

## NOTES OF GUIDANCE FOR MA APPLICANTS

### ADVICE

Full details of the MA Course pathways may be found on the Arts University College at Bournemouth website. If you would like to discuss your eligibility for admission or any other matter regarding your application you are welcome to email [pgadmissions@aucb.ac.uk](mailto:pgadmissions@aucb.ac.uk) or phone either

Overseas Admissions on +44 (0)1202 363233

Home/EU Admissions on +44 (0)1202 363384

Please make a copy of your application form for reference in the event that the original is misplaced or lost in the post.

### INFORMATION

To help the academic staff in considering your application please give as much information as possible.

### CHECKLIST

Refer to the checklist before sending your application to ensure that you have all of the necessary documentation.

### REFERENCE

Please complete the first section of the reference form and send the form to the referee named in your application. Your named referee should be your tutor from the University or College at which you have studied most recently, or, if this is not possible then a person of professional standing that has knowledge of your academic potential.

### TIMING OF APPLICATION

There is no set deadline for your application although if you require a visa we recommend that you apply at least 2 months before the start of the course. Please note that the Halls accommodation is allocated at the end of May each year and we cannot guarantee a place if you apply after this date.

### ENTRY REQUIREMENTS

Applicants will normally be in possession of a BA (Hons) degree in Arts, Design, Media or Performance graded at 2.1 or above. We will also consider applicants who do not have the above entry requirements who can demonstrate that they will be able to fulfil the objectives of the course of study and achieve the standard of the final award.

## **PORTFOLIO SUBMISSION**

- You are asked to submit documentation of your work.
- This should be in the form of up to 20 images provided on CD / DVD Mac Compatible.
- List the items in your portfolio on the application form on page 4.

## **CHECKLIST**

Please use this checklist to ensure that you have completed your application correctly. Failure to do so may delay your application. Please complete all forms in block capitals.

Your application must include the following items:

- A completed application form
- Your study proposal
- One confidential report should be sent to the referee named on your application form. Please ask your referee to complete the confidential report and forward it to the University College
- Copies of certificates showing your most recent examination results (if applicable)
- A completed portfolio

## **SUBMISSION**

Please send your completed application to :

Postgraduate Admissions, The Arts University College at Bournemouth, Wallisdown, Poole, Dorset BH12 5HH UK

We will send an acknowledgment email to confirm your application. Please note that although we treat all work with the greatest care and respect the AUCB cannot accept any responsibility for loss or damage of any of the work you submit.

## **WHAT HAPPENS NEXT?**

You may be offered a place on the strength of your application or if you are in the UK you may be offered a date for an interview. However, we recognise that it may not be possible for you to attend an interview at the University College or at one of the education fairs that are represented each year in various countries. In such cases your suitability for a place will be assessed your application form, study proposal, portfolio of art work, reference and academic qualifications. We may also undertake a telephone interview.

We try to process applications within one month of receipt however if you have any concerns please contact Postgraduate Admissions on [pgadmissions@aucb.ac.uk](mailto:pgadmissions@aucb.ac.uk).

## **STUDY PROPOSAL**

Please note that your study proposal is an important part of your application. If you need any assistance with the study proposal please contact the Postgraduate Admissions.

## **GENERAL**

- A study proposal provides a detailed account of your intentions
- Your study proposal should be not more than 800 words
- State your intentions clearly
- Your study proposal should be word-processed.

## **INTRODUCTION**

Briefly outline your study interests and what you wish to achieve.

Describe your recent work including contemporary and historical references, such as the artists or designers from the past to the present that influence your work.

## **INTENDED PROGRAMME OF STUDY**

Explain clearly how you intend to develop your art-work and how you will inform this development through researching theory.

In other words: who and what influences your artwork?

## **EVALUATION OF WORK TO DATE**

Describe the strengths and weaknesses in your artwork and how you intend to build on your strengths and how you could improve your weaknesses.

## **RESEARCH**

Provide details of any research you have undertaken in order to develop your study proposal. This may include visits to museums and galleries, theatres and performances, libraries and other appropriate archives.

## **PERSONAL DEVELOPMENT**

Provide a list of skills that you have achieved to date and identify those that you are intending to develop. For example: communication skills, I.T. skills, practical skills etc.

## **PROFICIENCY IN ENGLISH**

The minimum English Language entry requirement is IELTS 6.0 or equivalent. However we would highly recommend that students have an IELTS score in the range of 6.5 or higher. Please enclose a certificate of competence with your form. However, if your English language level is not this high but you meet all other entry requirements you can be offered a conditional place and would be recommended to undertake a language pre-session course. If you do need to improve your English please ensure that you apply sufficiently early to allow time to meet your condition for the start of the MA course.

## **ACKNOWLEDGEMENT AND PROGRESS OF APPLICATION**

You will receive an email from the Postgraduate Admissions acknowledging receipt of your application. You will then be contacted by the Course Leader to discuss your application and to arrange an interview or visit if it is necessary.

## **FINANCE**

Please indicate on your application form how you propose to finance your studies. If you require a visa, you will also need to demonstrate to the UK Border Agency that you have sufficient funds to cover your living costs whilst you are in the UK. If you are applying for a bursary or other award, please do not wait for the outcome before sending in your application.

## **FEES**

Please refer to the website for our current overseas and home fees and for any discounts that may be available.

## **DEPOSITS**

Applicants will be asked to indicate how they propose to finance their studies and all accepted students will be required to pay a non refundable one-term deposit prior to the commencement of the course, preferably by the 1st October 2010.

(This includes all applicants who are awarded a full or partial bursary)

## **BURSARIES**

A limited number of bursaries will be made available and will be provided as a partial waiver of fees.