

SUPER PG Cert Researcher Professional Development (SUPER PG Cert RPD)

APPLICANT GUIDANCE



Scottish Universities Partnership
for Environmental Research

SUPER PG Cert application procedure

Thank you for your interest in applying for the Postgraduate Certificate in Researcher Professional Development. This document will guide you through the application procedure.

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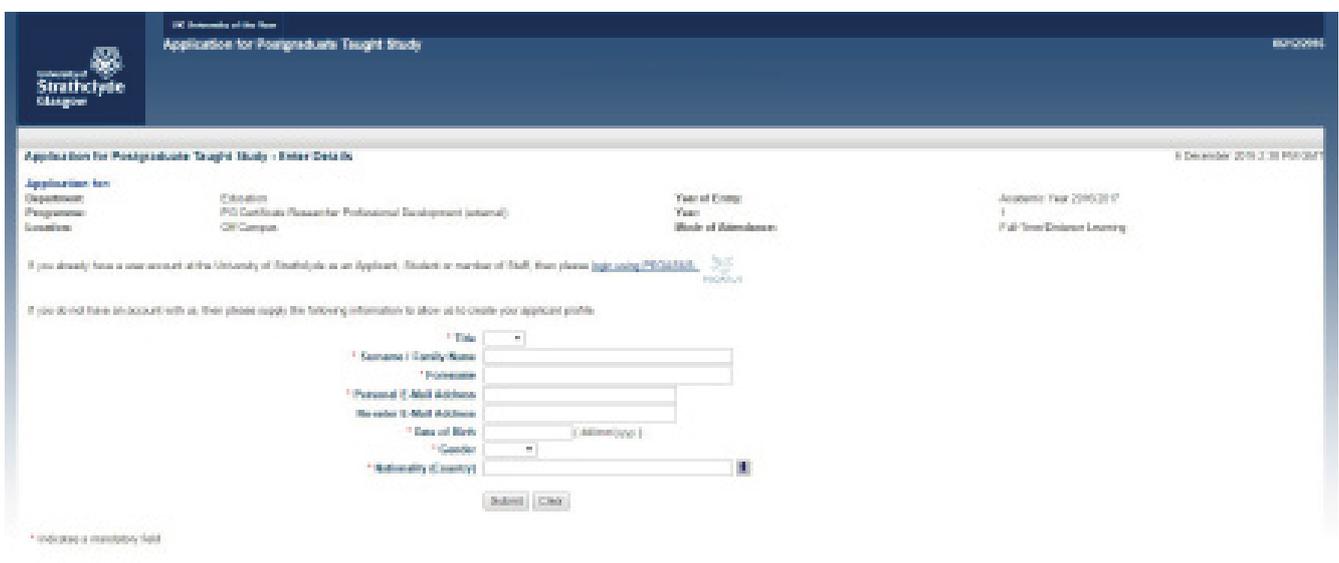
Navigate to the web page link supplied by the Course Coordinator in a welcome e-mail, and select the most appropriate application link:

If you are registered as a full-time PhD student at your host institution, you should select the full-time link. Part-time PhD students should select the part-time link.

The link will take you to the University of Strathclyde Postgraduate Application system. Check that the correct programme details are listed under the 'Application for' section.

You will have to set up an applicant account, by entering some personal details, and clicking on 'submit':

The application link is always available, but there are only 4 start dates throughout the year. You can apply at any point during the year, but you will be registered on the nearest start date (01 October, 01 January, 01 March, 01 June). If you are having any problems accessing the application link, please contact the PG Cert RPD course co-ordinator at pgcertspd-external@strath.ac.uk.



UK (University of Strathclyde)
Application for Postgraduate Taught Study

Application for Postgraduate Taught Study - Enter Details

Department: Education
Programme: PG Certificate Researcher Professional Development (external)
Location: Off Campus

Year of Entry: Year 1
Mode of Attendance: Full-Time/Distance Learning

Acceptance Year: 2019/2020

If you already have a user account at the University of Strathclyde as an Applicant, Student or member of Staff, then please go.univ.strath.ac.uk to login.

If you would like an account with us, then please supply the following information to allow us to create your applicant profile:

* Title
* Surname / Family Name
* Postcode
* Personal / Email Address
We enter E-Mail Address
* Date of Birth (dd/mm/yyyy)
* Gender
* Nationality (Country)

[Submit] [Clear]

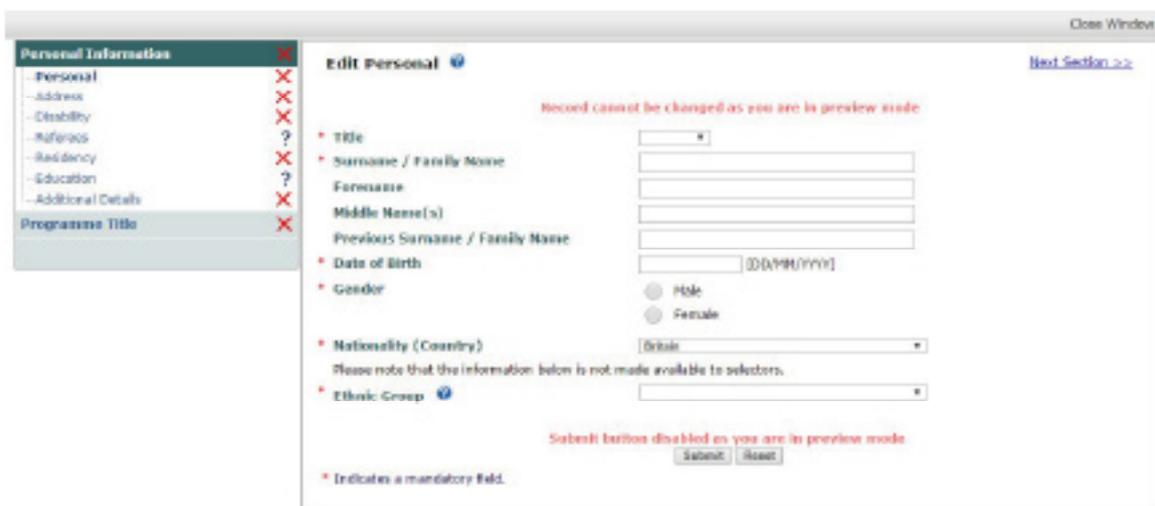
* indicates a mandatory field

2 Completing your application: personal details

Once you have created your applicant account, you can start your application. The PG Certificate Researcher Professional Development (external) should be the only course listed. Click on the link to start your application.

2.1 Your personal details

You will need to provide some personal information, in addition to the information you gave in the first step. Please enter or update all mandatory fields. The information is collected by the University for anonymised reporting, and will not form any part of the application decision.

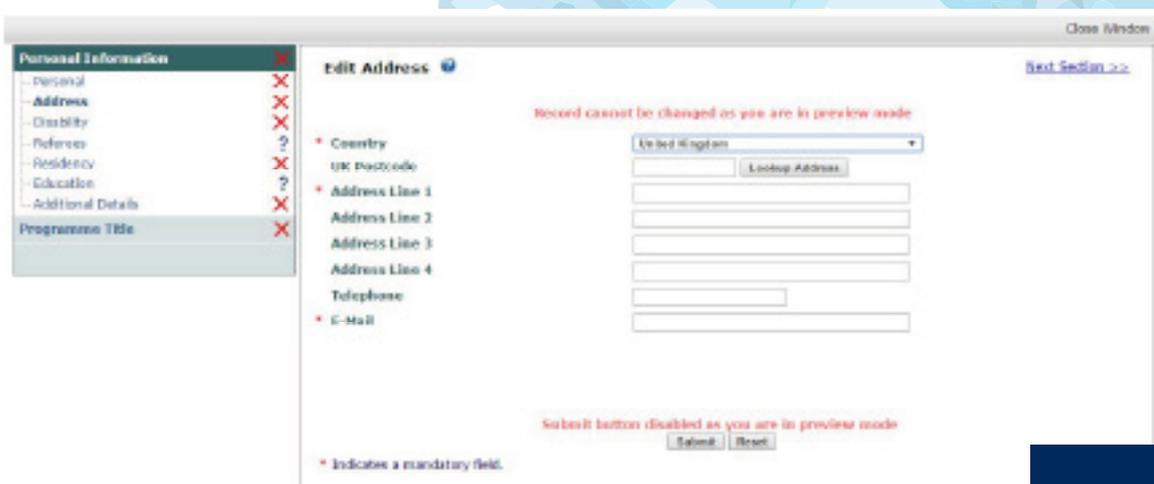


2.2 Your address

Please provide the address you would like the University to send your certificate to, and any other official correspondence.

You will be able to update this address throughout your period of study.

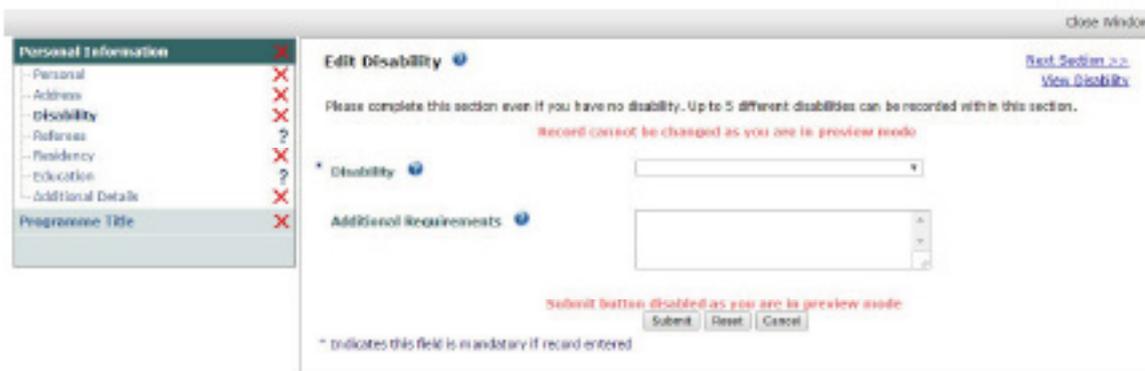
All communication relating to the SUPER PG Cert will be conducted by email, phone or video call.



2.3 Entering any disabilities

Even if you do not have any disabilities, please complete this section. This information is again used for anonymised reporting, and to ensure the correct services are available to students.

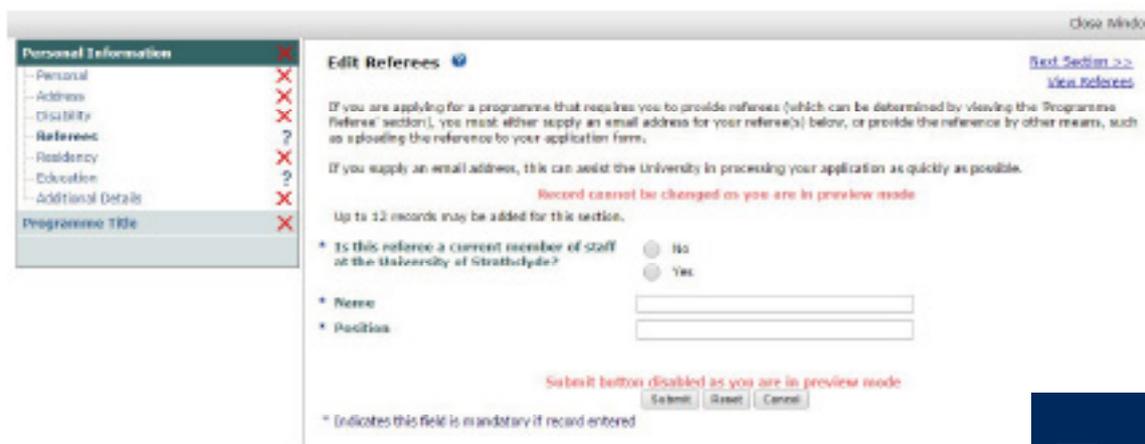
If you would like to make us aware of any disability that you think may be relevant to your ability to complete the SUPER PG Cert remotely, please enter it here and we will ensure that you are given the correct support.



2.4 Entering a referee

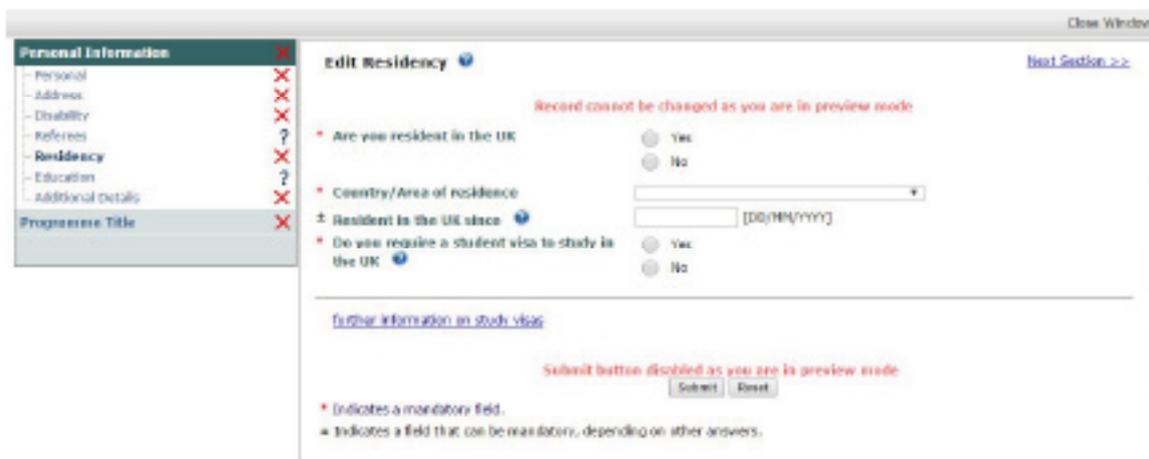
For the 'Referees' section, please enter the details of the Deputy Dean of the SUPER Graduate School, Dr Emma Defew, so SUPER can confirm you are part of the SUPER network. The information you enter in this section will be used later in the application. You do not need to enter any additional referees.

Select 'No' for 'Is this referee a current member of staff at the University of Strathclyde' question. You will then be provided with additional fields – you only need to complete the email address field in addition to the name of the referee. Dr Emma Defew's email is: ecd2@st-andrews.ac.uk



2.5 Residency information

Important: In the 'Residency' section, please enter the country you are normally resident in, and select '**No**' for the question '**Do you require a student visa to study in the UK**': Any requirement for a visa will already have been dealt with by the university you registered with for your doctoral degree.



Your application will be delayed if you select 'Yes' as our admissions team will assume that you need a visa. As you are not required to attend the University of Strathclyde to complete the SUPER PG Cert, you do not need a visa.

2.6 Your qualifications

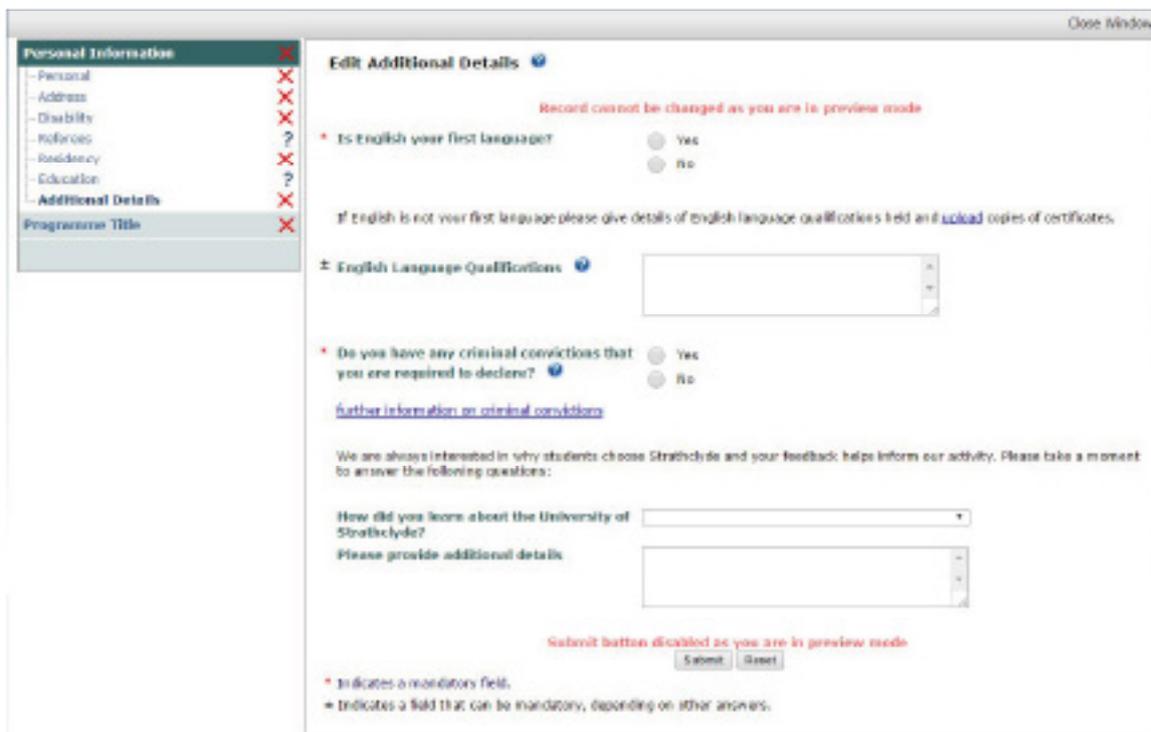
You are only required to enter the details of your PhD in the 'Education' section. Enter the start date of your PhD in the 'From' box, and the expected end date in the 'To' box. In the 'Qualification' section, please enter 'PhD', and select 'Expected' as the 'Status of Qualification'.

You can upload your PhD offer letter as evidence, or an email provided by Dr Emma Defew, stating that you are eligible to apply for the SUPER PG Cert and that your fee will be covered by funds from SUPER.

2.7 Additional information

All communications, documentation and systems related to the SUPER PG Cert will be in English, so please answer the questions about language in the Additional Details section.

You do not need to upload qualifications to support your statement about proficiency in English.



Personal Information [X] [?]
 Personal [X]
 Address [X]
 Disability [X]
 Nationality [X]
 Residency [X]
 Education [X]
Additional Details [X]
 Programme Title [X]

Edit Additional Details

Record cannot be changed as you are in preview mode

* Is English your first language? Yes No

If English is not your first language please give details of English language qualifications held and [upload](#) copies of certificates.

± English Language Qualifications

* Do you have any criminal convictions that you are required to declare? Yes No

[Further information on criminal convictions](#)

We are always interested in why students choose Strathclyde and your feedback helps inform our activity. Please take a moment to answer the following questions:

How did you learn about the University of Strathclyde?

Please provide additional details

Submit button disabled as you are in preview mode

* Indicates a mandatory field.
 ± Indicates a field that can be mandatory, depending on other answers.

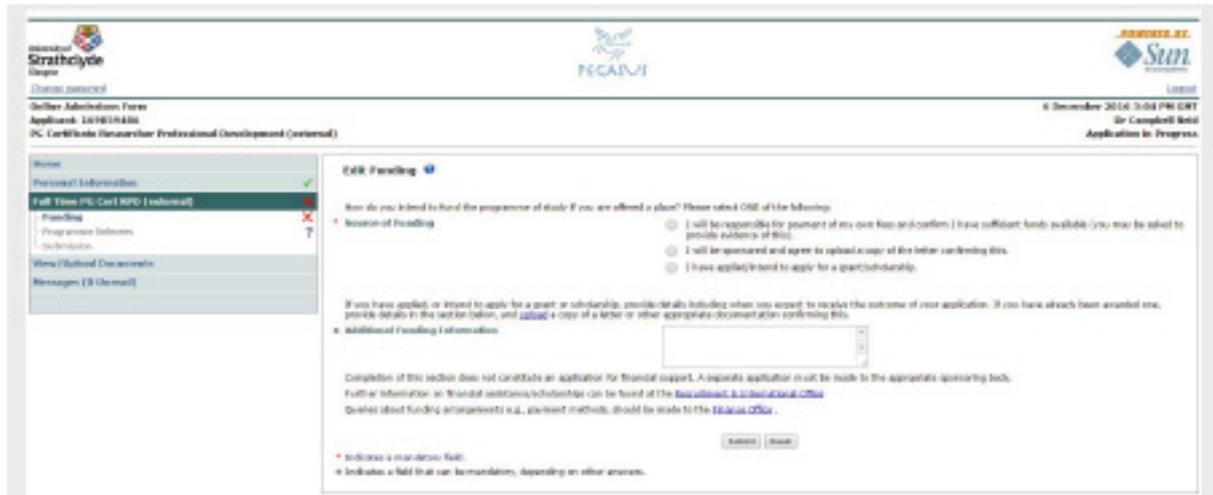
3 Completing your application: programme details

Once you have completed the 'Personal Information' sections, and you have green ticks or question marks showing against each section, you can move on to the next section.

3.1 SUPER PG Cert fees

Please select 'I will be sponsored and agree to upload a copy of the letter confirming this' in response to the 'Source of Funding' question. Dr Emma Defew, Deputy Dean of the SUPER Graduate School, will supply this letter to all eligible students when you are invited to enrol in the SUPER PG Cert.

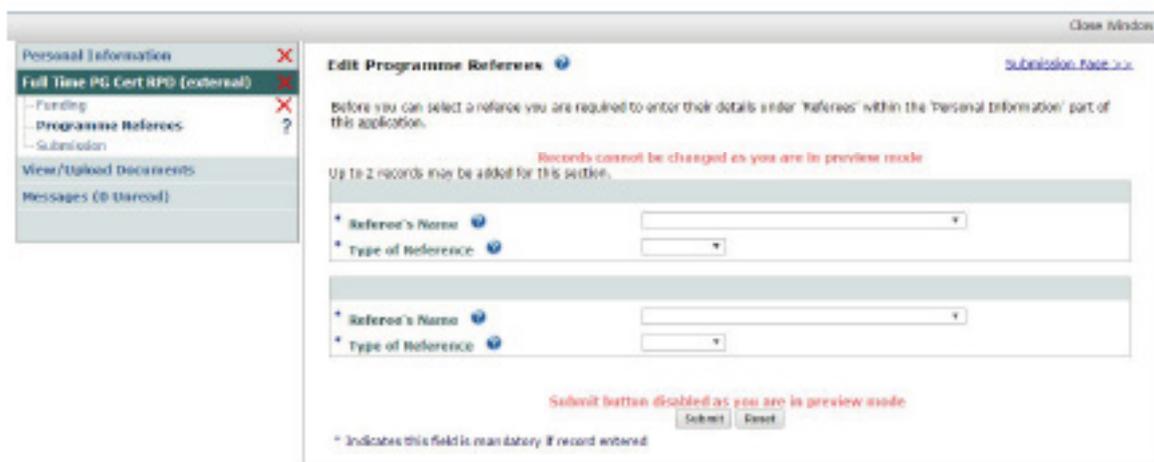
Upload a copy of the letter from Dr Emma Defew confirming that you are eligible to apply for the SUPER PG Cert and the fee will be met by SUPER funds.



The screenshot shows the 'Edit Funding' section of the SUPER application form. It includes a navigation menu on the left with options like 'Personal Information', 'Full Time PG Cert RPD (external)', 'Funding', 'Programme References', 'View/Upload Documents', and 'Messages (0 Unread)'. The main content area is titled 'Edit Funding' and contains a question: 'How do you intend to fund the programme of study? If you are awarded a place? Please select ONE of the following:'. There are three radio button options: 'I will be responsible for payment of my own fees and costs. I have sufficient funds available (You may be asked to provide evidence of this).', 'I will be sponsored and agree to upload a copy of the letter confirming this.', and 'I have applied/ intend to apply for a grant/scholarship.'. Below this, there is a section for 'Additional Funding Information' with a text input field and a 'Submit' button. A note at the bottom states: '* Indicates a mandatory field. * Indicates a field that can be mandatory, depending on other answers.'

3.2 Selecting your programme referee

Select the SUPER referee you entered in the 'Referees' section, and select 'Educational' under the 'Type of Reference'. Remember you only need to add one referee, and that you must have entered the referee's details in the 'Personal Information' section.



The screenshot shows the 'Edit Programme References' section of the SUPER application form. It includes a navigation menu on the left with options like 'Personal Information', 'Full Time PG Cert RPD (external)', 'Funding', 'Programme References', 'View/Upload Documents', and 'Messages (0 Unread)'. The main content area is titled 'Edit Programme References' and contains a message: 'Before you can select a referee you are required to enter their details under "Referees" within the "Personal Information" part of this application.'. Below this, there are two rows of input fields for 'Referee's Name' and 'Type of Reference'. A red warning message states: 'Records cannot be changed as you are in preview mode'. At the bottom, there is a 'Submit' button and a note: '* Indicates this field is mandatory if record entered'.

4 Submitting your application

You are now ready to submit your application. You will see something similar to the following screen:



The screenshot shows a web application interface. At the top, there are logos for Strathclyde, FCAPI, and Sun. The main content area is titled 'Submission Page' and contains the following information:

- Department:** Education
- Qualification/Programme:** PG Certificate Researcher Professional Development (external)
- Mode of Attendance:** Full-time
- Academic Year:** Academic Year 2016/2017

Below this information, there are instructions to click on 'Submit Application' and 'Cancel Application' buttons. At the bottom, there are three status indicators:

- You have provided the minimum information we require though you may add more.
- You have not yet provided all the information we require.
- There is no minimum information we require but you should supply any relevant details.

Click on 'Submit Application' when you are satisfied that you have provided all the required information.

5 Approving your application

The SUPER PG Cert course co-ordinator will review all submitted applications and approve them within 3 days of being notified. The University will then follow its standard procedures for processing an application for a PGT course.

5.1 Your offer

The University of Strathclyde will offer you a place on the course, according to the processes described here:

<http://www.strath.ac.uk/studywithus/postgraduatetaught/youroffer/>

5.2 Accepting your offer

You can then log back on to the application system using the account details you created when starting your application and accept the offer:

<http://www.strath.ac.uk/studywithus/postgraduatetaught/yourdecision/>

5.3 Registering on the PG Cert RPD

The final step of the process is to register as a student at the University of Strathclyde. Please follow these guidelines:

<http://www.strath.ac.uk/studywithus/registration/newstudentsfromtheukeu/>

6 Access to Strathclyde systems

The most important aspect of registering is to create your IT account. This will give you access to the systems you will use to manage your student record (including contact details, using PEGASUS), your SUPER PG Cert record (using our virtual learning environment, Myplace), and complete your SUPER PG Cert assessments (also using Myplace).

You will also receive a Strathclyde email address. This will be the default email used to contact you regarding the SUPER PG Cert unless you provide an alternative address.

7 Welcome from the SUPER PG Cert course co-ordinator

Once you have registered successfully, you will receive a welcome email from the SUPER PG Cert course co-ordinator. The course co-ordinator is your first point of contact for anything related to the SUPER PG Cert, and will act as your advisor of studies in relation to the SUPER PG Cert.

The welcome email will contain full details of how to use the Strathclyde Myplace to complete the SUPER PG Cert and provide you with details of all the resources provided to support you as you work through the SUPER PG Cert.

Please contact the SUPER PG Cert course co-ordinator at pgcertprd-external@strath.ac.uk if you have any questions about the application process, or encounter any issues.

