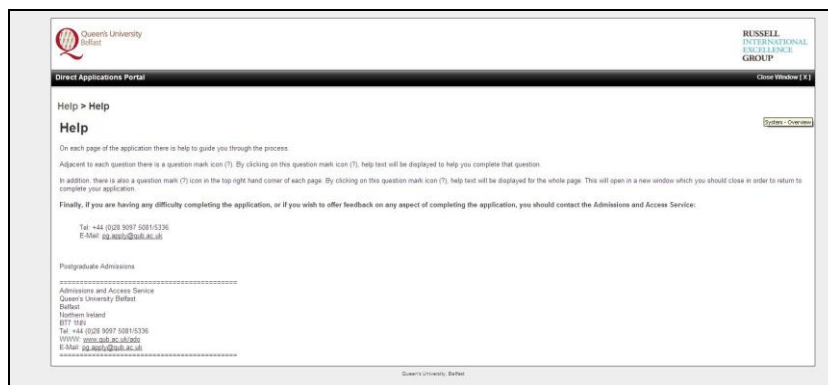
This page can be accessed by clicking on 'My Settings' in the top right hand corner of any page in the application portal. This allows you to change your password. Click the 'Change Password' link and follow the instructions.

8. Frequently Asked Questions



This page provides answers to some of the most commonly asked questions. You will find it helpful to review this section. Should you a question which is not answered please do not hesitate to contact the Admissions and Access Service.

9. Help



The 'Help' page provides contact details for the Admissions and Access Service. Should you have any difficulty completing your application please contact the Office quoting your name, email address and details of the problem you are having.

10. Contact Us

If any at stage of the application process you have any queries please do not hesitate to contact us for advice and guidance.

