

Guidance for two year part-time Master of Education applications

You should download:

- 2 x Application form including photos
- 1 x Ethnic Minority form
- 1 x Disability form
- 2 x reference form. The top half of the reference form should be completed by the applicant and forwarded to each of the proposed referees.
- 1 x College Choice form

You should submit:

- 2 copies of the application form including photos
- 1 copy of the Ethnic Minority form
- 1 copy of the Disability form
- 2 copies of a Statement (*see information below*)
- 2 copies of a Research Proposal (*if applicable, see information below*)
- 1 copy of a Transcript for your undergraduate degree
- 1 copy of the College Choice form

One copy of the application papers is used by the Faculty and the second will be retained by the College that accepts you.

Statement

For all courses except the Educational Research and Individual Research courses.

Applications should be accompanied by a statement of approx 1,500 words outlining the relevance of the course you wish to follow and what you hope to gain from the course.

For applications for the Educational Research thematic course & the Individual Research course

Applications should be accompanied by a statement of around 1,500 words, addressing the following issues:

1. *The topic that you propose to research*
This should consist of a clear outline of the research question or questions and an analytical justification of the choice of topic on academic and educational grounds.
2. *The contribution that your work will make to the field*
This section should show evidence of some prior knowledge of the literature in the chosen field, and should relate the proposed research questions and objectives to a critical appraisal of gaps or issues raised in existing research.
3. *The grounding provided by their previous study and experience*
Applicants should comment on previous experience, e.g. Master's study and/or professional work, and show how this experience has informed their interest in the proposed field of study.

It is likely that in most cases the research questions and methodology will be refined and adapted during the course of the year in consultation with the supervisor. Nevertheless, the quality of this initial presentation is a very important factor in deciding whether to offer a place to an applicant.

Transcripts are required for all degree level courses. These should accompany your application.

A transcript is a list of all the courses you have taken during a programme of study, with the result you obtained, and sometimes the credit value of each course. If you are currently studying, your university registry will be able to produce a transcript of courses you have taken so far. If you have completed your study, the transcript will show your final award (usually as a class or CGPA). If you do not have transcripts

for your courses, please obtain them from the university where you took the course. If the documents are not in English, you must send, in addition, a full translation of each document, translated by a registered translator. There will be a charge for this service. Do not translate the documents yourself. You may be charged for this.

How to get your transcript

You should request them as soon as you can, so that they are ready when you have completed your application form. Go to the academic registry at your University (or write to the registrar if you are no longer there) and order copies of your transcripts. Tell the staff that they should give/send you the transcript in a sealed envelope. They may charge for this service. If you are unable to get new transcripts, you may send copies, but we will need to see the originals, or certified copies, if we make you an academic offer of admission.

Degree Certificates are required for completed degrees or other academic/professional qualifications you tell us about. You will be asked to bring either the original or authenticated copy of certificates plus one photocopy to the Faculty if you are offered an interview.

You may be asked to submit further written work for some courses so that an assessment can be made of your knowledge and the level at which you are working.

G	Please state which MEd course you are applying for. For information consult the webpage: http://www.educ.cam.ac.uk/higherdegreess/med/programme/	
H	<p>All MEd candidates must be accepted as a member of a Cambridge College. Please complete the College Choice form. Please refer to the ‘College information for part-time MEd students’ booklet, downloadable from our website and located on the MEd admissions webpage.</p> <p>If you are currently a member of a College please give name of College:</p> <p>If you have previously been a matriculated student at Cambridge University please answer the following questions:</p> <p>Were you previously registered in the same name? YES/NO If no, please give previous name:</p> <p>Which Cambridge College were you previously a member of?</p>	
I	4. Please list in order all places of higher education attended with dates of entry and completion and details of subjects studied.	(b) Please list against the places attended all degrees, diplomas and other qualifications obtained, with dates and details of examinations, class of degree, grades etc.
1		
2		
3		
4		

J

Please provide brief details of your career and sustained professional development courses together with dates.

From	To	Post held	Name and address of employer

Please also provide details of any other professional experience/achievements relevant to this application.

K

Names and addresses of at least two senior persons, one acquainted with your recent academic work and one from your present place of work whom **you have asked** to write on your behalf indicating your academic fitness and general suitability to undertake the course for which you are applying. References should be sent **direct** to the MEd Course Administrator at the Faculty of Education accompanied by the form provided. ‘Open’ testimonials forwarded by the applicant are not acceptable.

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Your application cannot be considered until two references have been received.

L	<p>Name and address of nearest relative, person or agency who should be informed in case of emergency:</p> <p style="text-align: center;">Telephone:</p>																				
M	<p>(a) If you have already secured financial support for your proposed course at Cambridge, give full details including name and address of awarding body, the annual amount and the duration of the award. One copy of the letter confirming financial support should be attached to each of the application forms:</p> <p>(b) If you have not already secured financial support, give details of any source(s) to which you have applied, or intend to apply, to meet the cost of your proposed course at Cambridge:</p> <p>I Please indicate whether, in the absence of financial support being granted, you would expect to be able to meet the cost of your proposed course from you own private sources:</p>																				
N	<p>If you have submitted a previous application to Cambridge University for admission as a Graduate Student or to a postgraduate course, please state year of application and your surname if different from that stated.</p>																				
O	<p>This document forms the legal basis of your application to Cambridge. We reserve the right to refuse admission in the event of any misrepresentation by you. Submission of an application does not imply an offer of admission. Please read the following statement carefully before you sign your declaration.</p> <ol style="list-style-type: none"> 1. DATA PROTECTION ACT (1998): I agree to the University of Cambridge and Colleges of the University of Cambridge, processing personal data contained in my application papers whether provided in confidence or not by other individuals or institutions, in support of my application, as part of the admissions, registration processes. I recognise that some of the information received by the University of Cambridge and Colleges of the University of Cambridge will have been provided confidentially. I also accept that, should I be made an offer of a place and subsequently register as a student of the University, this information will be retained during and following my studies for administering my progress and for the provision of anonymous statistical returns. 2. I certify that all the information given in this application is complete and accurate and I understand that if I have given false or misleading information the University of Cambridge will not admit me as a Graduate student, and may take legal action against me. 3. I certify that I am the original and sole author of all work submitted as part of this application, except where clearly indicated otherwise. 4. I understand that if my application is unsuccessful, the papers relating to it will be destroyed and the University will not return them to me under any circumstances. <p>Signature: Date:</p>																				
	<p>Application check list: <i>please complete</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Application form x 2 including photos</td> <td style="width: 10%; text-align: center;">[]</td> <td style="width: 40%;">Both references requested</td> <td style="width: 10%; text-align: center;">[]</td> </tr> <tr> <td>Statement x 2</td> <td style="text-align: center;">[]</td> <td>Degree Certificates available</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Ethnic origin form included</td> <td style="text-align: center;">[]</td> <td></td> <td></td> </tr> <tr> <td>Disability form included</td> <td style="text-align: center;">[]</td> <td></td> <td></td> </tr> <tr> <td>Transcripts included</td> <td style="text-align: center;">[]</td> <td></td> <td></td> </tr> </table>	Application form x 2 including photos	[]	Both references requested	[]	Statement x 2	[]	Degree Certificates available	[]	Ethnic origin form included	[]			Disability form included	[]			Transcripts included	[]		
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COLLEGE CHOICE FORM

College membership (please consult the ‘College information for part-time MEd students’ handbook on the MEd admissions webpage <http://www.educ.cam.ac.uk/graduate/masters/med/application/>).

You may choose up to two Cambridge Colleges to consider your application. If you do not indicate a choice in this section, the Faculty will allocate a College for you.

Name (please print)

The following colleges are willing to consider applications from MEd students. You may choose up to two colleges. Please indicate your choice in order of preference

Churchill College	[]
Clare College	[]
Corpus Christi College	[]
Darwin College	[]
Fitzwilliam College	[]
Homerton College	[]
Hughes Hall	[]
Jesus College	[]
Lucy Cavendish College	[]
Magdalene College	[]
New Hall	[]
Newnham College	[]
St Catharine’s College	[]
St Edmund’s College	[]
Selwyn College	[]
Sidney Sussex College	[]
Trinity Hall	[]
Wolfson College	[]

This form must be completed and returned to the Course Administrator (MEd), Faculty of Education, 184 Hills Road, Cambridge CB2 8PQ with your acceptance to an offer of a place on the course.

For your information:

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains details of your ethnic group and any disabilities you have. HESA will pass your record, or parts of it, to any of the following organisations that need it to carry out their statutory functions connected with funding higher education.

- Department for Innovation, Universities and Skills (DIUS)
- Welsh Assembly Government (WAG)
- Scottish Executive (SE) [Scottish Government (SG)]
- Department for Employment and Learning, Northern Ireland (DEL(NI))
- Higher Education Funding Council for England (HEFCE)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Further and Higher Education Funding Council (SFC)
- Training and Development Agency for Schools (TDA)
- Research Councils (RCs)
- Department for Children, Schools and Families (DCSF)

HESA and the organisations listed above will use the information mainly to produce statistics. This may result in information being published and released to other approved users, including academic researchers and commercial organisations. Your record will not be used in a way that could affect you personally and the organisations will take precautions to reduce the risk of you being identified from the information once it is published and released.

While you are a student, we will need to keep your contact details. These do not form part of your HESA record, so HESA and the organisations listed above cannot use this record to contact you.

Towards the end of your studies, we will pass your contact details to the organisation that has been contracted to carry out the National Student Survey. That organisation will use your details only for that purpose, and will then delete them.

Under the Data Protection Act 1998, you have the right to a copy of the information HESA holds about you. You will have to pay a small fee for this. If you have any concerns about your information being used for these purposes, please contact HESA.

HESA
95 Promenade
Cheltenham
GL50 1HZ

Website: www.hesa.ac.uk



UNIVERSITY OF CAMBRIDGE

Faculty of Education

Reference on behalf of an applicant for admission to the two year part-time Master of Education degree
(<http://www.educ.cam.ac.uk/graduate/masters/med/index.html>)

(1) To be completed by the applicant

Applicant's Name		Proposed Study	
Last (family)	<input type="text"/>	Degree Type	<input type="text"/> <input type="checkbox"/> Part Time
First (personal)	<input type="text"/>	Proposed route	<input type="text"/>
Title	<input type="text"/> (Mr/Mrs/Miss/Dr etc)		<input type="text"/>
Contact Details		Application Number (if already available)	
Email	<input type="text"/>	<input type="text"/>	
Telephone	<input type="text"/>	<input type="text"/>	
Date of Birth		Applicant's Signature	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
DD	MM	YYYY	
Sex		Signature	
<input type="checkbox"/> Male		<input type="text"/>	
<input type="checkbox"/> Female		Date (DD/MM/YYYY)	

(2) To be completed by the referee

Referee's Name		Referee's Contact Details	
Name	<input type="text"/>	Email	<input type="text"/>
Position	<input type="text"/>	Telephone	<input type="text"/>
Institution		Address	
Institution Name	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	City	<input type="text"/>
	<input type="text"/>	Country	<input type="text"/>
How long have you known the applicant? <input type="text"/>			
In what context do you know him/her? <input type="text"/>			

This form is not the reference.

The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card. The reference should also be signed, as we cannot accept electronic or scanned signatures. Please address references to The MEd Administrator.

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought. Also include any other information which you think is relevant to the application. If the applicant's native language is not English, please comment on the applicant's level of fluency and proficiency, particularly in the context of their academic work, if known. If the applicant is intending to study part-time, please include a statement about his/her ability to manage different responsibilities simultaneously. The course will demand the ability to sustain fairly intensive part-time study over a period of two years, and to contribute to the critical discussion of educational issues with other professionals in a group situation.

(3) DECLARATION AND DATA PROTECTION

DATA PROTECTION ACT (1998): Please indicate, by ticking one of the boxes below, whether or not you agree to this reference being released to the person in respect of whom it is written, should that person seek its disclosure. If you do not indicate a preference below, we will assume that you do not agree to the disclosure of your reference if the person concerned seeks its disclosure. Please note that there might be circumstances under which the University would be required to make a disclosure irrespective of your wishes. In such a case, your name would not be disclosed. However, the University will treat your reference in strict confidence insofar as the law permits.

- I DO NOT agree to the release of this reference if the person concerned seeks disclosure
- I agree to the release of this reference if the person concerned seeks disclosure

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that the University of Cambridge may refuse admission if it discovers that any information given has been falsified or is inaccurate.

<input type="text"/>	<input type="text"/>
Referee's Signature	Date (DD/MM/YYYY)

(4) DELIVERY

To deliver, please send the reference direct to the MEd Administrator, Faculty of Education, 184 Hills Road, Cambridge, CB2 8PQ.

PLEASE COMPLETE AND RETURN WITH THE APPLICATION FORM.

Disclosure of disability or medical condition

The Faculty of Education aims to make reasonable adjustments to the arrangements for the Masters course in order to avoid disadvantaging any student. Therefore we encourage you to disclose any disability or medical condition you may have to enable both the Faculty and the Disability Resource Centre to assess your support needs and ensure we are meeting our fire safety obligations under the Fire Safety Act of October 2006.

Under the Disability Discrimination Act 1995, a disability is any physical or mental impairment which has a substantial and long term adverse on an individual’s ability to carry out normal day to day activities. We invite disclosure from anyone who feels they may have a disability or other condition which is likely to require additional support during their time at Cambridge.

By completing this section you will be put in contact with the Disability Resource Centre to establish what support, if any, is required to enable you to study effectively. The Disability Resource Centre works closely with the Board of Graduate Studies Admissions Office. In order to prevent any delay in processing your application, please respond promptly to any contact from the Disability Resource Centre.

I have or I am (tick one box only)

I have no disability (00)	I have a physical impairment or mobility issues (e.g. difficulty using arms/using a wheelchair or crutches) (56)
I have two or more impairments or disabling medical conditions (08)	I am deaf or have a serious hearing impairment (57)
I have a Specific Learning Difficulty (e.g. Dyslexia/Dyspraxia/AD(H)D (51)	I am blind or have a serious visual impairment uncorrected by glasses (58)
I have a social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder (53)	I have a disability, impairment or medical condition not listed above (96)
I have a long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy (54)	Information refused (97)
I have a mental health condition (e.g. depression/schizophrenia/anxiety disorder) (55)	

Disability Status (tick one box only)

I have a disability and am in receipt of Disability Living Allowance (4)	
I have a disability and am not in receipt of Disability Living Allowance (5)	
I have a disability and do not wish to give information about DLA (9)	
Not applicable	

Please provide further details of the condition you have indicated above. Please include any specific support needs you have and what support you received during your previous studies.

.....

Please note by signing this declaration, you are giving your consent for the information on this form to be shared with others in the Faculty (strictly on a ‘need to know basis’). This is to allow us to meet your support needs as effectively as possible.

Name: Course

Address:

..... Postcode:

Please return to: The MEd Course Administrator, Higher Degrees Office, Faculty of Education, 184 Hills Road, Cambridge CB2 8PQ

Please complete this and return with your application form:

Ethnic Origin (tick one box only)

White	(10)	
Black or Black British – Caribbean	(21)	
Black or Black British – African	(22)	
Other Black background	(29)	
Asian or Asian British – Indian	(31)	
Asian or Asian British – Pakistani	(32)	
Asian or Asian British – Bangladeshi	(33)	
Chinese	(34)	
Other Asian Background	(39)	
Mixed – White & Black Caribbean	(41)	
Mixed – White & Black African	(42)	
Mixed – White & Asian	(43)	
Other Mixed Background	(49)	
Other Ethnic Background	(80)	
Information Refused	(98)	

Name:(optional)

How to determine your fee status

1. Who determines my fee status?

The Faculty has responsibility for determining your fee status for the purpose of paying the University Composition fee. If you wish to be classified in a way which is not obvious from the information given on your application form, you must supply documentary evidence in the form of a passport showing Home Office certification, letters from the Home Office and other material deemed appropriate by the Faculty to prove your status.

The faculty must comply with UK government regulations when it is making fee assessments.

2. How to complete the application form

Country of Permanent Residence: where you normally live, not where you are visiting.

Nationality: as shown on your passport. You should give only one nationality. If you have dual nationality and are unsure what to enter, you should choose as follows:

- British national, enter 'United Kingdom'
- non-UK national, enter the name of one of the countries of which they are a national.

UK Visa Status: If you are not a UK national but have one of the following, please indicate this:

- Fixed-term visa (TEMPORARY)
- Indefinite leave to remain, (ILR)
- British Passport holder (BPH)
- otherwise leave the box blank.

3. What to do if you do not agree with the fee status we have given you?

When the Faculty makes an offer, your fee status will be stated clearly.

Your fee status will be assessed according to the information you give us on your application form. The fees that you are required to pay will be based on this assessment. Details of how we assess fee status are set out at 4 below. Further information can be obtained from the **Council for International Education** at www.ukcisa.org.uk or by ringing their student helpline at +44 (0) 20 7107 9922 (**Members Helpline for FOE staff only: 0845 166 8387**). Having considered the guidance available, if you believe we have not made the correct assessment, please complete the fee status questionnaire attached, and provide evidence in support of your belief that you are entitled to be treated differently. Such evidence might be:

- Your passport, especially if it contains immigration stamps proving that you have permission to remain in a country where you are not a national
- Written permission to remain from the Home Office or Immigration Service of that country
- Evidence of where you have been resident in the last three years and why

The fee status questionnaire should be returned to: the **MEd Administrator, Faculty of Education, 184 Hills Road, Cambridge, CB2 2PQ**

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 Awards 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.

4. Criteria for classification as Home or EU/Exchange student

The table below shows the criteria for classification as a Home, EU or Exchange student. All students not defined as Home or EU will be considered as Overseas students. The definition of Overseas student adopted by the University for the payment of University Composition Fees is liable to be changed from time-to-time in order to comply with the requirements of UK legislation. For the up-to-date position go to: www.ukcosa.org.uk/images/tuitionfees.pdf

- a) Any student who on 1 September, 1 January or 1 April closest to the beginning of the first term of their course is settled in the UK within the meaning of the Immigration Act 1971 and the Immigration and Asylum Act 1999(1) and has been ordinarily resident in the UK and Islands(2) throughout the three-year period preceding that date provided that the student has not been resident in the UK during any part of that three-year period wholly or mainly for the purpose of receiving full-time education.
- b) A student who is a national of a member state on the European Union or who is the son or daughter of such a national and in each case has been ordinarily resident in the European Economic Area(3) (EEA)/Switzerland/EU Overseas Territories throughout the three-year period defined in paragraph (a) provided that the student has not been resident therein during any part of that three year period wholly or mainly for the purpose of receiving full-time education(4).
- c) A student who is an EEA migrant worker(5) or who is the spouse/son/daughter of an EEA migrant worker and has been ordinarily resident within the EEA throughout the three year period defined in paragraph (a) provided that the student has not been resident therein during any part of that three year period wholly or mainly for the purpose of receiving full-time education.
- d) Any student who would qualify under paragraphs (a), (b) or (c) except that the student's spouse, parent or guardian on whom the student was dependent was temporarily(6) employed outside the UK and Islands or outside the EEA and who for that reason alone has not been ordinarily resident there throughout the three-year period.
- e) Any student who is a refugee ordinarily resident in the UK and Islands or who has been granted special leave to enter and remain there and who has not ceased to be ordinarily resident there since he or she was recognised as a refugee or was granted special leave to remain or enter.
- f) Any student who was admitted to his or her course as part of the arrangements for fully reciprocal exchange of students with an institution outside the UK.

Definitions

- (1) Settlement is defined in the Immigration Acts as being ordinarily resident in the UK without being subject under the immigration laws to any restriction on the period for which the person in question may stay in the UK.
- (2) The Channel Islands and the Isle of Man
- (3) The European Union together with Iceland, Liechtenstein and Norway.
- (4) Education undertaken at any age which precludes undertaking any other activity which is defined as full-time.
- (5) In order to acquire the right as a migrant worker to be excluded from the category of Overseas student, a student must have been employed in the UK since last entering the UK. The subject matter of the student's course must be related to the student's activity as an employed person. If the student is the son/daughter or ward of a migrant worker, he/she must have been resident in the UK as a consequence of a parent's/guardian's employment in the UK.
- (6) Temporary for this purpose means as part of the three-year qualifying period. Absences exceeding the period will be deemed to be permanent.

Fee status assessment questionnaire

Please complete the following form only if you believe we have assessed your fee status incorrectly, and return it enclosing evidence of your nationality, immigration status and residence in the past three years.

NAME	
ADDRESS	
NATIONALITY (Citizenship)	<i>If you have citizenship of two or more countries please list both/all</i>
NATIONALITY OF FAMILY MEMBERS MOTHER: FATHER: SPOUSE: OTHER:	<i>If someone other than your biological mother/father takes the role of parent to you (for instance step parent, adoptive parent) please state their nationality and relationship to you</i>

IMMIGRATION STATUS: tick ONE category only		Date status granted
British Citizen or Commonwealth national with Right of Abode		
Granted Indefinite Leave to Remain in the UK		
Refugee status		
Child or spouse of a person with refugee status		

Refused refugee status but granted:		
• Exceptional Leave to Remain in the UK		
• Humanitarian Protection		
• Discretionary Leave to Remain in the UK		

Child or spouse of a person refused refugee status but granted:		
• Exceptional Leave to Remain in the UK		
• Humanitarian Protection		
• Discretionary Leave to Remain in the UK		

CURRENT AND RECENT RESIDENCE

Country	
Date your residence began	

Please describe briefly the main PURPOSE of your residence (for example, were you joining other family members, taking up employment, undertaking education? If two or more factors were equally important, please give them both.)

Please give details of any other country or countries in which you have been resident during the past **three** years:

Country of residence	Dates when resident	Main purpose for residence

Please continue on a separate sheet if necessary.

EUROPEAN ECONOMIC AREA NATIONALS (INCLUDING SWISS NATIONALS) AND MIGRANT WORKERS

If you are

(a) a non-British EEA national;

(b) a Swiss National;

© a British national who has worked in another EEA country; or

(d) the spouse or child of a person in any of these categories

AND ARE RESIDENT IN THE UK, please complete the following section:

Are you, your spouse or either of your parents currently employed in the UK?

Self	Yes/No	Please supply details
Spouse	Yes/No	Please supply details
Parent	Yes/No	Please supply details

Are you, your spouse or parents actively looking for work in the UK? Yes/No

Signature of Applicant _____ Date _____

Please return to: MEd Administrator, Faculty of Education, 184 Hills Road, Cambridge, CB2 8PQ