Frequently Asked Questions
Advanced Diploma in Research Theory and Practice in English – Business Management
International Pre-Master’s Programme (IPM) 2022-23

University of Cambridge
Institute of Continuing Education
www.ice.cam.ac.uk/ipm
ipm@ice.cam.ac.uk
General Questions

What are the academic entry requirements?
Applicants for this course will normally have achieved a UK 2.1 honours degree or overseas equivalent from a recognised higher education institution, in a related field (Business Management). If your undergraduate qualification is in an unrelated field, please contact the IPM team to discuss this before submitting an application.

How many hours will I study?
Units 1 and 2 of the IPM course attract 30 credits each, equating to 300 hours of learning (one credit notionally represents 10 hours of learning). Unit 3 attracts 60 credits and equates to 600 hours of learning. In addition, a minimum of 12 hours' independent study per week is expected for Units 1 and 2, and considerably more for Unit 3.

How will the classes be taught?
Teaching will be delivered via a combination of workshops, research seminars and small group supervisions.

What is the average class size?
There will be no fewer than five and no more than 50 students in any taught class.

What is the rule of progression to get the Advanced Diploma?
The academic year is divided into three terms and students will need to pass all of their end-of-term coursework assignments in order to receive the final award.

What are the English Language requirements?
We accept IELTS, TOEFL, Cambridge C1 Advanced and Cambridge C2 Proficiency language certificates (see English Language Requirements below for details). No language waivers or exceptions to the language requirements are available for this course.

Does the IPM guarantee admittance to a University of Cambridge Master’s programme?
The IPM is designed to prepare students for Master’s level study at Cambridge and other leading universities. Whilst every effort is made to support students in securing a place on a Master’s programme, the IPM does not guarantee entry to a postgraduate programme at the University of Cambridge or any other institution. Candidates will need to satisfy the entry requirements of postgraduate courses as outlined in the admissions policy for each course.
What guidance is available on topics for the Research Proposal?
Please see the ‘Writing a Research Proposal for the IPM’ document on our website. You should also schedule an appointment with Dr Nigel Kettley to discuss your Research Proposal before submitting your application.

Will I be a member of the University of Cambridge?
Students on the IPM will become fully matriculated, lifelong members of the University of Cambridge.

When can I apply?
Applications are now open, with a deadline of 31 March 2022. You will have an opportunity to engage with the IPM team in advance of your application via our virtual open days, webchats, webinars and application workshops. Information about these events will be posted on our website.

I am due to graduate in the summer of 2022, but do not have my Bachelor’s degree certificate yet. Can I apply?
We will make conditional offers of a place on the IPM course to qualified applicants, subject to timely submission of your official degree result. Current transcripts should be submitted with your application and must indicate that you are, on average, gaining marks consistent with a 2.1 final result. Applicants will be expected to have met all conditions by the end of June in the year of entry, in order to allow enough time for visa application and processing before the start of the course. If you would like to discuss your individual circumstances, please email the IPM team.

What is the University doing to keep students safe from COVID-19?
The University’s priority is the safety of its student and staff community. A range of measures are in place to keep everyone safe, these are continuously reviewed and developed to ensure appropriate guidance and facilities are available. You can read more here: www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni
Admissions

Can I apply if I hold an undergraduate degree but it is a 2.2 or lower?
Applicants are expected to 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. For equivalent qualifications, see [www.graduate.study.cam.ac.uk/international-qualifications](http://www.graduate.study.cam.ac.uk/international-qualifications). We regret that applicants with a lower result will not be considered.

Can I apply if I do not have a relevant degree?
Please contact ipm@ice.cam.ac.uk to discuss your individual circumstances. In some cases, it may be possible to apply for the IPM with a good honours degree or the equivalent in a related subject. Your application as a whole should contain evidence of your potential and you must submit a compelling research proposal on a business management topic.

Can I apply for this course if I already have a Master’s degree?
The IPM is aimed at candidates who have completed their undergraduate studies and are looking to continue to postgraduate level study. We will consider applications on a case-by-case basis but ask that you carefully review the requirements and aims of the IPM course, and consider whether it fits your qualifications and what you hope to gain from it. The IPM team are happy to discuss your individual circumstances. You may also wish to review our other postgraduate offerings at [www.ice.cam.ac.uk/courses/postgraduate-certificates-and-diplomas](http://www.ice.cam.ac.uk/courses/postgraduate-certificates-and-diplomas).

Do my references need to be academic references?
You will need a total of two references. Both references can be academic references; or one can be academic and the other an employment reference, which must be from an individual holding a senior or managerial position. We will not accept two employment references. Please review the document ‘Supporting documents required for application’ on our website.

What is the admission decision based on?
We will take into account your application submissions (transcripts, English language test, research proposal, CV or resume, references, personal statement and proof of funds), online interview, English assessment administered by the Language Centre and College review. Applicants will also need to fulfil student immigration visa requirements (see [www.internationalstudents.cam.ac.uk/immigration](http://www.internationalstudents.cam.ac.uk/immigration)).

When can I expect a decision?
The shortlisting process will commence shortly after the application deadline. Shortlisted applicants will be invited to schedule an online interview. Selected candidates will then be required to complete an additional English test and their applications will be reviewed by one of the Colleges before a final decision is made. The process should be complete by May 2022 for places commencing in October 2022. Unsuccessful candidates will be notified within six weeks of the relevant deadline (excluding holidays and term closures).
What should I expect in an interview?
Candidates should be prepared to discuss their academic experience to date, details of their research proposal and their academic goals for the future.

Can I expect feedback if my application is unsuccessful?
We regret that we are unable to offer feedback, due to the high volume of applications received.

I have received my offer. How do I accept it?
You will receive a formal offer of admission by email from the Admissions Office. You will be able to print a summary certificate of your offer of admission, and view your offer conditions via an online self-service account. Once you have met all of your offer conditions, your admission will be confirmed and you will see this reflected in your self-service account. You will be able to accept or decline your offer via your account. Further details will be provided along with your offer.

Can I defer my offer?
No. If you wish to be considered for the next academic year, you will need to make a fresh application. It is not possible to resubmit your existing application for a start date in a subsequent academic year. See www.graduate.study.cam.ac.uk/deferring-application

What are my College and accommodation options?*
We work with a number of partner Cambridge Colleges to provide College membership, teaching space and residential accommodation. Accommodation for IPM is typically provided through Girton College at Swirles Court, Eddington. You will become a lifelong member of your College and enjoy the benefits of College resources and support from the College community. Accommodation may however be provided through a College where you are not a member.

* Please note that we cannot guarantee acceptance to your preferred College or accommodation facility.
English Language Requirements

What are the English language requirements?
Applicants must attain and provide evidence of their result in one of the following:

- IELTS: 6.5 or higher overall, with no element lower than 6.0; applications with any element below 6.0 will not be considered
- TOEFL iBT: 90, with no element lower than 22 (other than speaking, which can be no lower than 20)
- Cambridge C1 Advanced: 176 overall, with no less than 169 in any paper
- Cambridge C2 Proficiency: 176 overall, with no less than 169 in any paper

Applicants with a score lower than the above requirements will not be considered. Please complete your language test as early as possible to allow time to retake it, if this should be necessary.

Can the English language requirements be waived if I have been studying in an English-speaking university for three or more years?
For some courses at the University of Cambridge, there is an exemption from the language requirement if a student has previously studied in an English-speaking university for three or more years. **However, for the IPM, the language requirement cannot be waived under any circumstances.**

Do I need to take a specific English language test?
Only the above English language tests are accepted.

I have an IELTS overall score of 6.0. Can I upload an improved IELTS score later? Your application will not be considered unless you are able to meet the entry requirements.

One of the elements in my IELTS score is 5.5, although my overall score is 6.5. Does this meet the entry requirements?
No single element of your IELTS score must be lower than 6.0.

Will I have to take a further language test if I want to progress to a Master’s course? As a requirement for the IPM you will need to produce a valid English language certificate at the level indicated. However, your language test for the IPM may not be at the correct level for a Master’s degree at Cambridge, which is set at a higher level. Please refer to the application requirements for the specific course you wish to study, either at Cambridge or elsewhere.
Finance

How much is the tuition fee?
The tuition fee is £19,000. Accommodation and maintenance costs are not included in the tuition fee. You can view information about the IPM fees at www.ice.cam.ac.uk/ipm (‘Fees & Funding’) and in the document ‘Supporting Documents Required for Application’.

What is a ‘maintenance cost’?
This is an estimate of the minimum cost of living you should expect during your time as a student. Students must be prepared to show evidence of funds held in a bank account, if requested. More information can be found at www.ice.cam.ac.uk/ipm (‘Fees & Funding’).

You will also need sufficient funds for visa purposes and should ensure your financial evidence meets the specific visa application requirements.

When do I need to pay my fees?
A payment plan will be provided with your offer letter. You should expect to pay a stated amount to secure your accommodation in the summer before you arrive.

Can I extend my tuition fee payment deadline?
Deadlines for the payment of fees are final and cannot be moved. 

Can I extend my accommodation payment deadline?
The accommodation payment secures your room. It will not be possible to extend the deadline for payment of accommodation costs.

What happens if I experience financial difficulties during the programme?
We strongly advise that you review the financial commitment in relation to this programme. While financial help is offered for some courses, this provision is not available for the IPM. Students are encouraged to inform the programme team of any significant changes in their personal circumstances that may affect their ability to meet costs.

How much money do I need to have in my account at application?
You are required to show evidence of the minimum financial commitment when you submit your application. Please see the table example provided in the document ‘Supporting Documents Required for Application’ which can be downloaded from the IPM website.
Can I apply for a scholarship or bursary to assist with financial costs?
Students hoping to study on the IPM will not be eligible for financial assistance from the University. Students will be required to demonstrate that they are able to meet the full financial commitment at the point of application.

Is a deposit required?
We do not ask for a tuition fee deposit. Students will be asked to pay an early instalment for accommodation in order to secure their room.

If I successfully apply for a Cambridge Master’s programme while I am a student on the IPM, will I have to pay another fee?
Fees for any further course of study will need to be paid in respect of that particular course, and are not considered to have been paid in full or in part after successful completion of the IPM.

What is the refund policy?
The IPM follows the University’s policy refund policy. The IPM tuition and accommodation refund policy will be provided to successful applicants at the offer stage along with the course terms and conditions.
**Immigration Visas**

**Will I need a visa?**
If you are a non-UK or Irish national and you do not already hold immigration permission that would allow you to study in the UK, you will need to apply for a student visa. The University's International Student Office will be able to assist applicants with student visa advice and guidance once offers have been made. Please visit the University’s International Students webpages for further information at [www.internationalstudents.cam.ac.uk/immigration](http://www.internationalstudents.cam.ac.uk/immigration).

**When should I apply for a visa?**
The International Student Office will issue you with a Confirmation of Acceptance for Studies (CAS) from July and once all the conditions of your offer has been met. All candidates who require a student visa should start the visa application process only after receiving their CAS. The International Student Office will also host a mandatory webinar for all offer holders over summer. An email will be sent to notify candidates of the date of the webinar.

**What are the responsibilities of my visa?**
You will need to ensure you comply with the conditions attached to your visa and co-operate with the University in fulfilling its sponsor duties. Guidance about the responsibilities on a student visa is provided at [www.internationalstudents.cam.ac.uk/student-visa-responsibilities](http://www.internationalstudents.cam.ac.uk/student-visa-responsibilities).

**Can I work part-time while I am studying?**
Students are not expected to work during term-time. We advise students to focus on their studies while on the programme. If you need to work part-time, please consult first with the IPM team. Students on a student visa will also need to refer to the visa restrictions and consult with the International Student Office.

**Who can I contact for visa help at the University?**
In the first instance all questions should be directed to the IPM team who will consult or put you in touch with the International Student Office.
Who should I contact…

…if I need help with my application?
For admissions enquiries, ipms.admissions@ice.cam.ac.uk. For general enquiries about the IPM course, email ipm@ice.cam.ac.uk

…if I need to know more about the IPM curriculum?
For general enquiries about the IPM course, email ipm@ice.cam.ac.uk

…if I wish to discuss my Research Proposal?
You should schedule an appointment to discuss your Research Proposal with one of the Academic Teaching Staff listed on the course page at www.ice.cam.ac.uk/ipm

…if I need assistance with my visa application?
All enquiries should be directed to the IPM admissions team in the first instance, ipms.admissions@ice.cam.ac.uk. The University's International Student Office will be able to assist applicants with student visa advice and guidance once offers have been made.