

POSTGRADUATE RESEARCH ADMISSIONS POLICY

research programme. Some programmes are very popular and may therefore operate a closing date or dates. Where this is set in advance it will be

In deciding when to submit an application, applicants are recommended to take into account factors such as securing accommodation¹ and, if appropriate, deadlines for applying for funding or for a visa for study.

5.2 Students applying to Durham University apply to an academic programme of study and are offered a place on a programme of study. Subsequently they are allocated to a college. The offer of a place at the University is also separate to an offer of funding.

5.3 Applications to most programmes are made direct to the University via an online application form². For applications to research degrees, part of the application process involves the discussion of a research proposal. Applicants can contact the Department to check that it has a suitably qualified supervisory team and appropriate academic facilities before

8. INFORMATION

address and programme applied for.

16.3 Under the Data Protection Act a request for feedback should come from the applicant or from someone to whom the applicant gives express and voluntary consent, in writing, to act on their behalf. Feedback will only be provided to a third party if the applicant has given prior, express and voluntary consent, in writing.

16.4 The University undertakes to reply to all requests for feedback, but applicants should note that the University prioritises making decisions on applications over providing feedback to unsuccessful applicants and therefore at certain times of the year there may be a delay in providing feedback.

17. COMPLAINTS

17.1 The University publishes a complaints policy for applicants⁶. Complaints should be submitted in writing. A complaint is defined as a specific concern related to a procedural error, irregularity or mal-administration in the admissions procedures or policies. Complaints on any other grounds or dealing with processes or decisions not linked to an application or admission to the University will not be accepted under this policy.

17.2 Requests by an unsuccessful applicant for a formal review of the outcome of an admissions decision, with an aim of overturning or changing that decision, will not be considered.

17.3 Applicants will not be discriminated against in any further application should they request

18. FRAUDULENT STATEMENTS/OMISSIONS AND PLAGIARISM

18.1 Every applicant and registered student is required to disclose to the University all academic and personal information material to an application made by the applicant or in their name and to their matriculation⁷ and registration. Applicants and matriculated and/or registered students, and those acting in their name, also have a continuous obligation to notify the University of changes in their circumstances.

18.2 The University reserves the right to cancel an application or withdraw any offer if it is found that an application contains false, plagiarised or misleading information⁸.

19. OTHER RELEVANT POLICIES

19.1 The Postgraduate Research Admissions Policy is supported by a number of policies, processes and sources of information, advice and guidance designed to minimise barriers to potential applicants that include:

Regulations for Matriculation⁹

Durham University Diversity and Equalities Policy¹⁰

Data Protection Policy and Student Privacy Notice¹¹

Applicants who have a stated disability

Advice on qualifications and their equivalency¹²
English Language Proficiency¹³
Credit transfer arrangements¹⁴

Date of Senate agreement of Policy: xxxxx
