



University of
Strathclyde
Glasgow

SUPER PG Cert RPD Applicant Guide

Quick Guide

Step 1

Create an account

Use the application link provided with this guide to set up* your applicant account.

Step 2

Submit an application

Complete* your application for *PG Certificate in RPD (external)*.

Step 3

Accept your offer

You will be offered a place on the PG Cert RPD course via email to the address provided in step 2.

Log in to the application system and accept* your offer.

Step 4

Register

Register* as a student at the University of Strathclyde.

* Important additional information provided in the rest of this guide.

Step 1: Create an account

Applicant Account

- Click the application link provided. This link will expire, so you must follow the application process as soon as possible.
- The link will take you to the University of Strathclyde Postgraduate Application system – PEGASUS. Check that *'PG Certificate Researcher Professional Development (external)'* is the programme listed under the *'Application for'* section.
- Set up your applicant account – provide the personal details requested & click *'submit'*.
 - Please ensure your email address is correct as this is how you will be contacted throughout the application process.

Step 2: Submit an application




Application

- You will receive an email to the address provided containing your username and password. Use these to log back into PEGASUS.
- Click on the '*PG Certificate Researcher Professional Development (external)*' link to start your application (this should be the only link available).
- The application is in 2 parts:
 - 1 – Your Personal Details
 - 2 – Your Application

Use the information on the next slide to correctly complete important fields.

- Part 1 must be completed before you can move onto Part 2.
- Both parts must be completed before you can submit your application.
- You must click '*Submit*' within each section to move onto the next.
- You can save and log out of your application at any point and come back to it later.
- Click on '*Submit Application*' when you are satisfied that you have provided all the required information.

The following symbols are found throughout the application:

-  You have not provided the information we require
-  You have provided the minimum information we require
-  There is no minimum information we require but you may wish to enter any relevant details

Step 2: important information

Referees

- Enter **only one** referee – Emma Defew
- 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*’ and ‘*name*’ fields.
- Emma’s email address is ecd2@st-andrews.ac.uk

Residency

- Select the country you are normally resident in.
- Select ‘No’ for the question ‘*Do you require a student visa to study in the UK*’.
- *Note: As you are not required to attend the University of Strathclyde to complete the PG Cert RPD, you do not need a visa. Your application will be delayed if you select ‘Yes’ to this question, please ensure you select ‘No’.*

Education

- You are only required to give details of your PhD:
 - 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.

Fees

- Select ‘*I will be sponsored and agree to upload a copy of the sponsor letter confirming this*’ in response to the ‘*Source of Funding*’ question.
- Upload a copy of the letter provided by Emma confirming that you are eligible to apply for the PG Cert and the fee will be met by SUPER funds.

Contact us

If you have any issues, please contact pgcert-rpd-external@strath.ac.uk

Step 3: Your Offer

Accepting your offer

Please accept your offer as soon as possible. You can do this by:

- Logging in to your application on PEGASUS using the username & password you were sent when you started your application.
- Click on the '*PG Certificate Researcher Professional Development (external)*' link - you'll be taken to the Application History page
- Click on the '*Accept Offer*' button at the top of the page.
- Your offer letter will be available to download should you wish to keep a copy for your own records.

Step 4: Register

The final step is to register as a student at the University of Strathclyde

This is an important step to gain access to the PG Cert RPD resources, so do this as soon as you can.

- You will receive an email containing a DS Username and password – this will give you access to the Registration screen on PEGASUS.
 - It is advisable to reset your password.
- Log in and complete all the required sections of the registration page.
- Once all sections have green ticks, click the “*register now*” button and accept the *Terms and Conditions* to complete your registration.

Once you have registered successfully, you will have access to Myplace. This means you'll be able to start progress on the PG Cert RPD External. Log in to PEGASUS, click the link to access Myplace and familiarise yourself.

Need help?

pgcertrpd-external@strath.ac.uk

To help us manage your query swiftly,
please include screenshots and describe the problem in detail.