

# PACES-Med ADMISSION PROCESS

There are 3 main admin departments that process your application and you will be contacted by the departments below at different stages and times throughout the process. Here is a brief overview:

| Department                                                                                                                                                                                                                      | Overview/<br>responsible for                                                                                                                                                                                                                                                                   | Documents/ info expected to be submitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Contact and types of queries                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Faculty of Education</b>                                                                                                                                                                                                     | <p>The Faculty Administrator receives all application documents via Postgraduate Admissions / your self-service.</p> <p>Your application is then sent to the relevant academic team for review. <b>Please note - this process can take many weeks</b> (no more than 12 weeks)</p>              | <ul style="list-style-type: none"> <li>Complete the 'Course specific questions' located on page 3 of the application. These questions assess your suitability for part-time study at the Faculty and are a condition for acceptance.</li> <li>Applicants' Written Task – found on the course page on Faculty website</li> </ul> <p> <b>Your application will only be sent for academic review at the Faculty once you have entered the above information on your application form</b></p> <p>Please note on your application your research topic/ area (a sentence is sufficient). This information is used for supervisor allocation.</p> | <ul style="list-style-type: none"> <li>All course information is on the <a href="#">Faculty of Education website</a> including course attendance requirements</li> <li>Contact with course teaching team</li> <li>Course preparation, pre course readings and induction information will be sent via email in the Summer months before your course starts, usually in August.</li> </ul> <p>Contact: Higher Degrees Office<br/><a href="mailto:graduate@educ.cam.ac.uk">graduate@educ.cam.ac.uk</a></p> |
| <b>Your college</b>                                                                                                                                                                                                             | <p>When you join the University, you become a member of a College. Your College is separate to your academic department/ Faculty.</p> <ul style="list-style-type: none"> <li>College documents</li> <li>All fees queries</li> <li>College parking permits and university card issue</li> </ul> | <p>Please submit the following forms via email to your college, when you have been made a conditional offer:</p> <ul style="list-style-type: none"> <li>College documents, e.g. for matriculation</li> <li>College parking permits (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>College documents</li> <li>All fees queries</li> <li>College parking permits and university card issue</li> </ul> <p>Contact: <a href="#">College A-Z   University of Cambridge</a><br/>Further info <a href="#">Colleges and postgraduate applications   Postgraduate Study</a></p>                                                                                                                                                                             |
| <b>Postgraduate Admissions/<br/>Self service</b>                                                                                                                                                                                | <p>Review of all submitted documents and conditions</p> <p>Central processing of your application</p> <p>Confirmation of Admission</p>                                                                                                                                                         | <p>Required documents to be completed and uploaded by you via your <a href="#">self-service account</a>:</p> <ul style="list-style-type: none"> <li>Financial undertaking forms</li> </ul> <p> <b>Completion, approval and submission of the above documents are a condition of your acceptance on course</b></p>                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Update on the progress of your application and submitted documents.</li> <li><a href="#">Self service account</a> and Postgraduate Admissions website advice and queries, e.g. self service log</li> <li>on, technical issues, viewing and uploading documents...</li> </ul> <p><a href="#">Contact Us - Postgraduate Admissions Office</a></p>                                                                                                                  |
| <p> <b>Please note you can view a list of your outstanding documents, at any time, through your <a href="#">self-service account</a></b></p> |                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |