



UNIVERSITY OF CAMBRIDGE

Faculty of Education

A guide to your Offer and its Conditions

This booklet contains important information, and is intended to provide you with guidance about your offer and the Terms of Admission which apply to it. If there is anything in your conditional offer that worries or confuses you, please read all the guidance in this booklet before contacting us.

We very much hope that you will accept your offer and join us as a PGCE Trainee.

If your admission is confirmed, it is important that you carefully read the policy documents below.

The following document contains information on the regulations of the University and the responsibilities that will apply to you as a graduate student:

General Regulations for the Postgraduate Certificate in Education
<http://www.admin.cam.ac.uk/univ/so/pdfs/2019/ordinance07.pdf>

All offers made for PGCE study at the University of Cambridge are subject to the Terms of Admission provided with your offer and to the Statutes, Ordinances and Regulations of the University. This booklet is non-contractual and, in the event of any conflict between this booklet and the Terms of Admission, the Terms of Admission take precedence.

Contents

1.	THE COURSE WE HAVE OFFERED YOU	3
1.1	TITLE OF PROGRAMME	3
1.2	MODE OF STUDY	3
1.3	TERM OF ADMISSION AND START DATE	3
1.3.1	<i>Week one of the course</i>	3
1.4	FEE STATUS	3
2.	YOUR CONDITIONAL OFFER	4
2.1	MEETING YOUR CONDITIONS	4
2.2	DEADLINES FOR MEETING YOUR CONDITIONS	4
2.3	ACCEPTING YOUR OFFER	4
2.4	ACADEMIC CONDITIONS	5
2.4.1	<i>Electronic transcripts</i>	5
2.4.2	<i>Original documents</i>	5
2.4.3	<i>Certified Copies</i>	6
2.4.4	<i>Translations</i>	6
2.4.5	<i>Academic Condition not met</i>	6
2.4.6	<i>Students currently studying at Cambridge</i>	6
2.5	OVERLAPPING COURSES (COMPLETION OF ONGOING STUDY)	6
2.6	ENGLISH LANGUAGE CONDITIONS	7
2.7	COLLEGE MEMBERSHIP & ACCOMMODATION	7
2.7.1	<i>Accommodation</i>	8
2.7.2	<i>Changing College</i>	8
2.7.3	<i>Students currently studying at Cambridge</i>	8
2.8	OTHER CAMBRIDGE OFFERS	8
3.	FINANCIAL MATTERS	9
3.1	CALCULATING FINANCIAL LIABILITY	9
3.1.1	<i>Assessing living costs / Maintenance</i>	9
3.1.2	<i>Dependants</i>	9
3.1.3	<i>Additional Costs</i>	9
3.1.4	<i>Foreign Currency</i>	9
3.1.5	<i>Sending Payment</i>	10
4.	VISA REQUIREMENTS	10
4.1	CONFIRMATION OF ACCEPTANCE FOR STUDY (CAS)	10
4.2	ADDITIONAL VISA INFORMATION	11
4.3	STUDENTS CURRENTLY STUDYING AT CAMBRIDGE	11
4.4	DOCUMENTATION	11
4.4.1	<i>Passport</i>	11
4.4.2	<i>Current or previous UK visas</i>	12
5.	OTHER INFORMATION AND COMMON QUESTIONS	12
5.1	WITHDRAWING	12
5.2	CHANGING COURSES	12
5.3	DEFERRING OFFERS	12
5.4	INTELLECTUAL PROPERTY	12
5.5	CANDIDATES WITH DISABILITIES, OR PHYSICAL OR MENTAL IMPAIRMENTS	13
5.6	STUDENTS' UNION	13
6.	CONTACTING THE PGCE ADMISSIONS OFFICE	13
6.1.2	<i>Postal address</i>	13

1. The course we have offered you

1.1 Title of Programme

The title of the programme you are being offered is the Postgraduate Certificate in Education.

This course is self-contained and is of ten months duration. If you complete it successfully, at the end of the programme you will be eligible to be awarded the PGCE by the University of Cambridge. Subject to the Faculty being able to confirm that you meet the standards for fundamental English and Mathematics set by the Department of Education, you will also be recommended for QTS status.

If you decide that you wish to progress to the second year of your MEd on completion of your PGCE you will need to apply via the University's Postgraduate Admissions Office.

1.2 Mode of study

The PGCE is a full time course and full attendance is expected.

1.3 Term of Admission and Start date

Admission to the PGCE happens before the beginning of the University's Michaelmas (Autumn) term. The official first day of the course is noted in your offer letter.

Your admission MUST have been confirmed before you start your course at Cambridge.

1.3.1 Week one of the course

The first week of the course is a compulsory week spent in a primary school of your choosing. You are advised to make arrangements for this placement as soon as possible after accepting your offer.

1.4 Fee Status

We have assessed your fee status on the basis of the information you provided on your application form. The amount of money you are asked to undertake to provide for your financial condition is based on this assessment. An overview of how we assess fee status is provided on our website:

<https://www.graduate.study.cam.ac.uk/finance/fees/what-my-fee-status>

Further information can also be obtained from the UK Council for International Student Affairs (UKCISA) at www.ukcisa.org.uk or by calling their student helpline on +44 (0)20 7107 9922. UKCISA provides guidance on which categories of students are entitled to Home fees – this can be found at: <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082>

Having considered the guidance available, if you believe we have not made the correct assessment, you may request a re-assessment. Further information on how to do this can be found on our website: <https://www.graduate.study.cam.ac.uk/finance/fees/fee-reassessment>.

Please note that until further guidance is issued by the UK government on assessing the fee status of EU/EEA nationals, whether with settled or pre-settled status or not, we will assess all these students as overseas. If guidance later suggests that this is not correct, such cases will be revisited automatically – you do not need to contact us in these circumstances.

Please Contact the PGCE office for further information

The University has no discretion in the assessment of your fee status, which is strictly regulated by the UK Government. The University is required to comply with the terms of the UK Government Student Fees and Awards Regulations. Evidence will be checked rigorously and there is no guarantee that submission of a reassessment form will result in a change to your fee status.

2. Your Conditional Offer

When a formal conditional offer has been made by the PGCE Office, this will appear on your DfE Apply account and you will receive an email from UCAS notifying you that your status has changed. You will then receive a formal offer letter from the Faculty of Education outlining the conditions of the offer. These are the only documents that constitute an offer of admission. No other correspondence (eg. from a College) constitutes a formal offer of admission to the University.

2.1 Meeting your conditions

You will need to send supporting documentation to the Faculty as evidence for meeting each condition. We will assess this evidence and, if the evidence you have provided is sufficient to meet an offer condition, this condition will be recorded in our system as met.

If the documents you have sent to us are not sufficient to meet your offer condition(s), we will alert you to this, and what you need to do to meet the condition(s), by email.

When you have provided evidence that you have met all of your conditions of offer, we will update your DfE Apply to show that your offer has been made unconditional. Under no circumstances should you attempt to come to Cambridge to begin your course until we have notified you that your offer is unconditional.

2.2 Deadlines for meeting your conditions

You must satisfy all conditions of offer by 31st July prior to your entry in September.

It is your responsibility to make sure any documents required to meet offer conditions are provided **before** this deadline, and to allow for processing times.

Applicants should also be aware that many Colleges will not offer accommodation until all offer conditions have been met.

If you need more time to meet the conditions of your offer, you should contact the PGCE Office as soon as you are aware of this, to discuss your situation.

2.3 Accepting your offer

If you accept your offer, you agree to the University of Cambridge PGCE Terms of Admission which were provided to you with your offer letter, along with this document.

You should only accept your offer if you definitely wish to accept a place at Cambridge. You can do this via your DfE Apply account before you have met all your offer conditions. The deadline for accepting your offer of admission is set by UCAS.

You will need to accept your offer, and meet all offer conditions, before we can confirm your admission to Cambridge.

2.4 Academic Conditions

The format of documents required for meeting the academic conditions is strict as this enables us to confidently verify the authenticity of your degree and GCSEs, and the level achieved.

Type of Document - degree

To meet an academic condition you will be required to send **one** of the listed documents below:

- i. a secure electronic version of your **final** transcript/certificate
or
- ii. an original **final** transcript/certificate
or
- iii. a certified copy of your original **final** transcript/certificate

Content of Transcript/certificate

The final transcript **must** show **all** of the following (you will also need to provide a degree certificate if the transcript doesn't contain all the information required):

- i. The **final** classification/average score/grade
- ii. The date the degree was awarded
- iii. The formal title of the degree
- iv. The name of the institution that awarded the degree
- v. If you took your degree outside the UK, the transcript must also include an explanation, in English, of the marking scheme used for your degree
- vi. If the documents are not in English, you must send a translation
- vii. If you took your degree outside the UK we require a statement of comparability from UK Naric (<https://www.naric.org.uk/naric/>) that your degree is equivalent to a UK Honours degree.

Type of Document – GCSEs

- i. an original GCSE certificate, or replacement certificate issued by the Exam Board
or
- ii. a certified copy of your original GCSE certificate, or replacement certificate issued by the Exam Board
or
- iii. a **Certified Statement of Results** issued by the Exam Board
- iv. If you took your qualifications outside the UK we require a statement of comparability from UK Naric (<https://www.naric.org.uk/naric/>) that your school leaving qualifications are equivalent to GCSE English Language and Mathematics at Grade C/4 or above. If UK Naric state that English is taught as a second language in the school system you attended then you would need to take an Academic IELTS test (see 2.6)
- v. If the documents are not in English, you must send a translation.

Transcripts/certificates sent via email are not acceptable.

2.4.1 Electronic transcripts

Your official final degree transcript/certificate may be sent to us electronically if your institution has a secure electronic transcript system (eg. Digitary or HEAR). You will need to contact your institution to see if they offer this facility. If they do, you will need to supply them with the email address of your admissions administrator. Your institution will then be able to email us with a link enabling us to access and view your transcript online.

2.4.2 Original documents

Original final transcripts/certificates should be sent to the Faculty's postal address (see section 6.1.2). **Do not send them to any other part of the University** as this will delay the processing. We would expect original

final transcripts/certificates to include marks of authenticity (eg. watermarks, embossing, Institutional ink stamps).

2.4.3 Certified Copies

A certified copy should have an original ink stamp confirming that it is a true copy of the original, together with an ink signature. We are able to accept copies certified by:

- a) The Institution which issued the original document
- b) A lawyer/solicitor/attorney
- c) A commissioner for oaths
- d) The British Council
- e) Post Office Identity Document Checking Service

We do not accept copies of transcripts or certificates that have been certified by a translator.

Do not write on academic documents yourself, for any reason.

Certified copies must be stamped on each page OR stamped across the seal of the envelope or across the staple/document join. If they were sent to you in a stamped envelope, please do not open the envelope.

2.4.4 Translations

If the documents you are sending are not in English, you must obtain a translation into English from an official translation service (such as the British Council). There may be a cost for this service. **You must send both the translation and the original documents together.** Do not write on academic documents yourself, for any reason.

2.4.5 Academic Condition not met

If you do not achieve the grade required in your academic condition(s) please email a copy of your final transcript/certificate, with a statement of explanation that you have not met the condition and, if relevant, any mitigating circumstances.

We will consider your final results and may contact your University Tutor, with your written consent, to request a further reference. We will then make a decision on whether we are still able to admit you. We will notify you of our decision, and if the decision is not to admit then your application will be withdrawn.

2.4.6 Students currently studying at Cambridge

If you are currently studying a course at Cambridge you are still required to send us your final transcript/degree certificate.

If your results do not meet the academic condition set, we will undertake the procedure outlined above.

2.5 Overlapping Courses (Completion of ongoing study)

Students are **not permitted** to follow a course at either Cambridge or another institution while they are registered for a full-time Cambridge degree. A full-time student who, once admitted to the University, takes up a course of study at another institution will be removed from the register until such time as the other course has been completed.

If you are currently registered as a student on a course but have not been set a condition to achieve a particular grade or pass mark in this course, any offer made is conditional upon you completing or intermitting your study before the start of the PGCE course. Please send us a copy of your final transcript/certificate or letter from your University confirming that you have completed or been given permission to intermit from your current course.

Student visa: If you hold a **Student** visa for another UK institution, and you withdraw or intermit from that institution, you will be required to apply for a new **Student** visa **from overseas** for study at the University of Cambridge.

2.6 English Language Conditions

If you are set a Language Condition to undertake the Academic IELTS test the following requirements must be met:

- All elements must be passed at the required level in one sitting.
- We do not accept part-scores from several different tests.
- We do not accept test scores that will be more than two years old by the start date of your course.

www.graduate.study.cam.ac.uk/international/competence-english

Please make arrangements to take the test as soon as possible. Test centres often become fully booked and if you delay making arrangements, it may be difficult to book a test before the deadline for meeting the conditions of your offer. You should also allow sufficient time to take a further test, in case you do not meet the required levels immediately.

You will not be permitted to take up your place if you do not meet the English language condition set. It is a requirement of the UK Department for Education that every entrant to a PGCE course has a GCSE (grade C/4) in English Language, or the equivalent. We accept the academic IELTS test as equivalent where the score meets the level specified in your condition. This means that even those with extensive experience working or studying in English will need to take this test if they do not hold another equivalent qualification.

You should send us the original version of the test report, or a certified copy.

2.7 College Membership & Accommodation

It is a condition of your offer that you must also apply, and be accepted, for membership at one of the Colleges of the University. **Please do not contact any of the Colleges directly to arrange your own membership.** The Faculty will apply for membership of your preferred College(s) on your behalf only after you have formally accepted your offer via DfE Apply.

It is not possible to change your preferences once this process has begun.

Colleges which still have spaces remaining will consider your application automatically based on the preferences you indicated on your application form for admission. If a College you have selected as a preference is full, they will not consider your application and your application will be sent on to the next College.

If you are unsuccessful at your first and second preferences, your application will be sent to an appropriate College at the Faculty's discretion.

All those receiving conditional offers from the University will in due course receive such membership. College membership will be confirmed by email, and the College will also contact you directly. Please respond directly to the College, and provide them with the further documentation they require to confirm your membership.

If you are not happy with this offer of membership, and choose not to accept it, your admission to the University will not be confirmed and you will not be able to take up your place at Cambridge.

Please note that securing College membership does not mean that the University has confirmed your application and will admit you. You must receive formal confirmation of admission from the Faculty before you begin your study at Cambridge.

Your College will collect your University Composition Fee. (section 3.1.5)

2.7.1 Accommodation

College membership does NOT constitute an offer of College accommodation, and a College room cannot be guaranteed. Your College will normally help you to obtain accommodation, but many Colleges do not allocate College accommodation until all offer conditions have been met and admission has been confirmed, and therefore the earlier you meet all your conditions, the better your chances of obtaining College accommodation.

If you are unable to meet your offer conditions by the relevant deadlines, or your College is unable to offer a room, you may find that you have to make your own arrangements for accommodation. The University's Accommodation Service is available to assist with this:

<http://www.accommodation.cam.ac.uk/>

Graduate students of the University are required to live within ten miles of central Cambridge. If you wish to live further away than this, you will need the permission of your college. However, for PGCE students, colleges are usually very willing to agree sensible arrangements.

2.7.2 Changing College

Once you have accepted membership of a College, you will not be able to request a change of College unless there are very good reasons (see below), and your College agrees to release you from membership.

If you have a disability, other serious medical needs, a religious or a special family need you should contact the Graduate Tutor of the College that has accepted you to discuss what adjustments can be made to meet your needs. If adjustments cannot be made, then the Graduate Tutor may recommend a transfer of College, which would be considered by a panel of colleges.

Without a College membership your admission will not be confirmed, and you will not be able to take up your place at Cambridge.

2.7.3 Students currently studying at Cambridge

If you are already a member of a College at Cambridge and would like your current College to consider you for membership, you must have selected this College on your application form for admission. If you did not select your current College on your application form, your papers will not be automatically sent to this College for consideration.

If you choose to select a different College as a preference, we recommend that you inform your current College as a courtesy.

2.8 Other Cambridge offers

If you have made more than one application to Cambridge, it will be a condition of acceptance of any offer that you withdraw the other applications (whether or not those applications have received offers). If you

have received more than one offer, you may choose which one you accept, but you may only accept one offer and only that offer may be confirmed. The deadline for accepting a PGCE offer is set by UCAS and you must make a decision within this timeframe.

3. Financial Matters

For guidance on the costs of your course see section 3.1.

If you are admitted, neither the University nor the Colleges will support you financially in the event that you cannot fulfil the commitment outlined in your offer letter. We reserve the right to terminate your course of study in those circumstances. You cannot rely on gaining funding once you have taken up your place, nor can you take paid work to pay for your course whilst studying.

Please note that your College may ask you to provide evidence of your ability to meet the full costs of the course before you arrive in Cambridge. **If you are eligible for a Department for Education bursary, you should note that this will be paid monthly in arrears, and you will not therefore be able to use it to meet your liability for fees.** If you are in any doubt about whether you have sufficient funds for your fees and living costs you should ensure this situation is resolved before taking up your place.

3.1 Calculating Financial Liability

Details about fees and cost of living expenses can be found on our website:

<http://www.educ.cam.ac.uk/courses/pgce/applying/costs/>

3.1.1 Assessing living costs / Maintenance

When we estimate the amount required to cover your living costs we include rent, food, bills, clothing and books. Non-essential items are not included in our estimate. Please note, therefore, that this is the minimum that you will require.

3.1.2 Dependants

If you intend to bring your family with you, you will need to ensure provision for their living costs.

Neither the University nor the Colleges undertake to support your dependants financially, so you should ensure in advance that you can continue to support them financially during your study.

The cost of childcare in Cambridge is high and you are strongly advised to obtain information on these costs

<http://www.admin.cam.ac.uk/univ/childcare/>

3.1.3 Additional Costs

You should expect that costs of travel to placements may cost you up to £500 for the course.

3.1.4 Foreign Currency

If your capital is in a currency other than sterling, you should consider taking professional advice on converting it to sterling at the beginning of your course, in case of a drop in value.

If you cannot pay your fees and bills when required, you will have failed retrospectively to meet the financial condition of your offer. We reserve the right to terminate your course of study or research in those circumstances. You cannot rely on gaining funding once you have taken up your place, nor can you take paid work to pay for your course.

Fees are only payable in £ sterling either by cheque or bank draft. The Colleges cannot accept payment by credit card.

3.1.5 Sending Payment

The University Composition Fee should be paid **to your College** when you arrive. Please contact your College directly about this. Your College may ask you to pay the University Composition Fee for the whole of your course as soon as you arrive. Certain College payments might be required in advance. Please contact your College for further information.

You will also need to have access to funds to cover your living costs. This means that you will need **immediate access to sufficient funds** to meet the costs outlined in section 3.1 before you begin your course.

Fees are only payable in £ Sterling either by cheque or bank transfer. The Colleges cannot accept payment by credit card.

All cheques and other money transfers should be made out to your College, not to the University of Cambridge, and should be sent to the College.

4. Visa requirements

If you do not hold a UK passport, you are likely to need to apply for a visa in order to study in the UK.

The UK operates a points-based immigration system and a Student visa is issued for study. It is your responsibility to make sure you identify whether you require a visa, and then to understand, meet, and comply with the immigration requirements. For a Student visa, the University must sponsor you and will issue you with a Confirmation of Acceptance for Studies (CAS) to support your visa application (see section 4.1).

You will need to provide a number of documents with your Student visa application. What is required can vary depending on your nationality and course. It is important to ensure the supporting documents for your visa application meet the specific Student visa requirements. For further guidance visit:

www.internationalstudents.cam.ac.uk/immigration

The International Student Office provides a visa advice service to assist students, and their dependent family members, in applying for their Student visa. They can be emailed at international.students@admin.cam.ac.uk. Only this office is able to provide advice on visas and immigration at the University. The PGCE Admissions Office is not qualified to advise on this.

Study is not permitted on a Standard Visitor Visa or if you have entered the UK as a visitor. In addition, you cannot begin a course at Cambridge using an existing Student (Tier 4) visa that was issued for a course at another institution. This includes studying on any preparatory course at Cambridge.

If you are a current Cambridge student and will require a Student visa please see Section 4.3.

4.1 Confirmation of Acceptance for Study (CAS)

The Graduate Admissions Office prepares a Confirmation of Acceptance for Studies (CAS) to support a student's visa application. The CAS statement will be emailed to you within 5-7 working days of your admission being confirmed. You must enter the CAS reference number in the relevant section of the Student visa application. You will not need to submit either your offer or your certificate of confirmation with the application.

We can only issue your CAS once you have met ALL of the conditions of your offer (this includes both academic, financial and visa conditions), and your admission has been confirmed by the Faculty.

International students requiring a visa should aim to meet the conditions of their offer as soon as possible. You can make a Student visa application from 3 months prior to the start of your course. An indication of country-specific visa processing times is available at www.gov.uk/visa-processing-times but the timeframe can vary and may take longer than outlined on this website.

The CAS is prepared using information provided in your application form for admission.

It is your responsibility to check all the details on your CAS are correct and up to date before making your Student visa application. Contact the PGCE Admissions Office if you need to check any details, or for changes or updates to be made prior to making your visa application. The University accepts no liability for problems caused by incorrect information on the CAS.

4.2 Additional Visa Information

Applicants who require a Student visa should make themselves aware of the following information:

- Time limit on Studies and Academic Progression requirements: www.internationalstudents.cam.ac.uk/time-limit-study-and-academic-progression
- A student's responsibilities under Tier 4: www.internationalstudents.cam.ac.uk/tier-4-responsibilities
- Working after your studies: www.internationalstudents.cam.ac.uk/tier-4-responsibilities/working-tier-4-visa
- Visas for your family members: www.internationalstudents.cam.ac.uk/tier-4dependants
- Finishing your studies: www.internationalstudents.cam.ac.uk/tier-4-responsibilities/finishing-your-studies

4.3 Students currently studying at Cambridge

If you currently hold a Student (Tier 4) visa sponsored by the University of Cambridge and you are continuing onto a new course at Cambridge, you can start your new course on your current visa. However, the Home Office requires you to make an application for further leave to remain within 6 weeks of the official start date of the new course or prior to your current visa expiring, whichever is earlier. In planning your visa application, you should take into consideration the processing timeframes for an application made inside the UK. Information is provided at:

www.internationalstudents.cam.ac.uk/tier-4-leave-remain

If there is a gap of more than 28 days between your current visa expiring and your new course start date, the Home Office requires you to leave the UK and make a new Student visa application from overseas.

4.4 Documentation

4.4.1 Passport

Applicants from outside the UK are required to provide the International Student Office with a copy of the passport they will be using to study in the UK. This should include the photo ID page, passport number, issue and expiry dates, full name and date of birth. If these details appear elsewhere in the passport, all relevant pages should be provided.

- We recommend, where possible, that you obtain a passport that will be valid the entire duration of your programme.
- Passports that expire before the Division of Term will not be accepted to meet this offer condition. For information on term dates please see: <http://www.cam.ac.uk/about-the-university/term-dates-and-calendars>

- However, passports that expire during the proposed course of study but after the division of term will be accepted. If you do have to renew your passport during your course of study, you must present the new passport to your College once obtained.
- Applicants with dual nationality should provide the required pages from passports for both nationalities.

Passport information will be used to verify whether you require a visa to study and, if relevant, to issue the Confirmation of Acceptance for Studies (CAS) that is needed to support a UK Student visa application. Any inaccuracies in this information could result in a visa application refusal. For further visa information, please see section 4.

Contact details for the International Student Office can be found here:

<https://www.iso.admin.cam.ac.uk/contact>

4.4.2 Current or previous UK visas

The University is required to gather information from applicants about visas issued for current or previous UK study and any current UK visa in any immigration category. This is to confirm eligibility for Student sponsorship and to include any previous UK study undertaken on a student visa on the CAS, in accordance with Student visa requirements. You will need to provide copies of any previous visa you have used for study in the UK and/or any current UK visa in any immigration category.

If you have not previously studied in the UK and do not hold a current UK visa, you will need to complete the 'No Previous UK Study or Current UK Visa Declaration Form':

<https://www.graduate.study.cam.ac.uk/download/no-previous-uk-visa-declaration-form>

5. Other information and common questions

5.1 Withdrawing

If you wish to withdraw your application you will need to do so via DfE Apply. You must also contact the Faculty directly by email to advise us of your decision.

5.2 Changing courses

You will not normally be permitted to change from the course which you have been offered.

If you wish to be considered for a different course, you will need to submit a separate application. The exception to this is for those holding an offer for either Early Primary or General Primary, where a transfer to the other course may be possible. Please contact us to discuss if you wish to be considered for this.

5.3 Deferring offers

It is not possible for your offer to be deferred. If you need to withdraw from your offer after accepting it, but wish to be considered for admission in the following year, please contact the PGCE Office to discuss.

5.4 Intellectual Property

Further information is provided in the Terms of Admission.

5.5 Candidates with Disabilities, or Physical or Mental impairments

If you are made an offer of admission and you have disclosed a disability/specific learning difficulty/chronic illness then your details will be forwarded to the Disability Resource Centre (DRC) who will contact you to discuss your particular needs. The DRC can also offer advice on access to Departments, transport options, or Colleges which may have accommodation suitable to your needs. It is important that you respond to the DRC as early as possible.

If you have a disability/special learning difficulty /chronic illness and have not yet disclosed it, please do so now by contacting the PGCE Office or the DRC (for contact details, see below). Disclosure will not affect your offer. We may not be able to accommodate your individual requirements if you do not disclose any disability, special learning difficulty or chronic illness.

Under the Equality Act 2010, a disability is any physical or mental impairment which has a substantial and long term adverse effect 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. As a guide, the Higher Education Statistics Agency has established the following categories for disclosure, which appear on the Personal Data Sheet: blindness/partial sight; deafness/hearing impairment; wheelchair user/mobility difficulties; need personal care support; mental health difficulties (including depression); unseen disability (such as asthma, diabetes etc.); Autistic Spectrum Disorder/Asperger's Syndrome; Specific Learning Difficulty (such as dyslexia, dyspraxia). However, you are encouraged to disclose any condition for which you would like to find out what support is available.

For further advice, please contact the Disability Resource Centre at:

<http://www.cam.ac.uk/cambuniv/disability/>

5.6 Students' Union

PGCE Students are automatically members of the Students' Union, which has a website at www.gradunion.cam.ac.uk

6. Contacting the PGCE Admissions Office

We aim to ensure that your offer and subsequent confirmation of admission is processed as efficiently and quickly as possible. You can help us do this by ensuring that you read all documentation carefully, including this document, the website and the FAQs before deciding to contact our office. For more information please refer to: <https://www.educ.cam.ac.uk/courses/pgce/faqs/>

We cannot discuss your application with a third party (including family members) unless you have given us written permission with the details of the person you wish to act on your behalf. If you are going to be away or have difficulty in contacting us you may wish to do this.

Please note that we receive a large volume of emails daily. If the answer to your query can be found on our website or in this document, it will not be treated as a priority. If the answer to your query cannot be found on our website, we aim to respond within 5-7 working days but this may take longer during peak periods.

6.1.2 Postal address

PGCE Admissions Office
Faculty of Education
184 Hills Road
Cambridge
CB2 8PQ