

UAS Conference Series 2013/14



The Graduate Admissions & Funding Online Handbook: Everything you need to know about the graduate admissions process



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Graduate Admissions & Funding

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Online Handbook - Outline

- What is it?
- What is in it?
- Tour of content
- Quiz
- Questions?

What is it?

- Detailed information on University policies and processes related to graduate admissions
- Covers the full lifecycle from submission of application to confirmation of offers and post-offer administration
- Aimed primarily at UAB and college administrative staff, Directors of Graduate Studies and Tutors for Graduates
- Different from the Online Guidance for Graduate Assessors

What is in it?

- Not just step-by-step guidance on the graduate admissions process
- Links to:
 - Correspondence templates
 - VRO application forms and guidance notes
 - Reports and statistics
 - Contact lists
 - Resources, e.g. interview toolkit, college FAQs
- Easy access through alphabetical list of contents
- Keeping content current

A brief tour

- Accessible via the Staff Gateway (in [Tools](#) or under new Staff Handbooks section in [Students & Teaching](#))
- Please bookmark it:
www.graduate.ox.ac.uk/handbook
- And spread the word...

Does it meet your needs?

- We would like to know:
 - Does it answer your questions comprehensively and clearly?
 - Is information arranged in a useful way?
 - How easy is it to navigate between sections?
 - Is there anything missing?
- Please give us your feedback:
 - Via the online feedback form, or
 - Email bruce.forman@admin.ox.ac.uk (colleges)
 - Email richard.turner@admin.ox.ac.uk (divs/depts)

QUIZ

Question 1

- I'm an Italian graduate of Milan University, where I carried out my undergraduate studies and was taught and assessed in Italian. Although my first language is Italian, my spoken and written English is very good, mainly because I have just spent two years in London working as a consultant with KPMG.
- Do I have to take an English language test?

Question 2

- About ten years ago I spent three years in prison for a drugs-related crime. Since then I've been on the straight and narrow; do I have to declare this on the application form?
- If I do, I understand that a special group will consider my conviction as part of the admissions process; could you tell me who sits on that group?

Question 3

- I'm hoping to come to Oxford next year to study for a Masters in Social Anthropology. As I'm a US citizen I understand that I might be eligible for some financial assistance from the US government. Could you please tell me what loans, if any, are available and how much interest I would have to pay?

Question 4

- We (a UAB) have reached our target number of offers for the November deadline, but have three applicants who meet the minimum criteria. We would like to consider these applications again with those from the January deadline. What should I do?

Question 5

- We (a UAB) want to make an offer to an applicant in the Open Field. Is the procedure any different from usual and, if so, how should we proceed?

Question 6

- I've been offered a place by Wellington College. I don't think this college will suit my needs. I would prefer to go to Radcliffe College. Is that possible?

Question 7

- At the beginning of September I sustained a nasty break of my ankle while white-water rafting in Chile. My doctor says I'll need a cast and crutches for several months. I'm concerned about my ability to start my doctoral studies as I had planned to carry out field research during Michaelmas term.
- Can I delay the start of my studies to Hilary term?

Question 8

- We have a current student who is applying to do an MSc in International Development next year. He wants to come to this college; we don't usually accept for this programme, but would like to offer him a place if he is accepted to the programme. Is that possible and how does he put the college on his application?

Question 9

- I'm currently in my third year of a four-year doctoral programme at Harvard and I would like to come to Oxford as a Recognised student in order to work with Professor Stargazer in the Department of Astrophysics. Ideally I would like to stay in Oxford from January 2014 to June 2015?
- Is this possible?

Question 10

- We are making an offer to a student for a DPhil. She has not selected a preferred college. How do I know which college to send the cover sheet and offer letter to?

Question 11

- Our college has places available for candidates in Oriental Studies. How do I identify possible candidates who do not yet have a college place?

Question 12

- I'm a Professor of Classics at the University of Cape Town and I would like to come to Oxford for a week to put the final touches to a book on the early poems of Catullus, together with my co-author, an eminent member of Corpus Christi College. Does the University of Oxford offer any financial support in such circumstances?

Who to contact

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QUESTIONS?