UNIVERSITY OF CAMBRIDGE
Institute of Continuing Education

Master of Studies in Advanced Subject Teaching: Supporting Documents

Below are the documents you need to provide when applying.

References

References are sought based on information provided on the application form

You will need to provide the details of two referees who can provide academic or professional references. You will be asked to provide e-mail addresses for your referees so that they can submit their reference via the online referencing system, so it is important for you to ensure that your referee is able to provide a reference for you before you submit your application form.

If your referees are unable to use the online referencing system, or do not have e-mail addresses, please contact the ICE Admissions office for further assistance.

Transcripts

Evidence will be required to be uploaded via "self-service" under the **Academic – pre-decision** category

A transcript is a list of all the courses you have taken during a programme of study, with the result you obtained, and with the credit value if applicable.

If you are currently studying, please provide a transcript listing the courses taken during your programme of study, with the results or grades obtained for each. Current Cambridge students should upload a copy of their unofficial transcript from their Student Self-Service.

If you have previously completed degree-level study, please provide a transcript or degree certificate for each degree-level programme you have studied, showing the date the degree was awarded and the final class or grade obtained.

The transcript should be uploaded via your Self-Service, using the 'Academic – pre-decision' category. Please note that we may also ask you to send the originals via post if we make you an offer of admission and supplying these may be a condition of your offer.

If your documents are not in English, you must also upload a full translation of each document, prepared by a registered translator.

Research Proposal

Evidence will be required to be uploaded via "self-service" under the **Research Proposal** category

The research proposal should be approximately 1,000 words and no longer than 1,500 words. It needs to provide a clear impression of the strengths and potential contribution to knowledge of the intended research. Guidance notes are available

http://www.ice.cam.ac.uk/institute-media/ctms/pdfs/mst_ast_research_proposal_guidance_1582.pdf

Curriculum Vitae

Evidence will be required to be uploaded via "self-service" under the **CV** category

Not required for this course.

Professional Qualifications

Evidence will be required to be uploaded via "self-service" under the **Qualifications/Memberships** category

Applicants should normally hold a current teaching post in English or History in a state or independent secondary school, sixth form college or college of further education (or equivalent for overseas applicants).

Personal Statement

Evidence will be required to be uploaded via "self-service" under the **Personal Statement** category

Applicants are encouraged to provide information within the application form about their motivation for applying for the course and to outline relevant experience and interests.

Letter of Support from your Employer

Evidence will be required to be uploaded via "self-service" under the **Employee Support Letter** category

If a student will be in employment during his/her studies, a letter from the student's employer is required stating that they support the application and understand/accept that in undertaking the course some time away from work to attend the residential sessions will be required.

Writing Sample

Evidence will be required to be uploaded via "self-service" under the **Writing sample** category

Not required for this course