

## University of Glasgow Postgraduate Taught (PGT) Admissions Policy

The objective of this document is to outline the University of Glasgow’s postgraduate taught (PGT) admissions policy. This information is aimed at potential applicants, applicants, students and their agents.

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## Key Principles

The key principles governing Postgraduate Admissions at the University of Glasgow are:

- Selection of the most able students who have the potential to succeed on their chosen programme of study.
- An admissions process based on transparent, fair, reliable, valid and objective criteria, applied consistently and equitably to all.
- Provision of a professional, customer focussed, efficient and timely service to applicants and enquirers.

## Application Process

Applications to postgraduate taught programmes are made using the University of Glasgow's Online Application System with the exception of applications for the programmes listed below:

- Postgraduate Diploma in Education (PGDE) applications are made via UCAS.
- Diploma in Professional Legal Practice applications require two applications – one paper application made via the university where the LLB Law was studied and one online application through the University of Glasgow's Online Application system.
- Doctorate in Clinical Psychology applications are made through the Clearing House for Postgraduate Courses in Clinical Psychology.

Applications made using the Online Application System are received by the University's central Admissions department within External Relations who also make admissions decisions for the vast majority of PGT programmes.

There are also other aspects of the application process which should be noted:

- Parallel applications to multiple programmes will be dealt with as separate applications at all times.
- Applicants must make a new application for each programme they want to be considered for.
- Admissions will respond to a complete application by the expected decision date listed on the programme page at <https://www.gla.ac.uk/postgraduate/taught/>. This date depends on programme and the date the application is received.
- If an expected decision date is not listed on the programme page at <https://www.gla.ac.uk/postgraduate/taught/>, Admissions will aim to respond within 28 working days of receipt with either a decision or notice that an application is being held pending a review of a group of applications together. Please note that at certain times of year, or for some programmes, a decision may take longer and applicants should wait six weeks before contacting Admissions regarding a decision on their application.
- Deferred entry is possible for most programmes either at the point of application or after an offer is received. The deadline for making a deferral requests is normally 30 September and will be published at <https://www.gla.ac.uk/postgraduate/offerholders/faqs/#deferringmyoffer>.

## Admissions Cycle

The University of Glasgow operates an admissions cycle for postgraduate taught (PGT) programmes that runs from 1 October to 30 September each year. Programme entry requirements will remain unchanged throughout the cycle for programmes beginning at the end of that admissions cycle.

## Application Rounds

The University of Glasgow employs an application rounds system for International/EU applications to most PGT programmes and uses this system for UK applications on a small number of programmes.

This system segments the admissions cycle into distinct stages, each with a specific deadline. Applications submitted within a round are assessed collectively, with applicants evaluated and competing for available places within that round.

The University normally uses six application rounds in each application cycle.

## Application Round Types

Application rounds are normally separated into two types:

- Rounds 1 and 2 - Standard Rounds: all applications submitted during this period will be reviewed and processed equally, without prioritising any specific geographic region. Additionally, no programme will close to new applications before this deadline. This period typically includes application rounds 1 and 2 as listed on the relevant programme page at [www.gla.ac.uk/postgraduate/taught](http://www.gla.ac.uk/postgraduate/taught).
- Rounds 3 to 6 - Priority Rounds: on rare occasions, priority will be given to applications from geographic areas which have been unable to submit applications earlier in the cycle if places are limited on a specific programme. This period typically includes application rounds 3 to 6 as listed on the relevant programme page at [www.gla.ac.uk/postgraduate/taught](http://www.gla.ac.uk/postgraduate/taught).

## Standard Deadlines

Most programmes for UK applicants, and a limited number of programmes for international/EU applicants, follow a single standard application deadline. If only one application deadline is listed, then applications will typically be accepted until the specified date on the PGT programme A-Z page at [www.gla.ac.uk/postgraduate/taught](http://www.gla.ac.uk/postgraduate/taught). However, from 16 December onward, if places on a programme become limited, offers may be restricted to the most highly qualified applicants, or the programme may close early.

## Application fees

For some programmes, an application fee of £25 may be charged. Further details can be found at <http://www.gla.ac.uk/postgraduate/feesandfunding/applicationfees/>.

## Enquiries

The Admissions team aim to respond to all enquiries in a timely fashion and to provide as accurate and comprehensive answer to enquirers as possible. Information on: policies; procedures; entry criteria; current applications and offers will be provided to enquirers.

General information on the acceptability of qualifications or institutions will also be provided on request. However, unfortunately, the University cannot assess individual documents and their suitability for admission to postgraduate study at the University as part of an enquiry. For that service, prospective students must make an application through the Online Application System.

Please note that answers to most general enquiries can be found on the Frequently Asked Questions section of the website at <http://www.gla.ac.uk/postgraduate/frequentlyaskedquestions/>

## Entry Requirements

Entry to the vast majority of PGT degree programmes require applicants to have attained an undergraduate degree at honours level (either an upper or lower second-class honours degree). The specific entry requirements for each degree programme can be found on the taught programmes A-Z at <http://www.gla.ac.uk/postgraduate/taught/>. The University requires an equivalent qualification from applicants who have studied outside the United Kingdom (see the [International Qualifications](#) section below)

Individual programme entry criteria are set by the relevant School and will normally state the required degree classification, subject and credit bearing module requirements for entry to the programme.

For Erasmus Mundus Joint Masters Programmes, entry criteria are set by the consortium of higher education institutions that run the programme along with the University of Glasgow. These programmes often include strict and specific requirements around acceptable document and reference formats and potential applicants should read the relevant consortium pages carefully at <https://www.gla.ac.uk/postgraduate/erasmusmundus/>.

## Application Assessment

The University of Glasgow's aim is the admission of students whose academic background indicates that they will be able to successfully complete the postgraduate taught programme. Applications are assessed by an admissions officer to ensure that the applicant meets the entry requirements in terms of overall degree classification and subject knowledge (and/or work experience for certain programmes).

In cases where there is competition for limited places, applications will be assessed in competition with other applications in order to select the most highly qualified students; in terms of both the level of their qualifications and the relevance of their academic background.

For the vast majority of programmes, Admissions base decisions on academic qualifications already completed or in the process of being completed. For most programmes, Admissions also place a particular emphasis on applicants' grades in core subjects relevant to the postgraduate programme they have applied to. Information on the overall UK degree classification (see '[International qualifications](#)' section below for non-UK degrees) and subject knowledge is listed at <http://www.gla.ac.uk/postgraduate/taught/>.

Other means of assessment may be used for some programmes including: work experience evidence; personal statements and writing samples and details of these are always noted on the programme A-Z at <http://www.gla.ac.uk/postgraduate/taught/>. In cases where non-academic documents are used for admissions decisions, detailed criteria are used to assess each document and can be provided to applicants on request.

Information on the specific requirements for Erasmus Mundus Joint Masters Programmes can be found on the relevant consortium pages at <https://www.gla.ac.uk/postgraduate/erasmusmundus/>.

## References

One satisfactory academic reference is normally required for admission to postgraduate taught programmes. Additional references may be required for particular programmes if, for example, references are required as evidence of work experience.

Additional references may also be requested in borderline cases where the admissions officer requires further information to assess an applicant's suitability.

Where an academic reference is normally required but cannot be provided by the applicant, it may be possible for a professional or employment reference to be used instead. Applicants should discuss this with Admissions prior to application.

Erasmus Mundus Joint Masters Programmes have strict reference requirements which can be found on the relevant consortium pages at <https://www.gla.ac.uk/postgraduate/erasmusmundus/>.

## Identification Documents

Applicants identified as likely international or EU students during the online application process will be asked to upload a photo/scan of the passport that will be used for their visa application to study in the UK.

UK applicants may provide a photo/scan of a passport or other acceptable forms of identification, such as a driving licence or birth certificate. This requirement ensures that the University can comply with UK Government Home Office rules around right to study.

## International Qualifications

For non-UK degree qualifications, the University of Glasgow uses a number of sources of information as evidence for establishing equivalencies between UK qualifications and non-UK qualifications. This includes: information provided by the UK National Information Centre (UK ENIC); national and international ranking data; knowledge from country visits; knowledge of in-country University staff and agents. Equivalencies and acceptable degrees are normally decided per Higher Education Institution (HEI).

The equivalent qualifications to a UK 2.1 honours degree for the majority of countries are listed for each country at <http://www.gla.ac.uk/international/country/>.

The University will only accept degree qualifications from recognised higher education institutions (HEIs). For some countries, the University will only accept a limited list of HEIs and those lists are normally published at <http://www.gla.ac.uk/international/country/>.

## English Language Requirements

For applicants whose first language is not English, the University sets a minimum English language proficiency level: this can be found in the Entry requirements tab of each of the programmes listed on the programme A-Z at <http://www.gla.ac.uk/postgraduate/taught/>.

A specific English language proficiency level is not required before an offer can be made with the exception of PGT Dentistry and Erasmus Mundus Joint Masters programmes. For all other postgraduate taught programmes, an offer may be made conditional on the applicant obtaining a specific English language test.

All English language tests are verified using the language test provider's online verification service.

Further details on English language can be found at <http://www.gla.ac.uk/international/englishlanguage requirements/>.

## Application Decision

A decision on postgraduate taught admissions can be one of the following:

- Conditional offer – an offer of admission conditional on meeting stated academic conditions\*.
- Unconditional offer – an offer of admission with no academic conditions\* (note that applicants may still be required to meet other non-academic conditions like accepting the offer in time and paying a deposit if required).
- Unsuccessful – a notification that an application has been unsuccessful which will include a reason that the application was unsuccessful. Note that an appeal against a decision on an



unsuccessful application will only be considered where there is evidence that the admissions process was not conducted in accordance with the University's stated policies and procedures, or where there is evidence to suggest that the application was processed unfairly because of a protected characteristic. Appeals on academic grounds are not considered - see <https://www.gla.ac.uk/postgraduate/how-to-apply-for-a-postgraduate-taught-degree/applying-for-a-programme/>.

If an applicant has not provided the required documents for an admissions decision, then their application will be flagged as 'Holding for Documents' and they will be sent a communication requesting the missing documents. The requested documents must be uploaded to the application through Applicant Self Service before the application will be regarded as complete. Applications must be complete before they are considered as meeting any application deadlines.

For conditional offers, applicants must upload all the required documents to meet the conditions of their offer by the deadline stated on their offer letter.

*\*Note that academic conditions can also include conditions relating to professional qualifications, experience or proof of registration with professional bodies as well as academic qualifications.*

## Offer Acceptances

Applicants must accept their offer online using the University's Applicant Self-Service within the time period or date stated on their offer letter. Failure to accept an offer by the stated date can, in some cases, result in the offer being withdrawn. Applicants may accept more than one conditional offer but can only accept one unconditional offer.

Applicants have the right to cancel their offer acceptance within 14 days of accepting their offer. The University will also allow applicants to withdraw their application at any time up until they register, even if they have accepted an unconditional offer. It should be noted though that if an applicant withdraws after the 14 day period then any deposit paid will only be refundable under certain specific circumstances (see [Deposits](#) section below).

## Deposits

All PGT applicants are required to pay a tuition fee deposit to secure their offer and receive a [Confirmation of Acceptance for Studies \(CAS\)](#). However, for those planning to fund their studies through a full scholarship or sponsorship, evidence of a scholarship or sponsorship application may be submitted to waive the deposit requirement. Proof of the awarded scholarship or sponsorship will be required before a CAS can be issued.

Deposits are refundable under specific circumstances. Full details, including terms and conditions, are available at [www.gla.ac.uk/postgraduate/feesandfunding/deposits](http://www.gla.ac.uk/postgraduate/feesandfunding/deposits). Failure to pay the deposit by the specified deadline may result in the withdrawal of the offer.

Applicants may cancel their offer within 14 days of making the deposit payment to receive a full refund.

## Confirmation of Acceptance for Studies (CAS)

All international students who require a [Student Visa](#) to study in the UK must obtain a Confirmation of Acceptance for Studies (CAS) to enable them to apply for their visa. A CAS is an electronic document which is issued by the University but held by the Home Office on their Sponsor Management System and is identified by a 14 digit reference number.

The University of Glasgow will create a Confirmation of Acceptance for Studies (CAS) for all international students who require a Student Visa to study in the UK, if the programme is for 6 months or more of on-campus study. Applicants must hold an unconditional offer, have accepted that offer and paid a [deposit](#) (or provided proof of full sponsorship) before a CAS will be issued.

Please note that a CAS will not normally be issued for Erasmus Mundus Joint Masters Programmes as a Visitor Visa can usually be used for the study in Glasgow on those programmes.

CAS are normally issued from 3-4 months prior to the start date of the programme of study or 5 working days after an unconditional offer is accepted, whichever is later. Applicants can check all the information we plan to enter on the CAS through Applicant Self-Service and will be notified when CAS details are ready to check. Once approved by the applicant, a CAS reference number and all information entered on the CAS are provided to the student through a CAS email.

The University strives to ensure that all the information entered on the CAS is as accurate as possible at the time the CAS is issued. However, in rare cases, errors may occur and it is therefore the responsibility of the applicant to carefully check all information stated on the CAS details on Applicant Self-Service before approving the CAS, and inform the University if any errors are found.

## Accreditation of Prior Learning

The University of Glasgow has a separate policy for Accreditation of Prior Learning and this policy can be found at

<http://www.gla.ac.uk/services/senateoffice/policies/assessment/accreditationofpriorlearning/>.

## Programme Alteration or Discontinuation

The University of Glasgow endeavours to run all programmes advertised at the beginning of an application cycle. However, all programmes run subject to a minimum number of students registering for the programme and academic staff being in place to run the programme. Therefore, in exceptional circumstances, the University may withdraw a programme during an application cycle.

If a programme is withdrawn or altered, then the University will inform any applicants at the earliest opportunity of the withdrawal or significant change. In cases where a programme is withdrawn completely then all offer holders will be offered the closest alternative that is available. If an alternative programme is not available then Admissions will offer advice regarding any other suitable programmes.

If an applicant does not wish to accept the University's offer of a replacement programme or the University is unable to offer a replacement programme, the University will withdraw the application.

In the event that an application is withdrawn due to a programme alteration or withdrawal, the University will offer a full refund of any application fee and/or deposit paid.

Programmes may occasionally be advertised and accept applications prior to full approval by the University's Senate. In these cases it will be made clear on the University's website and in the offer letters that the programme is subject to approval. In the unlikely event that the programme is not

approved then all applications will be withdrawn and applicants offered an opportunity to apply for an alternative programme where one is available.

## Data Protection

The University's full Data Protection policy can be found at <https://www.gla.ac.uk/myglasgow/dpfoioffice/policies/>.

## Equality and Diversity

The University of Glasgow will not discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation in any decisions concerning student admissions.

The University's full Equality and Diversity policy can be found at <http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/equalitypolicy/>.

## Accommodation

Accommodation Services at the University of Glasgow operate their own residential accommodation admissions policy and details can be found at <http://www.gla.ac.uk/postgraduate/accommodation/admissionspolicy/>.

## Disability Service

The University of Glasgow is committed to disability equality and ensuring all staff, students and visitors have a positive experience of the work, learning, teaching and research environment. The University encourages applicants to disclose any disability or medical condition to ensure that appropriate support is arranged. This could include access, examination and study arrangements. More information can be found at <https://www.gla.ac.uk/myglasgow/disability/>.

## Fee Status

The University of Glasgow determines fee status in accordance with Scottish Government regulations which are outlined in a user-friendly format at <http://www.ukcisa.org.uk/information--advice/fees-and-money/scotland-fee-status>. Fee status determines whether an applicant is charged the home/EU fee or the international fee for postgraduate study.

Applicants enter information related to their fee status on the Online Application System and then their fee status is determined by an admissions officer based on the information entered on the application prior to making any offer. Fee status is then communicated as part of the offer letter based on the information entered on the application. This fee status is not guaranteed and may be subject to change if new information is received.

More information can be found on Fee Status at

<https://www.gla.ac.uk/postgraduate/feesandfunding/feestatus/>

## Document and Application Fraud

Applications and offers will be withdrawn if it is discovered that an applicant submitted any fraudulent documents with their application, even if that document was not assessed as part of the decision-making process. Any applicants found to have provided fraudulent documents will not be allowed to apply to the University of Glasgow again and will have any other applications withdrawn (including applications made in future years).

The University uses Qualification Check to verify academic qualifications. Applicants may be required to undergo this process, with the University covering the associated costs.

Applications are also subject to withdrawal if it is discovered that false information was entered on the application form.

## Complaints

The University of Glasgow operates a complaints procedure which can be found at

[www.gla.ac.uk/services/senateoffice/studentcodes/students/complaints](http://www.gla.ac.uk/services/senateoffice/studentcodes/students/complaints)

## Managing Errors

The Admissions team at the University of Glasgow make every effort to ensure that errors are not made during the offer making process. However, we recognise that it is possible that errors may occur occasionally. Errors may include: communicating rejections or offers in error; confirming conditions have been met when they have not; making offers for the wrong programme. In situations where a postgraduate taught offer is made in error the following process is followed:

- An admissions officer in Admissions will assess whether correcting the error will benefit the applicant (for example will a rejection become an offer) and if so the decision will be corrected.
- If a correction will not benefit the applicant then the admissions officer along with a senior admissions officer will assess whether honouring the offer would considerably disadvantage the applicant (for example because their qualifications indicate they will not be able to complete the programme); or considerably disadvantage other applicants/students; or breach any external requirements (for example Home Office regulations for international students). If not then the offer will be honoured.
- If Admissions assess that the University is not able to honour the offer then Admissions will check to see if the applicant has accepted the offer and if not then the offer will be amended or withdrawn. Admissions will assess the application to see if an offer to an alternative programme can be made.
- If an offer has been accepted then Admissions will write to the applicant explaining the reasons for wishing to withdraw or amend the offer and asking for permission to do this. If an alternative programme or deferred entry is more suitable for the specific applicant then Admissions will offer this in return. If the applicant agrees to the withdrawal or amendment then Admissions will withdraw or amend the offer.
- If the applicant does not give permission for the offer to be changed then Admissions will assess again whether honouring the offer will disadvantage the applicant or other applicants/students or breach any external requirements.

- If honouring the offer will only disadvantage the applicant then the University will honour the offer but advise the applicant that it is not in their own interest to take up the offer.
- If honouring the offer will significantly disadvantage other applicants/students or breach any external agreements then Admissions will consider withdrawing or amending the offer. In some circumstances involving international students who do not meet Home Office CAS requirements, Admissions may advise the applicant that the offer will not be withdrawn but that a CAS will not be issued until Home Office regulations have been met. If the offer has to be withdrawn then the final decision must be approved by the Head of Admissions.