



## **Advanced Diploma in Research Theory & Practice in English - Business Management or Engineering: Supporting Documents**

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Applicants are required to submit the following documents before the application deadline. An application will not be considered complete until all requirements have been met.

### **Transcripts**

Applicants must have completed an undergraduate degree recognised by the University of Cambridge as equivalent to an upper second class (2:1) degree or higher. An equivalent standard qualification from an overseas university will be accepted. Applicants can confirm whether the equivalent qualification is accepted by visiting:

[www.graduate.study.cam.ac.uk/international-qualifications](http://www.graduate.study.cam.ac.uk/international-qualifications)

Applicants must ensure that the transcripts provided are the official and original copies issued by the awarding institution or a certified copy. Transcripts must show the final award and this is usually expressed as a class or a Cumulative Grade Points Average (GPA).

A verified/certified copy of a document means that a photocopy of the original document has been taken and then subsequently stamped with a verification stamp by a recognised body.

Certified copies of a transcript must be completed by one of the following:

- the institution which issued the original document
- a lawyer/solicitor/attorney
- the British Council
- a commissioner for oaths

If your documents are not in English, you must also upload a full translation of each document, prepared by a registered translator. This document must be uploaded in the Applicant Portal with the original copy as one document.

### **Degree Certificate**

Applicants must provide a scanned copy of their original undergraduate degree or equivalent qualification awarded. This document must show the awarding institution, the full name of the award and the date awarded.

For applicants who are in their final year at the time of application and have therefore not yet completed their degree, latest or current transcripts should be provided. A complete transcript and degree certificate will be required by June 2020 in order to fulfil offer conditions.

If your documents are not in English, you must also upload a full translation of each document, prepared by a registered translator. This document must be uploaded in the Applicant Portal with the original copy.

## English Language Assessment

**All applicants are required** to complete an English competence test and submit a valid result at application stage. This is a requirement of the admissions process. **We do not provide language test waivers for this programme.**

There can be long waiting times for a language test place, so you should make arrangements to take a test as soon as possible, and to allow time for a retest if required.

The language requirements for this course are as follows:

- IELTS 6.5, with no element lower than 6.0
- TOEFL iBT 90, with no element lower than 22, other than speaking which can be no lower than 20
- C1 Cambridge Advanced: overall 176, with no less than 169 in any paper
- C2 Cambridge Proficiency: overall 176, with no less than 169 in any paper

We strongly advise that only applicants who have met the language test score results outlined above, submit an application. **Failure to meet the language score criteria will disqualify the entire application.**

If you have a valid language test report which meets the requirements, please upload images or scans of your test reports when applying, ensuring the following information is included:

### IELTS

Test Report Form (TRF) number

The scores for each element

### TOEFL

Registration Number

Date of birth

The scores for each element

Please note, we DO NOT process test reports sent to us directly from IELTS or TOEFL. We will verify your scores with the examining organisation directly.

Applicants are advised that this course contains a substantial English language component (33%) and it is expected that students on this course need to enhance their English language skills in order to progress to Master's level study. The English language modules are taught simultaneously with the research and specialised topic modules. It is not currently possible for students to customise the modules based on their English language competency. Students with a higher level of English language acquisition, near native speakers would not benefit from this programme and are encouraged to consider applying for a postgraduate certificate.

As part of the admission interview process candidates will be required to complete an additional language assessment at the Cambridge Language Centre.

### Research Proposal Concept Form

As part of your application for a place on the programme you must submit a completed Research Proposal Concept Form. All sections of this form must be completed and you should outline the key concept, research topic or problem you wish to study in either Business Management or Engineering. You may refer to the Research Proposal Guidance document which can be found on the ICE website – [www.ice.cam.ac.uk](http://www.ice.cam.ac.uk)

Applicants should schedule an appointment to discuss their concept with one of the Academic Teaching Staff listed on the course webpage, before applying. Appointments can be made via the form on the website. The research proposal concept assists the Institute of Continuing Education in identifying an appropriate supervisor for your research project. Please note; applications submitted without prior discussion of the research topic and concept may result in being asked to apply in the following year. Once accepted on to the course, you may further refine and develop your research proposal, but any substantive change of topic must be approved in advance by the Course Director.

### Curriculum Vitae (CV) or Resume

Candidates must submit a one page CV or resume outlining their education and career history to date. You may include any professional or academic achievements outside of your formal education in this document. Extra-curricular activities such as sports and memberships can also be included. This document must be written in English.

### References

Applicants are required to provide **two** references and these can be:

- Two academic references which must be provided by an academic from the institution where you completed your undergraduate study  
OR
- One academic reference and one employment reference. The employment reference must be from your most recent employment and must be provided by a person who holds a supervisory and/or managerial position within the company

All references are completed via the candidate portal on the graduate admissions site. When completing the online application form, you will be asked to provide details of your referees including their email addresses. You will need to have the correct email addresses for your referees and check that your referees are happy and able to provide a reference for you. A reference request will be sent to the email address you provide from the Applicant Portal. Institutional email addresses are preferred.

If your referee does not have an email address or is unable to use the online Electronic Reference System you must:

- Download an Academic reference instruction form which can be found on the ICE website
- Fill in Part 1 of the form. You must include your application number provided in the Applicant Portal

- Forward the form to your referee to complete
- The referee must send:
  - the form that you downloaded, completed by both you and the referee
  - their reference on letter headed paper from their institution and must include an original signature **not** an electronic or scanned signature
  - The **referee** should send these in a sealed envelope, with their name signed across the seal, to the address given at the bottom of the form

All references must be translated into English and uploaded in the Applicant Portal with the original copy.

## Personal Statement

A personal statement is required as part of your application and should be uploaded on the Applicant Portal. This document should be written in English and cannot be longer than one side A4 paper and not more than 600 words.

Your personal statement must include the following:

- Why you are applying to this programme
- How your work and academic experience prepared you for this programme
- What your contribution will be to fellow students on your course and the wider Cambridge University
- What your plans are, professionally and academically, once you have completed this programme

The statement must be written in essay format and should focus on your ideas and goals from an academic prospective. You should outline your commitment to your study as well as your motivation. This statement must be well written, concise and should be exemplary of your writing skills.

## Immigration Visas

Non UK/EU applicants for this course will be classified as an international students and can be sponsored on a Tier 4 visa by the university. Application for a Tier 4 visa should only commence once you have been instructed to do so and have received your CAS. Applicants from outside the EEA or Switzerland are also eligible to apply to study under the Tier 4 visa.

The University of Cambridge's International office will assist all offer holders in all immigration matters once offers have been made. Please refrain from contacting them until you have received an offer. All enquiries prior to an offer being made should be directed to the Institute of Continuing Education (ICE) admissions team. The international office team will arrange and host a webinar for offer holders and an email will be sent to notify candidates of the date.

At the point of application to the course you will need to:

- Upload a copy of the biographical data page (photo page) of your passport
- Complete a declaration to
  - Confirm whether you have studied under the Tier 4 visa elsewhere in the UK
  - Declare that you have not held a Tier 4 visa in the past
  - Disclose any interactions with UK immigration outside of the standard travel checks administered at airports

- Provide financial statements outlined in the Finance Document section below

*Note: You will need to factor in the cost of applying for a Tier 4 visa which is currently at £348 (2019) plus the NHS surcharge. Payment will be required at visa application stage.*

Post Offer:

- Candidates will be issued a CAS for visa purposes by the International Student office.
- Candidates should attend the visa webinar. Details will be sent to offer holders.
- Candidates who require a Tier 4 visa should start the application process.

## Financial Documents

All applicants will need to provide evidence of funds at the time of application. This should include a current bank statement which shows the total amount of funds held in a bank account under your name, a parent or partner. If providing a bank account of a parent you will need to provide evidence of the relationship in the form of a birth certificate.

- The bank statement should be an official bank statement and not a print out from internet banking.
- The funds should be held in the current account for at least 28 days and should remain in that account from application to the course until application of the immigration visa, if applicable.
- The funds held should cover the total financial commitment sum outlined.

**IMPORTANT:** Funds demonstrating the **financial commitment total**, should remain in the bank account throughout the course application and Tier 4 visa application process. Failure to show evidence of funds at Tier 4 visa application stage may result in refusal of the Tier 4 visa.

The funds held in the bank statement provide proof of the total amount of tuition fees, accommodation and maintenance costs outlined in the table below:

	<b>UK/EU</b>	<b>EU</b>	<b>International</b>
<b>Tuition Fee</b> (College fee included)	£13,875	£13,875	£17,500
<b>Maintenance/Living Cost</b> (Minimum cost based on 48 weeks)	£10,598*	£10,948*	£10,948*
<b>Accommodation</b> (Minimum cost based on 48 weeks)	£9,120*	£9,120*	£9,120*
<b>Estimated Total Financial Commitment</b> (Accommodation and maintenance costs will vary)	£33,593*	£33,943*	£37,568*

*\*These are the minimum costs expected and are provided as a guide. Prices will vary depending on living arrangements, accommodation selected and other factors.*

Successful applicants will be informed of the tuition and accommodation payment schedule at offer stage.

Applicants are encouraged to review the information available on the graduate admissions website but are advised that not all information provided is applicable to this course.

Graduate Admissions: [www.graduate.study.cam.ac.uk/](http://www.graduate.study.cam.ac.uk/)

All supporting documents must be uploaded on the Applicant Portal:  
[www.graduate.study.cam.ac.uk/applicant-portal](http://www.graduate.study.cam.ac.uk/applicant-portal)

In order for your application to be considered complete you must complete the form on the Applicant Portal and upload all required documents.

Visit [www.ice.cam.ac.uk/ipm](http://www.ice.cam.ac.uk/ipm) for application dates and deadlines.

**Contact Us:**

Institute of Continuing Education  
University of Cambridge  
Maddingley Hall  
Maddingley  
Cambridge CB23 8AQ  
T: 01223 746222  
E: [ipm@ice.cam.ac.uk](mailto:ipm@ice.cam.ac.uk)  
W: [www.ice.cam.ac.uk](http://www.ice.cam.ac.uk)

*Disclaimer: Whilst every effort is made to ensure the information provided in this document is up to date, we reserve the right to amend information according to new procedures and legislation set by governing bodies.*