

How to Apply

Filling in the Application Form

The application form's requirements include statements about your particular computing interests, experience and equipment, and an explanation of why you wish to enrol on the course. You might like to draft these offline in a word processing package and then cut and paste them into the online form.

The Course Admissions Policy

The Course admissions committee will be looking for the following qualities:

- a. **Motivation.** Under this heading the applicant's statement will be taken into account and the Course admissions committee will be looking for level of commitment and motivation. Applicants should give some indication of why they wish to study at this level, and why they believe this particular course is appropriate to their needs and aspirations. They should also consider carefully their ability to meet the time commitments of the course.
- b. **Computing experience.** There are no formal entry qualifications but applicants should already have some programming experience and satisfy the admissions panel that they will be able to understand the concepts involved in this level-three course.
- c. **Computing facilities.** The applicant should have access, or undertake to have access by the start of the course, to the necessary hardware and software as described in [Computing Facilities](#) required.
- d. **Use of English.** Applicants must be able to express themselves ideas in fluent written English appropriate to an academic course see [English Language Requirements](#).
- e. **Suitability for the course.** In certain cases applicants may be invited to supply further information to support their application. The aim of this will be to help the Course admissions committee to form a view as to whether this course is the appropriate one for the applicant at this stage in his or her studies.
- f. **Other study commitments.** Applicants who are studying for another major award may be advised to defer starting this course until after that other study commitment is completed.

The application form also requires students to list any educational qualifications they may have but formal educational qualifications are not, however, a prerequisite of acceptance.

Applicants may be contacted for further information to help the Course admissions committee make a decision. To avoid delay it is important that the application form is completed as fully as possible.

The receipt of your application will be acknowledged via email.

The Course admissions committee would normally intend to make a decision within 4 weeks of receipt of the fully completed application and receipt of both references.

You should note that the number of places on the course is limited, and these will be allocated on a first-come first-served basis for suitable applicants.

Obtaining References

Applicants should name two people who are willing to act as referees. If possible, references should know you in an academic or professional capacity, but where this is impossible, applicants should name referees who can vouch for their motivation, commitment, ability and computing experience and if necessary, English language proficiency. Only in *exceptional* circumstances should a referee be a relative of the applicant and if this is the case the reason(s) and nature of the relationship must be clearly stated on the application form.

The procedure for obtaining references is as described on the application form and must be followed before an application can be considered. As it can take a considerable amount of time

for us to process references it is best to apply as early as possible. Please note that your application will not be considered until both references are received.

Finance

The ability of applicants to finance their studies is not one of the criteria of academic acceptance. However, applicants may not subsequently be admitted to the course if they are unable to provide evidence of their ability to pay the course fees. In cases where students anticipate difficulties with payment, all possible information and guidance on sources of financial support will be offered.

Equal Opportunities

The Department operates an equal opportunities policy in its selection procedures.